

--	--	--	--	--

# PERFORMANCE REPORT FORM

## DIT Building and Construction Project Prequalification System

### Professional Service Contractor Categories

#### Professional Service Contractor (PSC) Details

Trading name of the PSC

PSC contact person

Contact telephone number

--	--

#### Project Details

**Project Type** (please  tick)

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Correctional and Police   | <input type="checkbox"/> Educational | <input type="checkbox"/> General       |
| <input type="checkbox"/> Health                    | <input type="checkbox"/> Heritage    | <input type="checkbox"/> Office fitout |
| <input type="checkbox"/> Recreational and Sporting | <input type="checkbox"/> Residential |  |

**Project Asset Name**



**Project Description**



**Client Name**

**Date PSC Contract Let**

**Date of Project Practical Completion (or equivalent)**

**Project Value**

/		/
---	--	---

/		/
---	--	---

\$	
----	--

#### Project Roles

**Project Role/s** (please  tick)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Lead PSC (Architecture)    | <input type="checkbox"/> Cost Manager         | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Lead PSC (Engineering)     | <input type="checkbox"/> Construction Manager | <input type="checkbox"/> Discipline PSC  |
| <input type="checkbox"/> Lead PSC (Building Design) |   |  |

For Discipline PSC list each **discipline role** in the project and the **discipline component values** of the project:

Discipline	Component Value	Discipline	Component Value
.....	\$.....	.....	\$.....
.....	\$.....	.....	\$.....
.....	\$.....	.....	\$.....
.....	\$.....	.....	\$.....

## Referee details *(To be completed by the referee ONLY)*

Referee name	<input type="text"/>
Referee's phone number	<input type="text"/>
Organisation	<input type="text"/>
Referee's role in project	<input type="text"/>

---

## Declaration

I hereby declare the following to be my assessment of the performance of the Professional Service Contractor

Signature of Referee ..... Date .....

---

## Rating Scale

- E** Outstanding standard of performance  
(Significantly and consistently above service expectations – best practice)
- G** More than meets the required standard of performance  
(Consistently above specified requirements / service expectations)
- S** Meets the required standard of performance  
(Achieved specified requirements / service expectations)
- U** At times did not meet the required standard of performance  
(Did not consistently achieve specified requirements / service expectations)
- P** Does not meet the minimum standard of performance  
(Failed to achieve specified requirements / service expectations)

---

**+** Plus For **E**, **G** or **S** ratings assessed at **high** end of the descriptor

**-** Minus For **U** or **P** ratings assessed at **low** end of the descriptor

Inclusion of **+/-** with descriptors is **optional**

---

**Please Note:** If completing this form online, please select rating from the dropdown menu on the left. If completing manually, please write the letter that corresponds to the applicable rating in the left column.

**Referees must complete Section A for all PSC reports and Section/s B, C and/or D as appropriate for the role/s undertaken on the project**

<b>Section A</b>	<b>Complete this section for <u>all</u> PSC reports</b>	<b>Weighting Factor</b>
	Timeliness in dealing with project matters	3
	Level of cooperation with client	3
	Effective cost control within budget	3
	Organisational ability and team control	2
	Responsiveness to requests for information	2
	Adequate and effective level of consultation	2
	Coordination and management of team	2
	Coordination and management of documents	2
	Effective communication with client and project team	2
	Level of good faith and fair dealing	1
	Quality of PSCs work and compliance with service requirements	3
	Effectiveness of resources	3
	Sufficient resources and effectiveness of personnel	2
	Quality Performance System in place?	
	Level of effectiveness of Quality Assurance System	3
	Level of implementation of Quality Assurance System	1
<b>Section B</b>	<b>Complete this section for Lead PSC, Project Manager &amp; Construction Manager reports only</b>	<b>Weighting Factor</b>
	Management of the project team	3
	Management of the project objectives and scope	3
	Effective identification and management of project risks	3
	Analysis of procurement options	2
	Management of the achievement of all relevant approvals	2
	Regular and adequate project reporting	2
	Satisfactory provision of services including adequate team resources	1
	Effective innovation and creativity in the management of the project	1
	Effective identification of required project resources	1
	Effective administration of the construction contract	3
	Control of variation issue/expenditure	3
	Resolution of outstanding defects items after occupation	3
	Management of physical hand-over process of discipline component	2
	Management of maintenance manual, compliance cert and occupancy	2
	Resolution of claims	2
	Effective management of Contractor contracts	2

<b>Section C</b>	<b>Complete this section for Cost Manager reports only</b>	<b>Weighting Factor</b>
	Satisfactory provision of services including adequate resources	3
	Effective identification of required discipline resources	3
	Adequacy and accuracy of the original budget	3
	Adequacy and standard of cost reporting during documentation	3
	Effective overall cost planning to ensure completion within project budget	3
	Adequacy and accuracy of the tender estimate	3
	Provision of adequate and accurate financial	3
	Preparation of accurate estimates for actual and proposed variations	3
	Effective resolution of the cost of variations and claims	3
	Effective and timely financial finalisation of the contract	3
	Establishment and monitoring of project cash flows	3
	Financial resolution of claims	2
	Processing of progress payments in accordance with the contract	2
	Compliance with the project program	3
<b>Section D</b>	<b>Complete this section for Discipline PSC reports only</b>	<b>Weighting Factor</b>
	Compliance with the project program	3
	Design function	3
	Design aesthetics	3
	Adequacy and standard of documentation and specification	3
	Compliance with the project budget	3
	Compliance with the project objectives and scope	3
	Level of design innovation and creativity	2
	Compliance with all relevant approvals	2
	Compliance with statutory requirements	2
	Satisfactory provision of services including adequate resources	1
	Control of variation issue/expenditure	3
	Resolution of outstanding items after practical completion	3
	Administration of discipline component of the contract	3
	Inspection of the discipline component of works during construction	3
	Management of physical hand-over process of discipline component	2
	Management of maintenance manual, compliance cert and occupancy	2
	Resolution of discipline related claims	2
	Effective identification of required discipline resources	1

**For use on DIT projects only**

Performance report has been forwarded to the PSC and opportunity provided for the PSC to note any process issues.

Signed \_\_\_\_\_ Date \_\_\_\_\_