

September, 2010

P21 Project Completion including handover

What is project completion?

Project completion is the contractual process whereby the Managing Contractor (MC) hands over the Primary Schools for the 21st Century (P21) works they were contracted to deliver to the Department of Education and Training (DET).

The MC is **only** responsible for completing the works they were contracted to deliver, which in some cases, excludes optional scope items, like rainwater tanks and solar panels, which were removed at Estimated Construction Sum (ECS) stage to align scope and budget. In these situations, the BER Program Office will agree a timeframe with the school Principal to deliver optional scope items after the MC has handed over the main P21 project. These works won't be done by the MC.

All P21 projects will include all optional scope items, in line with the Minister for Education's commitment in July 2010. More information on this commitment and how it is being implemented is available at: <http://www.ber.nsw.gov.au/index.php/2010/07/50-million-for-interactive-whiteboards-air-cooling-and-other-projects-after-the-successful-management-of-p21/>.

Schools that have questions about the scope of works which the MC is delivering and any optional scope items that may be delivered later should contact their Principal Liaison Officer. School Principals can access current contact details through the [DET Intranet](#).

The role of the Managing Contractor

The MC acts as DET's agent and is contractually responsible for coordinating all aspects of project completion and ensuring that the project is defect free at Contract Completion. Projects are not accepted as contractually complete until they are defect free.

The MC will work with school Principals throughout the project completion process. The **school Principal has no contractual or 'sign-off' responsibilities** but can choose to have as much stakeholder involvement as they want, from full participation in all inspections to just receiving keys and starting to use the new facility.

School Principals should contact their MC for information regarding project completion. The Managing Contractor coordinates this process and has the most complete and up-to-date information. The BER Principal Liaison Officers can provide school Principals with additional support throughout this process if needed.

The four stages of Project Completion

1. **Pre-early use.** The MC inspects the works with the building sub-contractor to identify and develop a plan to rectify any building defects. The MC will also provide information to school staff on the use and maintenance of new facilities.

- 2. Early Use (sometimes referred to as Handover).** The MC will confirm that the new P21 building, or a part of a refurbishment project like a classroom, has received a Building Code of Australian (BCA) compliance certificate and is safe and ready to start being used, **even if there are some minor defects**. If there are any defects, the MC will provide the school Principal with a list of defects and a timeframe for their rectification.

If the school Principal chooses to start using the new facility the MC will arrange a formal on-site Early Use Meeting and provide the school Principal with an information pack containing all the documentation needed to effectively use and maintain the new facility.

The BER Program Office, the school Principal and the Asset Management Unit (AMU) will jointly agree who attends the Early Use Meeting, and in some cases it may only be attended by the MC and the school Principal. The school Principal has the option to invite a representative of the school's Parents and Citizens Association to attend this meeting as an observer only.

The school Principal will become responsible for site management of the new facilities as soon as they start being used. The MC will need to arrange access with the school Principal to complete any defect works once the school starts using the new facilities.

- 3. Project Completion.** The BER Program Office formally accepts the project as Complete and defect free and calculates the actual amount which will be paid to the Managing Contractor including any entitlement to the incentive fee. The BER Program Office will also verify the quality and adequacy of the completion documentation making sure that the MC has complied with all contractual requirements.

The BER Program Office, the school Principal and the AMU will jointly agree whether an on-site Completion Meeting is required and who needs to attend. A meeting may not be needed if, for example, there were no or only minor defects at Early Use. If there is a meeting, the MC will be responsible for arranging it and the school Principal can choose to invite a representative of the school's Parents and Citizens Association as an observer only.

Following project completion, a Principal Liaison Officer will call the school Principal as part of the BER Community Liaison Strategy to get feedback on the school's BER experience and the quality of their new facilities.

- 4. During the 12-month post-completion.** The Managing Contractor is responsible for rectifying any defects that may emerge. If defects emerge, the school Principal is to notify the AMU who will then ensure that the MC rectifies the defect within a reasonable timeframe and to quality standards.

School Principal Responsibilities

The school Principal has **no contractual responsibilities** during project completion and is not required to inspect the new facilities, check defects, 'sign-off' or verify the MCs project documentation. The school Principal may be responsible for the following:

- **Notifying the NSW Food Authority** if the project includes a **new canteen** by getting a notification form from their local council or on-line at www.foodnotify.nsw.gov.au. Failure to notify the NSW Food Authority before the canteen starts being used may result in a penalty of up to \$2,750.

- Updating the bushfire section of the school's **Emergency Management Plan to include any new buildings**, if the school is in a **bushfire zone**. The school will not be able to start using the new facilities until an acceptable bushfire evacuation plan is in place.

Recognition Ceremonies and media

A requirement of P21 funding is that the school Principal arranges a recognition ceremony within three months of completion of the works. Two months notice needs to be given to the Australian Government.

The BER Program Office will provide the school Principal with a **recognition ceremony information pack** when the MC notifies that the school's new facility is ready to start being used (ie at Early Use Stage). The process of arranging a recognition ceremony can take some months and needs to start at this early stage, even if defects have been identified and optional scope items are yet to be delivered.

Schools need to make sure that they do not hold any ceremonies that are in conflict with the Australian Government's procedures, which can be found on the [Department of Education, Employment and Workplace Relations \(DEEWR\) website](#). The NSW Federation of Parents and Citizens Associations has been informed about the Australian Government's guidelines on recognition ceremonies.

If school Principals are contacted by local or metropolitan media they should follow the [DET Media Protocol](#) which is available on the DET intranet.

Project Completion Flowchart

