**CERTIFIER**

**SCHEDULES 1 – 2**

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# SCHEDULE 1: SERVICES – GENERAL

## Terminology

This document is intended for use in conjunction with the Conditions of contract for provision of minor professional services. Terminology defined in the Contract has the same meaning in this Schedule.

The South Australian Government describes organisations delivering professional services associated with construction as professional service contractors and this term has the same meaning as Contractor.

## Services

The Contractor shall carry out the Services in accordance with the Contract, the Schedules and the project brief.

When acting as a valuer, certifier or assessor the Contractor shall be unbiased, fair and reasonable.

The Contractor shall assess the development against the Building Rules, and if appropriate assign a classification under the Building Code of Australia, and provide a Certificate of Compliance.

The Contractor must:

1. be registered and maintain registration as a Private Certifier in South Australia;
2. comply with the Code of Practice for Private Certifiers;
3. be independent of the design process, except for preliminary advice of a general nature.

## Administration

The Contractor shall:

1. ensure that the Certificate of Compliance with the Building Rules (known as ‘the Certificate’) is issued only after Development Approval has been granted;
2. note the Development Approval number on the Certificate of Compliance;
3. manage that the Client’s Lead Professional Service Contractor obtains written comments from the SA Metropolitan Fire Service concerning the final documents, and attach the comments to the Certificate where required;
4. ensure that a Schedule of Essential Safety Provisions under Regulation 76 of the Development Regulations 1993 (eg. fire safety systems, egress etc) is attached to the Certificate. However, in the case of alterations and additions to existing buildings, the Private Certifier shall note that continued maintenance of a logbook will suffice;
5. forward one copy of the following documentation (stamped or otherwise endorsed) to the Client’s Lead Professional Service Contractor and one copy to the DPTI Project Risk Manager after certification is completed;
6. a “Certificate of Compliance with the Building Rules”, pursuant to Section 49 (14) of the Development Act, noting the Development Approval number;
7. a list of certified documents, with document names and reference numbers;
8. SA Metropolitan Fire Service comments (where applicable);
9. Schedule of Essential Safety Provisions.
10. forward to the Client evidence provided by the Client’s Lead Professional Service Contractor, including verification of alternative solutions under the performance-based BCA96;
11. provide to the Client endorsed or stamped plans, specifications, calculations etc.
12. forward to the Client a copy of the Certificate (not plans etc) to the relevant local government authority.

## Project Program

The Contractor shall issue the Certificate or provide a report on the reasons for not issuing the Certificate within thirty (30) days of receipt of the documents from DPTI.

## Lead Professional Service Contractor

The Contractor is advised that an architect (lead professional service contractor) is engaged directly by the Client to provide services on the project. The Contractor shall liaise and coordinate with the architect on all relevant matters including liaison at the completion of schematic design and in the final stages of documentation prior to construction contract tenders being called.

## General

The Contractor shall comply with the relevant DPTI Guide Notes for Consultants.

On completion of the services and in order to meet the requirements of the State Records Act 1997, the Contractor shall provide to the Client the contract materials.

## Disbursements

The tendered fixed or indicative disbursements including GST may include country, interstate and international travel and accommodation costs, statutory fees and other costs as agreed.

## Code of Practice

The Contractor must comply with the Code of Practice for the South Australian Construction Industry and the Code of Practice for Private Certifiers.

# SCHEDULE 2: PROJECT DETAILS

## Terminology

This document is intended for use in conjunction with the Conditions of contract for provision of minor professional services. Terminology defined in the Contract has the same meaning in this Schedule.

## Background

General commentary on completed work and need for the project

## Project Description and Scope

General description of project scope

The project must comply with all statutory and Government of South Australia policy requirements relevant to it with particular focus on ESD initiatives including the Government Buildings Energy Strategy and other energy management policy documents. Details are provided in the guide note “Government Buildings Energy Strategy Compliance (G46)”.

## Current Status

## Budget

Below is an indicative breakdown of the project budget of $00,000.

| **Budget Component** | **Budget Sum ($)** |
| --- | --- |
| Construction |  |
| Fees and disbursements |  |
| Other |  |
| **Total Capital** |  |
| GST |  |
| **Total** |  |

## Program

Include a program which gives advice on key project milestones