

COLLABORATIVE PROJECT INFORMATION SYSTEM (CPIS)

CONTRACTOR USER GUIDE

ASSET.GOV PORTAL

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1. SYSTEM INFORMATION, LOGIN, PROJECT SELECTION & DATA ENTRY

1.1 System Information & Requirements

Access to CPIS is via URL www.asset.gov.com.au/CPIS

Note: this User Guide assumes the user is using Microsoft Internet Explorer (Version 8) and there may be slight differences when using other browsers e.g. Firefox etc.

System Requirements: -

- PC with internet access
- Microsoft Word 2010 (required to generate the Contract Report)

1.2 System Login and Forgotten Password

The NSW Public Works Project Manager will arrange for your user account to be created and you will receive a system generated email from "Asset.gov" with your user name and password to login.

Public Works	
Log In Please enter username and password. Register if you don't have an account. Forgot Password if you forgot your password. This information system is maintained by the State of NSW. Use of these systems or the data contained therein without the authority of the State of NSW or in excess of any authority granted by the State, such as access through use of another's login and/or password, is expressly prohibited. For site security purposes the State containty monitors access to all its systems. Unauthorised attempts to access or modify information may result in breaches of the legislation for which penalties apply.	I

To log in - enter your User name and Password into the fields and click Log in

If you forget your password click the "Forgot Password" link, enter your user name a new system generated password will be emailed to you.

After logging in a password can be changed by clicking on the Change Password Menu option.

If you encounter technical difficulties please email assetgov@finance.nsw.gov.au

1.3 Project Selection

If you are assigned to one Project in CPIS the Client and Project Name will be visible in the Menu banner on the right side of the screen after logging in – see example below.



If you are assigned to more than one Project in CPIS you will need to manually select the required Project as outlined below before Monthly Reporting (data entry) can be undertaken.



1.3.1 Manual Project Selection

1.3.1.1 Click Client Not Selected and the Client/Project selection dialog box will open.

Client	Select a Client 💙
Project	
·	and a sector of the sector of the sector of the sector of the
'ou must select a val ontent.	ue for "Client" and "Project" to view the project specific
ou must select a val content.	ue for "Client" and "Project" to view the project specific

1.3.1.2 Select the Client from the drop down box

1.3.1.3 Select the Project from the drop down box.

Giene	Dept of Education and Community
Project	Western Sydney HS New Library 💌
You must select a value content.	alue for "Client" and "Project" to view the project specific
	Save Selection
	Save Selection

To change to a different Project repeat the above process.

Ensure you check the required Project is selected prior to undertaking Contractor Reporting (data entry).

1.4 Monthly Reporting (data entry) and Reporting Finalisation

The recommended order in which to undertake Monthly Reporting is as follows: -

- Environmental
- Quality

Hom

- Defects
- Extension of Time (EOT)
- <u>Site Instruction (SI)</u>
- <u>Program</u>
- Detailed Milestone Reporting
- Variations
- <u>Request for Information (RFI)</u>
- <u>Contractor Cashflow</u>
- <u>Employment</u>
- Work Health & Safety (WHS)
- General Contract Administration
- Principal Supplied Furniture & Equipment
- <u>Contractor Submissions</u>
- Finance
- <u>Contractor Reporting Finalisation</u>

Note: mandatory fields are marked with an asterix ^{*} and must contain a value. If a field is not applicable enter a "0" if it is a numeric field or "nil" if it is a text field.

Note: you are only required to complete the applicable Reporting categories for the current reporting period e.g. if you have not requested an Extension of Time in the current reporting period this reporting does not need to be carried out.

Monthly Reporting (data entry) must be completed and submitted for verification by the Authorised Person (AP) within the first three (3) days of the reporting period outlined in the Reporting Timetable refer to <u>Section 2.1</u>.

The last two (2) days of the reporting period allows the AP to review your Reporting data and advise you if any changes are required and if so must be completed before the expiry of the reporting period.

Submitting Monthly Reporting (i.e. data entry) for verification to the AP is done from the "Contractor Reporting Finalisation" screen (refer to <u>Section 19</u>) and advises the AP that Monthly Reporting is complete and available for verification.

After the AP has verified your reporting no further data entry can take place until the system opens for the next reporting period. **Note:** all reporting categories are "view only" during this time except the "Contractor Submissions" (refer to <u>Section 17</u>) data entry screen and the "Documents" area (refer to <u>Section 20</u>).



Contractor Reporting Menu

1.5 Documents Area

The Documents area is the repository for all files uploaded in the Monthly Reporting categories (e.g. Environmental, Quality, Work Health and Safety etc) and can be accessed at any time during the month and is not subject to the Reporting Timetable.

Files uploaded on the Contractor Reporting data entry screens will appear (and permanently remain unless manually removed from within the Documents area) on the screen they were uploaded to under the Upload Files button. These files can be opened from either the Contractor Reporting data entry screen or from within the "Documents" area.

Note: only the NSW Public Works Project Manager has authority to delete uploaded files, if a file is incorrectly uploaded contact the Project Manager to have it removed.

Refer to <u>Section 20</u> for further information.

NSW Public Works	Colla	borative P	roject Informat	ion System	Welcome Log Off
Home Contractor Reporting -	Reports 🔻	Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Environmental					July 2013
Environmental Management Plan	Stat	us	Date		
This Period *	Sub	mitted 💌	1/05/2013		
Attach Management Plan	Up • E • E	load Files nviro_Mgt_Plan nviro_Mgt_Plan nviro_Mgt_Plan	_May13.docx _Jul13.docx _Jun13.docx		Environmental Management Plans Uploaded using the "Upload Files" button.

Environmental Contractor Reporting data entry screen showing uploaded files

1.7 System Flow Chart



1.7 Mouse Over Help Text

Data entry field help is accessible by "mouse over" on the field name which provides "pop up" boxes with the required detail and information for users to accurately enter data.

2. MONTHLY REPORTING TIMETABLE & VERIFICATION PERIOD

The system will be open for a total of five working days in each reporting period for Contractor Reporting (data entry) to take place and is the last working day of the current (reporting) month and the first four working days of the following month refer to <u>Section 2.1</u>.

The first three (3) days are allocated to you (the Contractor) to complete Monthly Reporting (data entry) and submit to the AP for verification.

The last (2) days of the reporting period are allocated to the AP to review your Monthly Reporting and request any changes be made if applicable prior to verification.

2.1 Reporting Period Timetable

Reporting Period	Start Date (system open)	Finish Date (system closed)	Reporting Period	Start Date (system open)	Finish Date (system closed)
Jan 2013	31.01.13	06.02.13	Jan 2015	30.01.15	05.02.15
Feb 2013 (WRAPP)	28.02.13	06.03.13	Feb 2015 (WRAPP)	27.02.15	05.03.15
Mar 2013	28.03.13	05.04.13	Mar 2015	31.03.15	08.04.15
Apr 2013 (WRAPP)	30.04.13	06.05.13	Apr 2015 (WRAPP)	30.04.15	06.05.15
May 2013	31.05.13	06.06.13	May 2015	29.05.15	04.06.15
Jun 2013 (WRAPP)	28.06.13	04.07.13	Jun 2015 (WRAPP)	30.06.15	06.07.15
Jul 2013	31.07.13	07.08.13	Jul 2015	31.07.15	06.08.15
Aug 2013 (WRAPP)	30.08.13	05.09.13	Aug 2015 (WRAPP)	31.08.15	04.09.15
Sep 2013	30.09.13	04.10.13	Sep 2015	30.09.15	06.10.15
Oct 2013 (WRAPP)	31.10.13	05.11.13	Oct 2015 (WRAPP)	30.10.15	05.11.15
Nov 2013	29.11.13	05.12.13	Nov 2015	30.11.15	04.12.15
Dec 2013 (WRAPP)	31.12.13	07.01.14	Dec 2015 (WRAPP)	31.12.15	07.01.16
Jan 2014	31.01.14	06.02.14	Jan 2016	29.01.16	04.02.16
Feb 2014 (WRAPP)	28.02.14	06.03.14	Feb 2016 (WRAPP)	29.02.16	04.03.16
Mar 2014	31.03.14	04.04.14	Mar 2016	31.03.16	06.04.16
Apr 2014 (WRAPP)	30.04.14	06.05.14	Apr 2016 (WRAPP)	29.04.16	05.05.16
May 2014	30.05.14	05.06.14	May 2016	31.05.16	06.06.16
Jun 2014 (WRAPP)	30.06.14	04.07.14	Jun 2016 (WRAPP)	30.06.16	06.07.16
Jul 2014	31.07.14	06.08.14	Jul 2016	29.07.16	04.08.16
Aug 2014 (WRAPP)	29.08.14	04.09.14	Aug 2016 (WRAPP)	31.08.16	06.09.16
Sep 2014	30.09.14	06.10.14	Sep 2016	30.09.16	06.10.16
Oct 2014 (WRAPP)	31.10.14	06.11.14	Oct 2016 (WRAPP)	31.10.16	04.11.16
Nov 2014	28.11.14	04.12.14	Nov 2016	30.11.16	06.12.16
Dec 2014 (WRAPP)	31.12.14	07.01.15	Dec 2016 (WRAPP)	30.12.16	06.01.17

2.2 Bi Monthly Reporting - WRAPP

WRAPP Reporting is required to be undertaken on a bi-monthly basis within the above <u>Reporting Timetable</u> dates for the required months e.g. February, April, June, August, October and December.

2.3 Verification of Monthly Reporting by AP

Once the AP has reviewed your Monthly Reporting (data entry and uploaded documents) as correct it will be verified and no further Monthly Reporting (data entry) can be undertaken until the next Monthly Reporting period, with the exception of "Contractor Submissions" Monthly Reporting which is not tied to the Monthly Reporting Timetable.

3. ENVIRONMENTAL REPORTING

3.1 Accessing the Environmental Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Environmental" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 3.2</u> below.

Submit Environmental data and documentation as outlined in the Contract under Section 2 Preliminaries and Part 6 Environmental Protection.

	Collaborative	e Project Informa	tion System	ASSET.GOV PORTAL
Home Contractor Reporting * Rep	orts 👻 Documen	nts Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Environmental				July 2013
Environmental Management Plan	Status	Date		
This Period *	Select			
Attach Management Plan	Upload Files			
Results of Internal and External Audits *				
Contractors Audit Plan *				
Status of Contractors Audit Plan *	Select			
Attach Audit Plan, 3rd Party Audits and Regular Self Audit Reports	Upload Files			
Environmental Statistics for the Contract	Last Period	Current Cumu Period	lative LTD	
Number of Environmental Management Audits *		0		
Number of Environmental Inspections *		0		
Number of Environmental Corrective Actio	ns	0		
Number of Environmental Corrective Actio Closed *	ns	0		
Number of Pollution Incidents *		0		
Number of DECC Visits *		0		
Number of Improvement Notices or Fines From the DECC *		0		
Details of any Environmental Incidents *				
Attach Independent Consultant's Reports, Incident Reports and Improvement Notice:	Upload Files			

Status of Development Applications (If Applicable) *		
Attach Development Approval Conditions Schedule	Upload Files	
How are SEE/REF/EIS/EIA Requirements Addressed *		< >
Attach Documentation incl Environmental Assessments	Upload Files	
Bi Monthly Reporting		
Waste Recycling and Purchasing Report (WRAPP)	Upload Files	
Attach Waste Disposal Certificates	Upload Files	

SUBMIT

Environmental Reporting Data Entry Screen

3.2 Environmental Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
STATU	S OF ENVIRONMENTAL MANAGEMEN	ΓΡLΑΝ
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		 To update, select the status of the Environmental Management Plan from the drop down box e.g. Under Preparation
		Submitted
		Acknowledged
3.2.1	This Period – Status*	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 🛅 and select the date the status of the Environmental Management Plan was achieved.
3.2.2	This Period – Date [*]	If there is no change to the date leave as is.
		Upload the Management Plan:-
		i. Click Upload Files
		ii. Click [•] Add Files
		iii. Navigate to the location of the saved file, select the file and click
		i. Click Start to upload the file
		ii. When on appears next to file name & status = 100% file has been uploaded
3.2.3	Attach Management Plan – Upload Files	 iv. Click ^{Log} to close the File upload dialog box v. The file name/link for the uploaded file will then appear on

		the second under the United Eile butter
		the screen under the Opload File button.
		The file can be opened by clicking on the file name.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > Mgt Pl
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
		Enter details of Internal and External Audits, Reviews and Inspections etc undertaken during the reporting month.
	Results of Internal and External	Note: data entered in this field will appear in Section 5 of the
3.2.4	Audits [*]	Contract Report.
		Enter details of planned Audits and dates including names and qualifications of Auditors.
		The system will automatically display the previous month's data. Note: this field will be blank in the first reporting period.
3.2.5	Contractor's Audit Plan*	Note: data entered in this field will appear in Section 5 of the Contract Report.
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Contractors Audit Plan from the drop down box e.g. Under Preparation
		 Submitted Acknowledged
3.2.6	Status of Contractors Audit Plan*	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
	Status of Contractors Audit Plan -	To update click the calendar icon 🛅 and select the date the status of the Contractor Audit Plan was achieved.
3.2.7	Date*	If there is no change to the last period date leave as is.
		Upload Audit Plans, 3 rd Party Audits and/or Regular Self Audit Reports.
		Follow the upload instruction in Step 3.2.3 above.
	Attach Audit Plan, 3 rd Party Audits and	The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > Audit PI 3^{rd} Party Audits Self Audits
3.2.8	Regular Self Audit Reports – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.

ENVIRC	ENVIRONMENTAL STATISTICS FOR THE CONTRACT				
• The	e Last Period column displays the data th	at was entered into the "Current Period" field for the previous month.			
	te: this field will be blank in the first reportion of the first report.	ng period. Julative life to date total of all data entered into the "Current Period"			
fiel	d. Note: this field will be blank in the first re	eporting period.			
	Number of Environmental	Enter the number of Environmental Management Audits for the			
3.2.9	Management Audits*	current reporting period. If NIL enter 0.			
3.2.10	Number of Environmental Inspections*	Enter the number of Environmental Inspections for the current reporting period. If NIL enter 0.			
3.2.11	Number of Environmental Corrective Actions*	Enter the number of Environmental Inspections for the current reporting period. If NIL enter 0.			
3.2.12	Number of Environmental Corrective Actions Closed*	Enter the number of Environmental Corrective Actions Closed for the current reporting period. If NIL enter 0.			
3.2.13	Number of Pollution Incidents*	Enter the number of Pollution Incidents for the current reporting period. If NIL enter 0.			
3.2.14	Number of DECC Visits*	Enter the number of DECC Visits for the current reporting period. If NIL enter 0.			
3.2.15	Number of Improvement Notices or Fines from DECC*	Enter the number of Improvement Notices or Fines from DECC for the current reporting period. If NIL enter 0.			
		Enter details of any Notifiable Environmental Incidents during the current reporting period and any corrective action taken as a result.			
		If nothing to report enter "nil".			
3.2.16	Details of any Environmental Incidents*	Note: data entered in this field will appear in Section 4 of the Contract Report.			
		Upload Inspections, Incident Reports and/or Notices for the current reporting period (if applicable).			
		Follow the upload instruction in Step 3.2.3 above.			
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > Insp_Incid Rpt_Notices			
3217	Attach Independent Consultant's Reports, Incident Reports and Improvement Notices – Unload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information			
0.2.17		Enter the status of any Development Applications (if applicable) including compliance with approved development conditions.			
		If not applicable enter "nil".			
3.2.18	Status of Development Application (if applicable)*	Note: data entered in this field will appear in Section 4 of the Contract Report.			
		Upload Development Approval Conditions Schedule (if applicable).			
		Follow the upload instruction in Step 3.2.3 above.			
		The uploaded file is now available in the Documents area in folder "Project Name" > Project Information > Statutory Approvals			
3.2.19	Attach Development Approval Conditions Schedule – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.			
		Enter a description of how SEE/REF/EIS/EIA requirements have been/are being addressed, including any issues arising, (if applicable).			
		If nothing to report enter "nil".			
	How are SEE/REF/EIS/EIA	Note: data entered in this field will appear in Section 4 of the			
3.2.20	Requirements Addressed*	Contract Report.			

Г

		Upload any documentation that relates to SEE/REF/EIS/EIA (if applicable).
		Follow the upload instruction in Step 3.2.3 above.
	Attach Documentation incl	The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > EIS
3.2.21	Environmental Assessments - Upload	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
RIMON		
	/RAPP reporting is undertaken Bi-monthly	refer to the reporting timetable in Section 2.2
		Upload WRAPP report as per Bi Monthly Timetable as described in the Contract, Section 2 Preliminaries.
		Follow the upload instruction in Step 3.2.3 above.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > WRAPP
3.2.22	Water Recycling & Purchasing Report (WRAPP) – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Upload Waste Disposal Certificates and/or Company certification confirming appropriate, lawful disposal of waste during the current bi monthly reporting project.
		Follow the upload instruction in Step 3.2.3 above.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > Wast Disp Cert
3.2.23	Attach Waste Disposal Certificates – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Once all data has been entered and files uploaded click SUBMIT
		A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
3.2.24	Submit Button	To edit data select the Environmental option from the Contractor Reporting Menu, overwrite data and click SUBMIT .

4. QUALITY REPORTING

4.1 Accessing the Quality Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Quality" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 4.2</u> below.

Submit Quality data and documentation as outlined in the Contract under Section 2 Preliminaries and Clause 4.1 Quality Management Requirement.

	Collabo ks	orative Proje	ect Informatio	on System	Welcome Log Off
Home Contractor Reporting	* Reports *	Documents C	hange Password	Help	Dept of Education and Communities Western Sydney HS New Library
Quality					July 2013
Quality Management Plan	Status		Date		
This Period *	Select	~	12		
Attach Management Plan	Uploa	d Files			
Contractors Audit Plan *					< <u></u>
Results of Internal and External A	udits *				
Contractors Audit Plan Status *	Select	~			
Attach Audit Plan and Regular Sel Reports	f Audit Uploa	d Files			
Summary of site inspections by C and 3rd party audits *	onsultants				
Attach Copies of all Inspections a Certification Reports	and Uploa	d Files			
BCA Compliance Certificate		12:			
Attach BCA Compliance Certificat	Le Uploa	d Files			

SUBMIT

Quality Reporting Data Entry Screen

4.2 Quality Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
QUALT	IY MANAGEMENT PLAN	
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		 To update, select the status of the Quality Management Plan from the drop down box e.g. Under Preparation Submitted
	.	Acknowledged
4.2.1	This Period – Status*	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		of the Quality Management Plan was achieved.
4.2.2	This Period – Date [*]	If there is no change to the date leave as is.
		Upload the Quality Management Plan:-
		 i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open iii. Click Start to upload the file iv. When appears next to file name & status = 100% file has been uploaded iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button. The file can be opened by clicking on the file name. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > QUALITY > Mgt Pl
		on uploading files.
4.2.3	Quality Management Plan – Upload Files	Note: If a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
		qualifications of Auditors.
		The system will automatically display the previous month's data. Note: this field will be blank in the first reporting period.
4.2.4	Contractor's Audit Plan*	Note: data entered in this field will appear in Section 6 of the Contract Report.

		Enter details of internal and external Audits, Reviews and Inspections etc undertaken during the reporting month.
4.2.5	Results of Internal and External Audits*	Note: data entered in this field will appear in Section 4 of the Contract Report.
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Audit Plan from the drop down box e.g.
		 Under Preparation Submitted Acknowledged
426	Contractors Audit Plan - Status*	If there is no change to the status leave as is
1.2.0		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 🛅 and select the date the status of the Audit Plan was achieved.
4.2.7	Contractors Audit Plan - Date*	If there is no change to the date leave as is.
		Upload any Audit Plans and/or Regular Self Audit Reports.
		Follow the upload instruction in Step 4.2.3 above.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > QUALITY > Mgt Pl
4.2.8	Attach Audit Plan and Regular Self Audit Reports – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Enter details of any independent certifications of those works inspected and certified as compliant during the previous month i.e. formwork, scaffolding, foundation inspections, pre-concrete pour inspections etc.
		If nothing to report enter "nil".
4.2.9	Summary of Site Inspections by Consultants and 3 rd Party Audits*	Note: data entered in this field will appear in Section 4 of the Contract Report.
		Upload Inspection and Certification Reports for the current reporting period (if applicable).
		Follow the upload instruction in Step 4.2.3 above.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > QUALITY > Insp Cert Rpt
4.2.10	Attach copies of all Inspections and Certification Reports – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Select the date of the BCA Compliance Certificate by clicking the
4.2.11	BCA Compliance Certificate - Date	calendar icon is and selecting the required date. This field is only required to be populated when the BCA Compliance Certificate is being uploaded.

		Upload the BCA Compliance Certificate (if applicable).
		Follow the upload instruction in Step 4.2.3 above.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > COMPL CERT > BCA
		Refer to <u>Section 20</u> "Documents" for further instruction/information
4.2.12	Attach BCA Compliance Certificate	on uploading files.
		Once all data has been entered and files uploaded click SUBMIT
		A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
		To edit data select the Environmental option from the Contractor
4.2.13	Submit	Reporting Menu, overwrite data and click SUBMIT.

Welcome

Log Off

5. DEFECTS

5.1 Accessing the Defects Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Defects" from the "Contractor Reporting" Menu, the Defects Selection Screen appears. Complete the required data entry fields outlined in <u>Section 5.3</u> below.

Submit Defect data and documentation as outlined in the Contract under General Conditions of Contract and Clause 45 Defects.

5.2 Defects Selection Screen

Sovernment Public Works		Collaborative Project Information System				ASSET.GOVPORTAL			
Home C	Contractor Reporting 🔻	Reports 👻	Documents	Change	e Password	Help	Dej	ot of Education an Western Sydney H	d Communities IS New Library
Defects	• mn header and drop it her	e to group by t	hat column				Search:		
Defect ID	Description		Date	e ntified	Rectificatio Measures	n		Date Rectified	Options
001_May13	Description of Defect		13/0	05/2013	Defect Rect	ification Measures		21/05/2013	🔀 🗙
<< 1 >	>								

5.2.1 Defects Selection Screen Options

- To **add a new Defect** click (2) on the Defects Selection Screen and complete the required data entry fields outlined below in <u>Section 5.3</u>.
- To edit/update an existing Defect click an existing Defect click.
- To delete an existing Defect click X next to the Defect in the Selection Screen.
- To **search for an existing Defect** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To group Defects by a specific heading, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending
 , descending
- Note: the Defects Selection Screen will display 10 records per page, click >> to scroll pages or click on the required page number e.g. 2.

NSW Public Works	Collab	orative P	Welcome Log Off ASSET.GOVPORTAL			
Home Contractor Reporting -	Reports 🔻	Documents	Change Password	Help	Dept of Educ Western	ation and Communities Sydney HS New Library
Defect						
Defect ID *						
Description *					< N 1	
Date Defect was Identified *		12-				
Defect's Rectification Measures						
Date Defect was Rectified						
Upload Photos of Defect	Uploa	ad Files				

SUBMIT CREATE NEW CANCEL

Defects Monthly Reporting Data Entry Screen

5.3 Defects Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED				
5.3.1	Defect ID*	Enter your unique Defect item number/identification number.				
5.3.2	Description*	Enter the description of the Defect.				
		Click the calendar icon 🗮 and select the date the Defect was identified.				
5.3.3	Date Defect was Identified*	Note: this date cannot be in the future.				
5.3.4	Defect's Rectification Measures	Enter details of the Defect rectification measures. If the Defect has not yet been rectified this information can be updated later when the Defect is rectified.				
		Click the calendar icon and select the date the Defect was resolved. If the Defect has not yet been rectified leave blank and update when applicable.				
5.3.5	Date Defect was Rectified	Note: this date cannot be in the future.				
		the Defect ID and either "identified" or "rectified" in the file name.				
		Upload photos/files of the Defect:-				
		i. Click Upload Files				
		ii. Click • Add Files				
		iii. Navigate to the location of the saved file, select the file and				
		click Start to unlead the file				
		vi. When repears next to file name & status = 100% file has been uploaded				
5.3.6	Upload Photos of Defect	iv. Click 🔛 to close the File upload dialog box				

	<u></u>	T
		v. The file name/link for the uploaded file will then appear on the screen under the Upload File button.
		<i>Tip:</i> hold down the "ctrl" key to select more than one file.
		Continue this process until all photos/files have been uploaded.
		Note: upload sufficient photos to describe the identified Defect and the subsequent rectification of the Defect.
		The file can be opened by clicking on the file name.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > PHOTOS > Defects
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Each uploaded photo should be under 3MB in size.
		Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
		Once all data has been entered and files uploaded click SUBMIT if no more Defects are to be added.
		If immediately adding another Defect click CREATE NEW to submit the current Defect and automatically open a new Defect data entry screen.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
F 0 7	Quide mit	To edit Defect data click 🧔 next to the required Defect on the
5.3.7	Submit	
5.3.8	Create New	Clicking CREATE NEW will submit the existing Defect (on screen) and open a blank Defect data entry screen.
5.3.9	Cancel	Click CANCEL to exit the Defect data entry screen and return to the Defects Selection Screen – any unsaved data will be lost.
Note: F Defect	Photos that have been uploaded on a De records created. Therefore it is essenti	efect record will automatically appear as links on all future al that Defect photos are named to correctly reflect the Defect ID

they relate to.

5.4 Updating Defects Records

STEP	FIELD NAME	DATA ENTRY REQUIRED				
		Click 🖾 next to the required Defect on the Defects Selection				
5.4.1	Select Defect record to update/edit	Screen.				
5.4.2	Defect's Rectification Measures	Enter details of the Defect rectification measures.				
		Click the calendar icon 🛅 and select the date the Defect was resolved.				
5.4.3	Date Defect was Rectified	Note: this date cannot be in the future.				
		Upload photos of the rectified Defect. Follow the upload instruction in Step 5.3.6 above.				
5.3.4	Upload Photos of Defect	Note: The name of every photo being uploaded must contain the Defect ID "rectified" in the file name.				
5.3.5	Submit	Once all data has been updated and files uploaded click SUBMIT to save.				

Example – if a defect identified in the previous month has been rectified in the current reporting month.

6 EXTENSION OF TIME

6.1 Accessing the Extension of Time (EOT) Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Extension of Time" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 6.3</u> below.

Submit Extension of Time data as outlined in the Contract under General Conditions of Contract and Clause 50 Changes to Contractual Completion Dates.

6.2 Extension of Time Selection Screen

	Public Works	Colla	borative Pi	roject Informati	Welcome Log Off			
Home	Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Education and Communit Western Sydney HS New Libra		
Extensi	ons of Time 🔍					Sea	arch:	
Drag a col	lumn header and drop it her	e to group by	that column					
EOT ID	Nature of Entitlement			Category	Claimed (Working Days)	Status	Approved (Working Days)	Options
001_May1	3 EOT Nature of Entitlem	ient		Materially adverse site conditions	2	Approved Extension of Time	2	
<< 1	>>						I	-

6.2.1 Extension of Time Selection Screen Options

- To add a new EOT click O on the EOT Selection Screen and complete the required data entry fields outlined below in <u>Section 6.3</u>.
- To edit/update an existing EOT click I next to the required EOT in the Selection Screen.
- To delete an existing EOT click X next to the EOT in the Selection Screen.
- To **search for an existing EOT** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To group EOT by a specific heading, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending
 descending
- Note: the EOT Selection Screen will display 10 records per page, use >> to scroll pages or click on the required page number e.g. 2.

Collaborative Project Information System					Welcome Log Off		
Home	Contractor Reporting 🔻	Reports 👻 Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library		
Exten	sion of Time						
EOT ID *							
Nature o	of Entitlement *						
Categor	y *	Select	~				
Claimed	(Working Days) *	0					
Status *		Select	~				
Approve	ed (Working Days)						
Delay Co	osts associated with this EOT *	OYes ONo					
SUBMIT	CREATE NEW CANCEL						

Extension of Time Monthly Reporting Data Entry Screen

6.3 Extension of Time Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
6.3.1	EOT ID*	Enter your unique EOT identification number.
6.3.2	Nature of Entitlement*	Enter a reason for the EOT claim.
6.3.3	Category*	 Select an appropriate category for the EOT from the drop down list e.g. Document Error Contractor Innovation Client Requested Change Material Adverse Site Conditions Other
6.3.4	Claimed (Working Days)*	Enter the number of working days claimed for this EOT.
6.3.5	Status*	 Select the current status of the EOT from the drop down list e.g. Potential Claim Claim Awaiting Assessment Approved Extension of Time Rejected Claim
6.3.6	Approved (Working Days)	Enter the Approved Working Days after this EOT has been approved. If EOT is not yet approved, leave field blank until approval has been granted.
637	Delay Costs associated with this EOT*	Select the Yes or No radio button as appropriate. Note: If Yes the EOT ID will be required when creating the Variation that is related to this EOT (refer to Step 10.3 8 in Section 10.3)
51011		

		Once all data has been entered and files uploaded click SUBMIT if no more EOTs are to be added.
		If adding more EOTs click CREATE NEW to submit the current EOT and automatically open a new EOT data entry screen.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
638	Submit	To edit EOT data click 🧔 next to the required EOT on the
0.0.0	odbinit	Clicking CREATE NEW will submit the existing FOT (on screen) and
6.3.9	Create New	open a blank EOT data entry screen.
6.3.10	Cancel	Click CANCEL to exit the EOT data entry screen and return to the EOT Selection Screen – any unsaved data will be lost.

6.4 Updating Extension of Time (EOT) Records

Example – the status of an Extension of Time record has changed from "Claim Awaiting Assessment" to "Approved" or "Rejected".

STEP	FIELD NAME	DATA ENTRY REQUIRED
6.4.1	Select the EOT record to update/edit	Click 쟫 next to the required EOT on the EOT Selection Screen.
		 Select the current status of the EOT from the drop down list e.g. Potential Claim
		Claim Awaiting Assessment
		 Approved Extension of Time
6.4.2	Status	Rejected Claim
6.4.3	Approved (Working Days)	Enter the Approved Working Days after this EOT has been approved for this "Nature of Entitlement".
6.3.4	Submit	Once all data has been updated and files uploaded click SUBMIT to save.

Welcome

Log Off

7 SITE INSTRUCTION

7.1 Accessing the Site Instruction (SI) Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Site Instruction" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 7.3</u> below.

Submit Site Instruction data as outlined in the Contract under General Conditions of Contract and Clause 48 Variations.

7.2 Site Instruction Selection Screen

NSW GOVERNMENT	roject Informat	ct Information System			ASSET.GOVPORTAL				
Home C	ontractor Reporting 👻	Reports 🔻	Documents	Change Password	Help		Der	ot of Education an Western Sydney H	l Communitie IS New Library
Site Inst	ruction (SI) 🛛						Search:		
Drag a colur	nn header and drop it her	e to group by t	that column						
SI ID	Site Instruction Descr	iption		Is	sued By	Assigned To	Submitted Date	Status	Options
SI001_July1	51001_July13 Detail Description of Site Instruction			Ri W	chard ebber	Wollongong Builders (RS)	07/05/2013	Completed	7
<< 1 >>>									

7.2.1 Site Instruction Selection Screen Options

- To **add a new SI** click ^(C) on the SI Selection Screen and complete the required data entry fields outlined below in <u>Section 7.3</u>.
- To edit/update an existing SI click Park to the required SI in the Selection Screen.
- To delete an existing SI click × next to the SI in the Selection Screen.
- To **search for an existing SI** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To group SI by a specific heading, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending , descending .
- Note: the SI Selection Screen will display 10 records per page, use >> to scroll pages or click on the required page number e.g. 2.

	Public Works	Collat	oorative P	roject Informat	ion System	Welcome Log Off ASSET.GOV PORTA
Home	Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Education and Communitie Western Sydney HS New Librar
Site In	struction					
SI ID *						
Detail D	escription of Site Instruction	*				
Person I	ssuing Site Instruction	Richa	ard Webber			
Date Su	bmitted by AP *		12			
Actual D	ate of SI Work Completed		17			
Site Inst	truction Assigned To	Jonh	Smith			
Details o	of Response					8
Status o	of Site Instruction *	Sele	ct 💌			
SUBMIT	CREATE NEW CANCEL					

Site Instruction Reporting Data Entry Screen

7.3 Site Instruction Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
7.3.1	Site Instruction ID*	Enter your unique SI identification number.
7.3.2	Detail Description of Site Instruction*	Enter the detail of the SI received from Authorised Person (AP).
7.3.3	Person Issuing Site Instruction	This field automatically populates with the name of the Authorised Person (AP).
		Click the calendar icon 🛅 and select the date the SI was submitted by the AP.
7.3.4	Date Submitted by AP*	Note: this date cannot be in the future.
		Click the calendar icon and select the date the SI work was actually completed. If the SI work has not been completed leave field blank until SI work has been completed.
7.3.5	Actual Date of SI Work Completed	Note: this date cannot be in the future.
7.3.6	Site Instruction Assigned To*	This field is system populated with the name of the Contractor Authorised Person.
7.3.7	Details of Response	Enter a detail description of the work carried out to complete the SI. If the SI work has not been completed leave field blank until SI work is been completed.
		Select an appropriate status from the drop down list e.g.
		Submitted In Progress
7.3.8	Status of Site Instruction*	Completed

		Once all data has been entered and files uploaded click SUBMIT if no more SI are to be added.
		If adding more SI click CREATE NEW to submit the current EOT and automatically open a new SI data entry screen.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
		To edit SI data click 🗔 next to the required SI on the Selection
7.3.9	Submit	Screen.
7.3.10	Create New	Clicking CREATE NEW will submit the existing SI (on screen) and open a blank SI data entry screen.
7.3.11	Cancel	Click CANCEL to exit the SI data entry screen – any unsaved date will be lost.

7.4 Updating Site Instruction (SI) Records

Example – work relating to a Site Instruction received in the previous month has now been completed (i.e. status has changed from "Submitted" to "Completed").

STEP	FIELD NAME	DATA ENTRY REQUIRED	
7.4.1	Select the SI record to update/edit	Click 🧔 next to the required SI on the SI Selection Screen.	
		Click the calendar icon and select the date the SI work was completed.	
7.4.2	Actual Date of SI Work Completed	Note: this date cannot be in the future.	
7.4.3	Details of Response	Enter the Approved Working Days after this EOT has been approved for this "Nature of Entitlement".	
7.4.4	Status of Site Instruction*	 Select an appropriate status from the drop down list e.g. Submitted In Progress Completed 	
7.4.5	Submit	Once all data has been updated and files uploaded click SUBMIT to save.	

8 PROGRAM

8.2 Accessing the Program Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Program" from the "Contractor Reporting" Menu. Complete the required data entry fields in <u>Section 8.2</u> outlined below.

Submit Program data and documentation as outlined in the Contract under General Conditions of Contract and Clause 22 Time Management.

	Collaborative P	roject Informati	on System	ASSET.GOV PORTAL
Home Contractor Reporting - Rep	orts 🔻 Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Program				July 2013
Contract Commencement Date	1/05/2013			
Original Contract Completion Date	30/08/2013			
Original Contract Period (Weeks)	18			
Extension of Time Claimed (WORKING days)	2			
Extension of Time Approved (WORKING day	5) 2			
Extension of Time Approved (CALENDAR days)	0			
Current APPROVED Contract Completion Date *				
Current FORECAST Contract Completion Dat *	e 🔡			
	Current Period	Cumulative		
Number of days lost due to wet weather (Current Period)		0		
Works completed during the reporting perior *	od			<
Works planned to be carried out next mont *	h			
Scheduled Progress: Confirm if construction is ahead or behind Scheduled Progress *				
Attach updated Gantt Chart as per Contrac requirements	Upload Files			

SUBMIT

Program Reporting Data Entry Screen

8.2 Program Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
8.2.1	Contract Commencement Date	This field is system populated from the Project Master data entered by the NSW PW Project Manager.
8.2.2	Original Contract Completion Date	This field is system populated from the Project Master data entered by the NSW PW Project Manager.

823	Original Contract Period (weeks)	This field is system populated from the Project Master data entered
8.2.4	Extension of Time Claimed (Working Days)	This field is system calculated and displays the cumulative total of all "Claimed" Extensions of Time (in Working Days). Refer to <u>Section 6</u> Extension of Time.
8.2.5	Extension of Time Approved (WORKING Days)	This field is system calculated and is the cumulative total of all "Approved" Extensions of Time (in Working Days). Refer to <u>Section</u> <u>6</u> Extension of Time.
8.2.6	Extension of Time Approved (CALENDAR Days)	This field is system calculated and is the calendar day difference from the "Current Approved Contract Completion Date" (see Step 8.2.7 below) and the "Original Contract Completion Date" (see Step 8.2.3 above).
827	Current APPROVED Contract	Click the calendar icon 🔤 and select the date for the Current
828	Current FORECAST Contract	Click the calendar icon and select the date for the Current
8.2.9	Number of days lost due to wet weather (Current Period)	Enter the number of days lost during the current reporting period. If NIL enter 0.
8.2.10	Number of days lost due to wet weather (Cumulative Total)	This field is system calculated and is the cumulative total of all entries in the above field.
8.2.11	Works completed during the reporting period*	Enter a description of work completed during the reporting period. Note: data entered in this field will appear in Section 2 of the Contract Report.
		Enter a description of work to be carried out in the next reporting period.
8.2.12	Works planned to be carried out next month*	Note: data entered in this field will appear in Section 2 of the Contract Report.
8.2.13	Scheduled Progress: Confirm if construction is ahead or behind Scheduled Progress*	Enter details of scheduled progress for all Milestones. If there is no progress to date, enter that detail.
		Upload Gantt Chart:-
		 i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open vii. Click Start to upload the file viii. When appears next to file name & status = 100% file has been uploaded iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button. The file can be opened by clicking on the file name. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > Gantt Charts <i>Refer to Section 20 "Documents" for further instruction/information</i>
8.2.14	Attach updated Gantt Chart as per Contract requirements – Upload Files	Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.

		Once all data has been entered and files uploaded click SUBMIT . A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
8.2.15	Submit	To edit data select the Program option from the Contractor Reporting Menu.

9 DETAILED MILESTONE REPORTING

9.1 Accessing the Detailed Milestone Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Detailed Milestone Reporting" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 9.3</u> below.

9.2 Milestone Selection Screen

S	Collaborative Project Information System			
Reports * Documents	Change Password Help	Dept of Ed Wester	ucation and Communitie n Sydney HS New Librar	
		Search:		
ere to group by that column				
ilestone Original Contractual Start		Original Contractual Completion		
1/05/2013	30/06/2013			
1/07/2013	20/08/2013			
	ere to group by that column Original Contractual Sta 1/05/2013 1/07/2013	Reports Documents Change Password Help ere to group by that column Original Contractual Start Original Contractual Start 1/05/2013 30/06/2013 1/07/2013 20/08/2013	Reports Documents Change Password Help Dept of Edit Western Search: search: ere to group by that column Original Contractual Start Original Contractual Completion 1/05/2013 30/06/2013 1/07/2013 20/08/2013	

9.2.1 Milestone Selection Screen Options

- To edit/update a Milestone click an ext to the required Milestone in the Selection Screen.
- To **search for an existing Milestone** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To **group Milestones by a specific heading**, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending
 descending
- Note: the Milestone Selection Screen will display 10 records per page, use >> to scroll pages or click on the required page number e.g. 2.

	ollaborative	Project In	formation System	Welcome Log Off ASSET.GOV PORTAL
Home Contractor Reporting * Report	ts 👻 Documen	ts Change Pa	ssword Help	Dept of Education and Communities Western Sydney HS New Library
Construction - Schedule 1				July 2013
	Start Date	Comple	tion Date	
Original Contractual Milestone Target Dates	01/05/2013	30/06/2	013	
Predicted Contractual Milestone Target Dates *			17	
Current Approved contractual Milestone Target Dates				
Actual Contractual Milestone Target Dates			12	
Percentage Breakdown of Works Completed by Trade	Total Previous Periods	Current Period	LTD Total Cumulative	
Site Establishment	0	0	0	
Site Clearing	0	0	0	
Earth Work	0	0	0	
Concrete External	0	0	0	
Concrete Internal	0	0	0	

Structural Steel	0	0	0	
Electrical	0	0] 0	
Door Frames	0	0] 0	
Gyprock	0	0	0	
Painter	0	0	0	
Tiler	0	0	0	
Resilient Finishes	0	0	0	
Metal Works	0	0	0	
Brickwork External	0	0	0	
Brickwork Internal	0	0	0	
Roofing	0	0	0	R
Timber Floor	0	0] 0	
Joinery	0	0] 0	
Windows External	0	0] 0	
Windows Internal	0	0	0	
Paving	0	0	0	
Road Works & Driveways	0	0	0	
Landscape	0	0	0	
Design	0	0	0	
Demolition	0	0	0	
Development Application	0	0	0	
Off Site Infrastructure	0	0	0	
Attach a minimum of 9 photos (per active milestone) to support milestone and trade percentage complete information				
SUBMIT NEXT MILESTONE CANCEL				

Detailed Milestone Reporting Data Entry Screen

9.3 Detailed Milestone Reporting Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED					
Select the Milestone record to update/edit by clicking a next to it on the Milestone Selection Screen.							
9.3.1	Original Contractual Milestone Target Dates – Start Date	This field is system populated from the Project Master data entered by NSW PW Project Manager.					
9.3.2	Original Contractual Milestone Target Dates –Completion Date	This field is system populated from the Project Master data entered by NSW PW Project Manager.					
	Predicted Contractual Milestone Target	Click the calendar icon 🗮 and select the date for the Predicted					
9.3.3	Dates – Start Date [*]	Contractual Milestone Target Start Date for the Milestone.					
	Predicted Contractual Milestone Target	Click the calendar icon 🗒 and select the date for the Predicted					
9.3.4	Dates – Completion Date*	Contractual Milestone Target Completion Date for the Milestone.					
9.3.5	Current Approved Contractual Milestone Target Dates – Start Date	Click the calendar icon 🛅 and select the date for the Current Approved Contractual Milestone Target Start Date for the Milestone.					
9.3.6	Current Approved Contractual Milestone Target Dates –Completion Date	Click the calendar icon and select the date for the Current Approved Contractual Milestone Target Completion Date for the Milestone.					
9.3.7	Actual Contractual Milestone Target Dates – Start Date	Click the calendar icon 🛅 and select the date for the Actual Contractual Milestone Target Start Date for the Milestone.					
0.2.0	Actual Contractual Milestone Target	Click the calendar icon 🛅 and select the date the Milestone was					
----------------	--	---	--	--	--	--	--
9.3.0 DEDCE	CENTAGE BREAKDOWN OF WORKS COMPLETED BY TRADE						
FLRCL	Total Provinces Pariada column is system colculated and displays the total percentage reported per trade for						
•	all previous periods (e.g. current period data is not included)						
	ITD Total Cumulative column is system	calculated and displays the total percentage ("Total Previous Period"					
•	column plus the "Current Period" column)	calculated and displays the total percentage (Total Trevious Tenod					
•	Note: the LTD Total cumulative cannot be	e more than 100%.					
9.3.9	Site Establishment - Current Period						
9.3.10	Site Clearing - Current Period						
9.3.11	Earth Work - Current Period						
9.3.12	Concrete External - Current Period						
9.3.13	Concrete Internal - Current Period						
9.3.14	Structural Steel - Current Period						
9.3.15	Electrical - Current Period						
9.3.16	Door Frames - Current Period						
9.3.17	Gyprock - Current Period						
9.3.18	Painter - Current Period						
9.3.19	Tiler - Current Period	Enter the percentage of work completed for each applicable Trade					
9.3.20	Resilient Finishes - Current Period	for this Milestone during the current reporting period.					
9.3.21	Metal Works - Current Period						
9.3.22	Brickwork External - Current Period						
9.3.23	Brickwork Internal - Current Period						
9.3.24	Roofing - Current Period						
9.3.25	Timber Floor - Current Period						
9.3.26	Joinery- Current Period	Note: the LTD Total cumulative cannot be more than 100%					
9.3.27	Windows External - Current Period						
9.3.28	Windows Internal - Current Period						
9.3.29	Paving- Current Period						
	Road Works & Driveways- Current						
9.3.30	Period						
9.3.31	Landscape - Current Period						
9.3.32	Design - Current Period						
9.3.33	Demolition - Current Period						
	Development Application - Current						
9.3.34	Period						
9.3.35	Off Site Infrastructure - Current Period						

		Upload Milestone photos:-
		i. Click Upload Files
		ii. Click Click
		iii. Navigate to the location of the saved file, select the file and
		click Open
		ix. Click Start to upload the file
		x. When one appears next to file name & status = 100% file has been uploaded
		iv. Click 🔀 to close the File upload dialog box
		v. The file name/link for the uploaded file will then appear on the screen under the Upload File button.
		The file can be opened by clicking on the file name.
		<i>Tip:</i> hold down the "ctrl" key to select more than one file.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > Photos > Milestone 1
		Note: uploaded files for Milestone 2 and 3 etc will appear in the associated folder for that Milestone in the "Documents" area e.g. Milestone 2, Milestone 3 etc.
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
	Attach a minimum of 9 photos (per	Each uploaded photo should be under 3MB in size.
	and trade percentage complete	Note: if a file is incorrectly uploaded and requires deleting, contact
9.3.36	information – Upload Files	the Public Works Project Manager to arrange removal of the file.
		Once all data has been entered and files uploaded click
9.3.37	Submit (single Milestone)	Selection Screen.
		Once all data has been entered and files uploaded click
		WEAT WILESTONE to submit/save the current data and automatically
9.3.38	Next Milestone (multiple Milestones)	and repeat the above process for each individual Milestone.
	, , , , , , , , , , , , , , , , , , ,	Click CANCEL to exit the Detailed Milestone Reporting data entry
9.3.39	Cancel	screen – any unsaved date will be lost.

10 VARIATIONS

10.1 Accessing the Variations Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Variations" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section</u> <u>10.3</u> below.

Submit Variation data as outlined in the Contract under General Conditions of Contract and Clause 48 Variations.

10.2 Variation Selection Screen

	Public Works	Colla	borative Projec	t Informat:	ion Syst	em	ASSE	T.GO	Log Off PORTAL
Home Co	ntractor Reporting 💌	Reports 👻	Documents Cha	nge Password	Help		Depl V	t of Education an Vestern Sydney H	d Communities IS New Library
Variation	s 📀						Search:		
Drag a colum	n header and drop it her	e to group by	that column						
Variation ID	Nature of Entitlement		Category	Claimed	Days Claimed	Associated EOT ID	Status	Approved	Options
001_May13	Nature of Entitlement		Materiall adverse site condition	\$5,000.00	2	001_May13	Approved Variation	\$4,500.00	×
<< 1 >>									

10.2.1 Variation Selection Screen Options

- To **add a new Variation** click ⁽²⁾ on the Variation Selection Screen and complete the required data entry fields outlined below in <u>Section 10.3</u>.
- To edit/update an existing Variation click Panext to the required Variation in the Selection Screen.
- To delete an existing Variation click × next to the Variation in the Selection Screen.
- To **search for an existing Variation** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To group Variation by a specific heading, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending , descending .
- Note: the Variation Selection Screen will display 10 records per page, use >> to scroll pages or click on the required page number e.g. 2.

	Public Works	Collat	oorative Pi	roject Informat	ion System	ASSET.GOV PORTAL
Home	Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Variat	ion					
Variatio	n ID *					
Nature o	of Entitlement *					~
Categor	(*	Sele	ct	*		
Claimed	Amount *	0				
Status *		Sele	ct	~		
Approve	d Variation Amount					
ls this V	ariation associated to an EOT	* OYe	es ONo			
Associat	ed EOT ID	Sele	ct 💌			
Number	of Days Claimed					
SUBMIT	CREATE NEW CANCEL					

Variations Reporting Data Entry Screen

10.3 Variations Data Entry Fields

er.
from the drop
າ.
m the drop down
iation has been
e. step.
op down list. Refer
iu.s./ above.

		Once all data has been entered click SUBMIT if no more Variations are to be added.
		If adding more Variations click CREATE NEW to submit the current Variation and automatically open a new Variation data entry screen.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
10.3.10	Submit	To edit Variation data click 🧔 next to the required Variation on the Selection Screen.
10.3.11	Create New	Clicking CREATE NEW will submit the existing Variation (on screen) and open a blank Variation data entry screen.
10.3.12	Cancel	Click CANCEL to exit the Variation data entry screen – any unsaved date will be lost.

10.4 Updating Variation Records

Example – the status of a Variation has changed from "Claim Awaiting Assessment" to "Approved Variation".

STEP	FIELD NAME	DATA ENTRY REQUIRED
10.4.1	Select the Variation record to update/edit	Click 🧔 next to the required Variation on the Variation Selection Screen.
10.4.2	Status*	 Select the appropriate status of the Variation from the drop down box e.g. Claim awaiting assessment Approved Variation Rejected claim
10.4.3	Approved Variation Amount	Enter the approved \$ amount only after the Variation has been approved by the AP.
10.4.4	Submit	Once all data has been updated and files uploaded click SUBMIT to save.

Welcome

Log Off

11 REQUEST FOR INFORMATION

11.1 Accessing the Request for Information (RFI) Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Request for Information" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 11.3</u> below.

Submit Request for Information data as outlined in the Contract under General Conditions of Contract, Clause 8 Scope of Works, Temporary Works and Work Methods and Clause 38 Faults in Contract Documents.

11.2 Request for Information Selection Screen

NSW GOVERNMENT	Public Works	Colla	borative Pr	ASSET.GOVporta				
Home Co	ntractor Reporting 👻	Reports *	Documents	Change Password	Help		Dept of Education an Western Sydney H	d Communitie IS New Librar
Request for Information (RFI)								
Drag a colum	n header and drop it her	e to group by	that column					
RFI Number	RFI Detail			Requestor	Is this RFI closed out?	Submitted Date	Actual Response Date	Options
RFI001_May13 Detailed Description of RFI			Wollongon Builders (RS)	g No	14/05/2013		🔁 🗙	
<< 1 >>								

11.2.1 Request for Information Selection Screen Options

- To add a new RFI click ③ on the RFI Selection Screen and complete the required data entry fields outlined below in Section 11.3.
- To edit/update an existing RFI click Antice to the required RFI in the Selection Screen.
- To delete an existing RFI click X next to the RFI in the Selection Screen.
- To **search for an existing RFI** in the Selection Screen type the search criteria in the Search field (above the Selection Screen) and the search will start automatically. When finished remove the text from the Search field.
- To group RFI by a specific heading, drag the column heading to the bar at the top of the table. Click "x" next to the column heading to return to the previous view.
- To sort columns in the Selection Screen in ascending or descending click on the column heading and an arrow will appear next to the column heading indicating the column is sorted e.g. ascending , descending .
- Note: the Selection Screen will display 10 records per page, use >> to scroll pages or click on the required page number e.g. 2.

	Collat	oorative P	roject Informat	ion System	
Home Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Education and Communitie Western Sydney HS New Librar
Requests For Information					
RFI Number *					
Detailed Description of RFI *					
Person requesting Information *	Jonh	Smith			
Date Submitted *		12			
Response Required Date					
Actual Date of Response					
Request Assigned To	Richa	ard Webber			
RFI Response					 S
Is this RFI dosed out?	ΟY	es 🔿 No			
SUBMIT CREATE NEW CANCEL					

Request for Information Reporting Data Entry Screen

11.3 RFI Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
11.3.1	RFI ID [*] (contractor ID)	Enter your unique RFI identification number.
11.3.2	Detailed Description of RFI*	Enter details of the RFI.
11.3.3	Name of Person Requesting Information [*]	System populated field with the name of the Contractor Authorised Person.
		Click the calendar icon 🕮 and select the date the RF was submitted.
11.3.4	Date Submitted*	Note: this date cannot be in the future.
11.3.5	Response Required Date (contractual 21 days)	This field is system populated and calculates the Date Submitted plus 21 calendar days after submitting the RFI.
11 3 6	Actual Date of Response	Click the calendar icon and select the date the actual response to the RFI was received from AP. Leave blank if no response received yet
11.3.7	Is this REL Closed Out?	Select the Yes or No radio button as appropriate
11.3.8	Request Assigned To	System populated with the name of the Authorised Person (AP).
11.3.9	RFI Response	Enter details of the RFI response (when applicable).

		Once all data has been entered click SUBMIT if no more RFIs are to be added.
		If adding more RFIs click CREATE NEW to submit the current RFI and automatically open a new RFI data entry screen.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
11.3.10	Submit	To edit RFI data click 🧔 next to the required RFI on the Selection Screen.
11.3.11	Create New	Clicking CREATE NEW will submit the existing RFI (on screen) and open a blank RFI data entry screen.
11.3.12	Cancel	Click CANCEL to exit the RFI data entry screen – any unsaved date will be lost.

11.4 Updating Request for Information (RFI) Records

Example – an RFI record created in the previous month has been responded to and closed out.

STEP	FIELD NAME	DATA ENTRY REQUIRED
11.4.1	Select the RFI record to update/edit	Click 🧖 next to the required RFI on the RFI Selection Screen.
11.4.2	Actual Date of Response	Click the calendar icon and select the date the actual response to the RFI was received from AP. Leave blank if no response received yet.
11.4.3	RFI Response	Enter details of the RFI response.
11.4.4	Is this RFI Closed Out?	Select the Yes radio button.
11.4.5	Submit	Once all data has been updated and files uploaded click SUBMIT to save.

12 CONTRACTOR'S CASHFLOW

12.1 Accessing the Contractor's Cashflow Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Contractor's Cashflow" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 12.2</u> below.

Home	Contractor Reporting	Reports	Documents	Change Passy	vord Help	Western Sydney HS New Li
ontra	ctor's Cashflow					July 20
OTE: A	l dollar amounts are GST	exclusive				
eriod		Original Predicted Cashflow	This Month Predicted Claim	This Month Actual Paid	Cumulative Total Actual Paid/Predicted Claim	
May 2013		100000		90000	90000	
une 20 <mark>1</mark>	3	100000		100000	190000	
uly <mark>201</mark> 3		100000	100000	0	290000	
ugust 2	013	100000	120000	0	410000	
eptemb	er 2013	100000	100000	0	510000	
ctober	2013	100000	100000	0	610000	
lovembe	er 2013	100000	100000	0	710000	
ecembe	er 2013	100000	100000	0	810000	
anuary 2	2014	100000	100000	0	910000	
ebruary	2014	100000	100000	0	1010000	
March 20	14	100000	100000	0	1110000	
pril 201	4	100000	100000	0	1210000	
\ay 2014		100000	100000	0	1310000	
une 201	4	100000	80000	0	1390000	
uly 2014		100000	80000	0	1470000	
ugust 2	014	100000	80000	0	1550000	
eptemb	er 2014	100000	80000	0	1630000	

Contractor Cashflow Reporting Data Entry Screen

12.2 Contractor Cashflow Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED			
٠	All dollar amounts are GST exclusive				
•	Amounts can only be entered into white fi	elds			
•	The first period displayed is based on the Contract Commencement Date				
•	 The last period displayed is based on the Current Approved Contract Completion Date PLUS Approved 				
	Extensions of Time PLUS 12 months				
		Enter the original predicted cashflow into the applicable months.			
		Once entered and submitted this figure cannot be changed and the			
12.2.1	Original Predicted Cashflow	field is locked.			

		Enter the predicted claim for the applicable months starting with the current reporting month.
12.2.2	This Month Predicted Claim	The data entered will prepopulate each reporting period and can be updated as required.
		Note: only one field will be open for data entry and is the previous month to the current reporting month.
12.2.3	This Month Actual Paid*	Enter the amount you were actually paid by the Principal for the month prior to the current reporting period (i.e. previous month).
12.2.4	Cumulative Total Actual Paid/Predicted Claim	System populated field that displays the "This Month Actual Paid" amount and/or the "This Month Predicted Claim" amount when the "This Month Actual Paid" amount is nil.
	The Independent QS has verified that the cumulative amount claimed to date (including this month claim) represents	Note: this field will only appear if the Contract specifies that the QS for verification of data entry is appointed by the Contractor.
12.2.5	the value of work done	Select Yes or No as applicable
		Note: this field will only appear if the Contract specifies that the QS for verification of data entry is appointed by the Contractor.
12.2.6	Enter Amount that QS has verified	Enter the amount verified by the Independent QS.
		Note: this field will only appear if the Contract specifies that the QS for verification of data entry is appointed by the Contractor.
		Upload Independent QS Assessment:-
		i. Click Upload Files
		ii. Click • Add Files
		click
		xi. Click Start to upload the file
		xii. When 🥝 appears next to file name & status = 100% file has been uploaded
		 iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button.
		The file can be opened by clicking on the file name.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > QS Assessment
	Upload the Independent QS assessment which verifies that the amount claimed by the contractor	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
12.2.7	represents the value of work done to date – Upload Files	Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
		Once all data has been entered and files uploaded click SUBMIT . A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens.
12.2.8	Submit	To edit data select the Contractor's Cashflow option from the Contractor Reporting Menu.

13 EMPLOYMENT

13.1 Accessing the Employment Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Employment" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section</u> <u>13.2</u> below.

Submit Employment data and documentation as outlined in the Contract under Section 2 Preliminaries and Clause 5.5 Work Health and Safety Management.

	ollaborative Pr	oject Information System	Welcome Log Off ASSET.GOV PORTAL
Home Contractor Reporting T Report	ts 🔻 Documents	Change Password Help	Dept of Education and Communities Western Sydney HS New Library
Employment			July 2013
Training Management Plan	Status	Date	
This Period *	Select 💌	17	
	Upload Files		
Details of Implementation			~
Aboriginal Participation Management Plan	Status	Date	
This Period	Select 💌	12	
	Upload Files		
Details of Implementation			
Industrial Relations Management Plan	Status	Date	
Previously Accepted Date			
This Period *	Select 💌	12	
	Upload Files		
General	Last Period	Current Period	
TOTAL Workforce Number of Full Time Employees *			
TOTAL Workforce Number of Hours worked *			
Aboriginal and Torres Strait Islanders Employment Number of Full Time Employees			
Aboriginal and Torres Strait Islanders Employment Number of Hours worked			
Apprentice Employment Number of Full Time Employees			

Apprentice Employment Number of Hours worked		
Child Protection	Current Period	Cumulative
Number of Prohibited Employment Declarations (PED) Number completed during this reporting period *		
Confirming all Contractor Employees on site have signed PEDs and records are kept on site Number completed during this reporting period *	OYes ONo	
Details of any issues arising from declarations (if any) Number completed during this reporting period		<
Details of any Child Protection complaints or incidents (if any) Number completed during this reporting period		
Prohibited Employment Declaration Register - complete list of names of those that have completed the Prohibited Employment Declaration	Upload Files	
Sub Contractors		
Details of any issues arising with sub contractors (if any)		
Sub Contract Register Attach list of all Sub contractors, including names and contact	Upload Files	

Employment Reporting Data Entry Screen

13.2 Employment Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED	
TRAINI	TRAINING MANAGEMENT PLAN		
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.	
		 To update, select the status of the Training Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged 	
13.2.1	This Period – Status*	If there is no change to the status leave as is.	
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Training Management Plan was achieved.	
13.2.2	This Period – Date*	If there is no change to the last period date leave as is.	

		Lipload the Training Management Plan-
		i. Click Upload Files
		ii. Click O Add Files
		III. Navigate to the location of the saved file, select the file and
		click Start
		xiii. Click to upload the file
		xiv. When Y appears next to file name & status = 100% file has been uploaded
		iv. Click 🙁 to close the File upload dialog box
		v. The file name/link for the uploaded file will then appear on the screen under the Upload File button.
		The file can be opened by clicking on the file name.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > EMPLT > Training Mgt PI
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
13.2.3	Attach Training Management Plan – Upload Files	Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
		Enter evidence of implementation, training carried out and performance against targets etc.
		Note: data antered in this field will annear in Castien 0 of the
		Note. data entered in this held will appear in Section 8 of the
13.2.4	Details of Implementation	Contract Report.
13.2.4 ABORIG	Details of Implementation	Contract Report.
13.2.4 ABORIG	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	PLAN Ala entered in this field will appear in Section 8 of the Contract Report. PLAN I Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	 PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina	 PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status*	 PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged If there is no change to the status leave as is.
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status*	 PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the automatically display the status selected in the previous month.
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status*	PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
13.2.4 ABORIGI Note: this	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status*	PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Aboriginal Participation
13.2.4 ABORIGI Note: this 13.2.5	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status* This Period – Date*	 PLAN PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Aboriginal Participation Management Plan was achieved. If there is no change to the date leave as is.
13.2.4 ABORIGI Note: this 13.2.5	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status* This Period – Date*	 PLAN Al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. Under Preparation Submitted Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update, select the status of the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Aboriginal Participation Management Plan was achieved. If there is no change to the date leave as is. Upload the Aboriginal Management Plan. Refer to Step 13.2.3 for Upload Instructions.
13.2.4 ABORIGI Note: this 13.2.5	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status* This Period – Date*	PLAN al Reporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Aboriginal Participation the Aboriginal Participation Management Plan was achieved. If there is no change to the date leave as is. Upload the Aboriginal Management Plan. Refer to Step 13.2.3 for Upload Instructions. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > EMPLT > Aboriginal Particip Mgt Pl
13.2.4 ABORIGI Note: this 13.2.5	Details of Implementation INAL PARTICIPATION MANAGEMENT s section will only display if Aborigina This Period – Status* This Period – Date* Attach Aboriginal Participant Management Place Mathematica	Note: Data entered in this held will appear in Section 8 of the Contract Report. PLAN IReporting is required. Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Aboriginal Participation Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status of the Aboriginal Participation Management Plan was achieved. If there is no change to the date leave as is. Upload the Aboriginal Management Plan. Refer to Step 13.2.3 for Upload Instructions. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > EMPLT > Aboriginal Particip Mgt Pl Refer to Section 20 "Documents" for further instruction/information

	[
		Include evidence of implementation, training carried out and performance against targets.
13.2.8	Details of Implementation	Note: data entered in this field will appear in Section 8 of the Contract Report.
INDUSTR	RIAL RELATIONS MANAGEMENT PLA	N
		Note: this field will be blank in the first reporting period then the
		system will automatically display the status selected in the previous month.
		To update, select the status of the Industrial Relations Management Plan from the drop down box e.g.
		Under Preparation
		Submitted
		Acknowledged
13.2.9	This Period – Status [*]	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the
		system will automatically display the date selected in previous month.
		I o update click the calendar icon and select the date the status of the Industrial Relations Management Plan was achieved.
40.0.40	This David Data*	
13.2.10	This Period – Date	If there is no change to the last period date leave as is.
		13.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder
		"Project Name" > Implementation > PROJ RPT > EMPLT > Industr Rel Mgt Pl
	Attach Industrial Relations	Refer to Section 20 "Documents" for further instruction/information
13.2.11	Management Plan – Upload Files	on uploading files.
GENERA		
 The Note 	Last Period column displays the data th	at was entered into the "Current Period" field for the previous month.
NOLE	TOTAL Workforce Number of Full	
13 2 12	Time Employees*	Enter the total workforce number of Full Time Employees for the current reporting period
1012112		Enter the total workforce number of hours worked for the current reporting period.
	TOTAL Workforce Number of Hours	Note: data entered into this field is used to calculate the "Lost Time
12 0 40	worked*	Injury Frequency Rate (LTIFR)" field in Work Health Safety
13.2.13	worked	Reporting (refer to Step 14.2.13 in <u>Section 14.2</u>).
	Aboriginal and Torres Strait Islanders	
	Employment Number of Full Time	Enter the total number of full time Aboriginal and/or Torres Strait
13.2.14	Employees [*]	Islanders employees for the current reporting period. If NIL enter 0.
	Aboriginal and Torres Strait Islanders	Note: this field will only display if Aboriginal Reporting is required.
	Employment Number of Hours	Enter the total number of hours worked for Abariainal and/or Tarree
13 2 15	worked*	Strait Islanders for the current reporting period. If NIL enter 0
10.2.10		Note: this field will only display if Apprentice Reporting is required.
		Enter the total number of full time Apprentice employees for the
	Apprentice Employment Number of	current reporting period.
13.2.16	Full Time Employees*	If NIL or not applicable enter 0.
10.2.10		

		Note: this field will only display if Apprentice Reporting is required.
		Enter the total number of hours worked by Apprentice employees
	Appropriate Employment Number of	for the current reporting period.
13.2.17	Hours worked	If NIL or not applicable enter 0.
CHILD P	ROTECTION	
	Number of Prohibited Employment	
	Declarations (PED) Number	
	completed during this reporting	Enter the number of PED forms completed during the current
13.2.18	period	reporting period. If NIL enter 0.
	Confirming all Contractor Employees	
	records are kept on site Number	
	completed during this reporting	
13.2.19	period*	Select the Yes or No radio button as appropriate.
		Enter details of any issues arising from Declarations during the
	Details of any issues arising from	current reporting period (if applicable).
	Declarations (if any) Number	Notes data antered in this field will appear in Castion 4 of the
13 2 20	period	Contract Report
10.2.20		Enter details of any Child Protection complaints or incidents for
	Details of any Child Protection	during the current reporting period (if applicable).
	complaints or incidents (if any)	
12 2 21	Number completed during this	Note: data entered in this field will appear in Section 4 of the
13.2.21		Lipload the Prohibited Employment Declaration Register i.e. details
		of employees that have completed PED forms.
		Refer to Step 13.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder
		"Project Name" > Implementation > PROJ RPT > EMPLT > PED
	Prohibited Employment Declaration	Register
	Register - complete list of names of	Poter to Section 20 "Documents" for further instruction/information
13.2.22	Prohibited Employment Declaration	on uploading files.
SUBCON		Enter details of any issues with subcontractors during the current
		reporting period (if applicable).
	Details of any issues arising with	Note: data entered in this field will appear in Section 4 of the
13.2.23	subcontractors (if any)	Contract Report.
		Upload Subcontractor Register e.g. names, contact details and
		"Project Name" > Implementation > PROJ RPT > EMPLT > Sub
	Subcontractor Register - Attach list of	Contr Register
	all Subcontractors, including names	Defer to Section 20 "Decumente" for firster instruction linformer (in-
13 2 24	and contact details of their representatives Upload Files	n unloading files
10.2.24	representatives. Oplead Tiles.	

		Once all data has been entered and files uploaded click SUBMIT
		A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens
		To edit data select the Environmental option from the Contractor
13.2.25	Submit Button	Reporting Menu, overwrite data and click SUBMIT .

14 WORK HEALTH SAFETY (WHS)

14.1 Accessing the Work Health Safety Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Work Health Safety" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 14.2</u> below.

Submit Employment data and documentation as outlined in the Contract under Section 2 Preliminaries and Clause 5.5 Work Health and Safety Management.

NSW	Public Works	Collaborative Pr	roject Informati	on System	Welcome Log Off ASSET.GOV PORTAL
Home	Contractor Reporting 🔻 I	Reports 🔻 Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Work H	ealth & Safety				July 2013
Status of S	Site Specific Management Plar	n Status	Date		
This Perio	d *	Select			
Attach Ma	anagement Plan	Upload Files			
Contracto	rs WHS Audit Plan *				~
Status of	Contractors Audit Plan *	Select 🗸			
Attach Co	ntractors Audit Reports	Upload Files			
Results of Carried Ou	Internal and External Audits It *				< 2
Details of	any Notifiable Incidents *				< X
Details of Actions *	Implementation of Corrective				X
Inspection Improveme	n Reports, Incident Reports, ent Notices, etc	Upload Files			
OHS Statis Including	stics for the Entire Contract	Last Period	Current Period	Cumulative	
Number of	f Lost Time Injuries *	0	0	0	
Total Work	kforce Number of Hours Worke	d 0	0	0	
Lost Time	Injury Frequency Rate (LTIFR)	0	0	0	
Total Num	ber of Hours Lost due to Injur	y* 0	0	0	
Number of	f WHS Management Audits *	0	0	0	
Number of	f WHS Inspections *	0	0	0	

Number of WHS Corrective Actions *	0	0	0		
Number of WHS Corrective Actions Closed *	0	0	0		
Number of WorkCover Visits/Inspections *	0	0	0		
Number of Notifications to WorkCover *	0	0	0		
No of Improvement Notices or Fines from WorkCover *	0	0	0		
All mandatory fields have to be populated, if a field is not relevant for a particular reporting month, you still have to enter "0" in that field.					

Work Health Safety Reporting Data Entry Screen

14.2 WHS Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED				
STATUS	TATUS OF SITE SPECIFIC MANAGEMENT PLAN					
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Site Specific Management Plan from the drop down box e.g. Under Preparation Submitted				
	T D D D D D D D D D D	Acknowledged				
14.2.1	This Period – Status"	If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.				
		To update click the calendar icon 🛅 and select the date the status of the Environmental Management Plan was achieved.				
14.2.2	This Period – Date*	If there is no change to the last period date leave as is.				
		 i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open xv. Click Start to upload the file xvi. When appears next to file name & status = 100% file has been uploaded iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button. The file can be opened by clicking on the file name. 				
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > WHS > Mgt PI				
14.2.3	Attach Management Plan – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.				

		Note: if a file is incorrectly upleaded and requires deleting contact
		the Public Works Project Manager to arrange removal of the file.
		Enter details of planned audits and dates for carrying out audits including names and qualifications of Auditors, in compliance with WHS Guidelines.
		The system will automatically display the previous data. Note: this field will be blank in the first reporting period.
14.2.4	Contractors WHS Audit plan*	Note: data entered in this field will appear in Section 4 of the Contract Report.
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Audit Plan from the drop down box e.g.Under Preparation
	Status of Contractors Audit Plan	SubmittedAcknowledged
1425	STATUS*	If there is no change to the status leave as is
14.2.5		Note: this field will be blank in the first reporting period then the
		system will automatically display the date selected in previous month.
	Status of Contractors Audit Plan -	To update click the calendar icon 📅 and select the date the status of the Environmental Management Plan was achieved.
14.2.6	DATE [*]	If there is no change to the last period date leave as is.
		Upload the WHS Management Monthly Report as per OHSM Guidelines Section 4, Element 8, 9 and 11.
		Refer to Step 14.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > WHS > Audit PI_Self Audit Rpt
14.2.7	Attach Contractors Audit Reports – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Enter details of internal and external audits, reviews and inspections undertaken during the current period, to verify that on- site WHS processes and practices conform with the project WHS management plan.
1428	Results of Internal and External Audits Carried Out*	Note: data entered in this field will appear in Section 4 of the Contract Report
17.2.0		Enter details of any WHS incidents or WHS issues, including non- compliance with WHS processes and procedures and near misses. Implementation of incident management and implementation of corrective action during the period.
14.2.9	Details of any Notifiable Incidents*	Note: data entered in this field will appear in Section 4 of the Contract Report.
		Enter details of any new safety risks or concerns including mitigation measures implemented during the current reporting period.
14040	Details of Implementation of	Note: data entered in this field will appear in Section 4 of the
14.2.10		

		Upload any Inspection Reports, Incident Reports and/or
		Improvement Notices etc.
		Poter to Stop 14.2.2 for Uplead Instructions
		The uploaded file is now available in the Documents area in folder
		"Project Name" > Implementation > PROJ RPT > WHS >
	Inspection Reports, Incident Reports,	Insp_Incid Rpt_Notices
14 2 11	Improvement Notices etc – Upload	Refer to Section 20 "Documents" for further instruction/information
17.2.11	1 100	
OHS STA	ATISTICS FOR THE ENTIRE CONTRAC	
• The	Last Period column displays the data th	at was entered into the "Current Period" field for the previous month.
Note	this field will be blank in the first reporti	ing period.
• The	Cumulative LID column displays a cum	nulative life to date total of all data entered into the "Current Period"
		Enter the number of incidents resulting in a minimum of 8 hours of
14.2.12	Number of Lost Time Injuries*	lost time. If NIL enter 0.
	Total Workforce Number of Hours	System generated field that displays the number of hours worked
14.2.13	worked	as entered in Employment Reporting Step 13.2.13 in Section 13.2.
		System generated field that displays the current LTIFR based on
	Lost Time Injury Frequency Pote	the above two fields.
14 2 14		Total number of hour's works in period
1.1.2.17	Total number of Hours lost due to	Fatar the total number of hours last due to initial during the second
1/ 2 15	Injury*	Enter the total number of nours lost due to injury during the current
14.2.10	Number of WHS Management	
110.10	Audite*	Enter the total number of WHS Management Audits carried out
14.2.16	Auuits	auring the current reporting period. If NIL enter 0.
14 2 17	Number of WHS Inspections*	current reporting period. If NIL enter 0
17.4.11		Enter the total number of WHS Corrective Actions during the
14.2.18	Number of WHS Corrective Actions*	current reporting period. If NIL enter 0.
	Number of WHS Corrective Actions	Enter the total number of WHS Corrective Actions closed during the
14.2.19	Closed [*]	current reporting period. If NIL enter 0.
_	Number of WorkCover	Enter the total number of WorkCover visits and/or inspections
14.2 20	Visits/Inspections*	during the current reporting period If NIL enter 0
	Number of Notifications to	Enter the total number of Natifications issued to Work Cause during
14 2 21	WorkCover*	the current reporting period. If NIL enter 0
17.2.21		Enter the total number of Improvement Notices and/or fines
	No of Improvement Notices or fines	received from WorkCover during the current reporting period. If NIL
14.2.22	from WorkCover*	enter 0.
		Once all data has been entered and files uploaded click SUBMIT
		A message will appear at the top of the screen indicating that the
		entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification of
		your data or the verification period expires. All data is then "read
		onny unui une next reporting penod opens.
		To edit data select the Work Health Safety option from the
14 2 23	Submit Button	Contractor Reporting Menu, overwrite data and click SUBMIT
17.2.20		Contractor reporting mond, over white data and block

15 GENERAL CONTRACT ADMINISTRATION

15.1 Accessing the General Contract Administration Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "General Contract Administration" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 15.2</u> below.

	/orks ^C	ollaborative F	Project Informat	ion System	Welcome Log Off ASSET.GOV PORTAL
Home Contractor Repor	ting - Report	s 🔻 Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
General Contract A	dministratio	n			
Status of Undertakings					
Bank / Institution	Ref No.	Amount	Status	Release Date	
				12	
2				12-	
Insurance Status	Policy No.	Expiry Date	Insurer		
Insurance of the Works					
Public Liability Insurance					
Workers Compensation		10- 10-			
			Upload Files		
Working Hours			×		
Issues Raised to the Senior E	Executive		X		
Contractor Performance Rep	oorts		X		
WorkCover, EPA, Union Reps Statutory Body visits	s and other				

WorkCover, EPA, Union Reps and other Statutory Body visits	×	
Other Current Contract Issues		
Overall Contract Issues and Progress	×	
SUBMIT		

General Contract Administration Reporting Data Entry Screen

15.2 General Contract Administration Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED	
STATUS	OF UNDERTAKINGS		
		Note: this field will be blank in the first reporting period then the system will automatically display the data entered in the previous month/s.	
15.2.1	Bank / Institution	Enter the name of the Bank/Institution.	
15.2.2	Ref No.	Enter the reference number of the Undertaking.	
15.2.3	Amount	Enter the amount of the Undertaking.	
15.2.4	Status	Enter the status of the Undertaking.	
15.2.5	Release Date	Click the calendar icon and select the date the Release date of the Undertaking.	
Repeat al	bove steps for each Undertaking.		
INSURAN	ICE STATUS		
Insuranc	e of the Works		
		Note: this field will be blank in the first reporting period then the system will automatically display the data entered in the previous month/s.	
15.2.6	Policy No.	Enter the Policy Number of the Insurance Policy for the Works.	
15.2.7	Expiry Date	Click the calendar icon 🚾 and select the date the Insurance Policy expires.	
15.2.8	Insurer	Enter the name of the Insurer.	
Public Li	ability Insurance		
		Note: this field will be blank in the first reporting period then the system will automatically display the data entered in the previous month/s.	
15.2.9	Policy No.	Enter the Policy Number of the Insurance Policy for the Works.	
15.2.10	Expiry Date	Click the calendar icon 🛅 and select the date the Insurance Policy expires.	
15.2.11	Insurer	Enter the name of the Insurer.	
Workers	Compensation		
		Note: this field will be blank in the first reporting period then the system will automatically display the data entered in the previous month/s.	
15.2.12	Policy No.	Enter the Policy Number of the Insurance Policy for the Works.	

15.2.13	Expirv Date	Click the calendar icon 🛅 and select the date the Insurance Policy expires.
15.2.14	Insurer	Enter the name of the Insurer.
		Upload Insurance Policies:-
		i. Click Upload Files
		ii. Click ^{••} Add Files
		iii. Navigate to the location of the saved file, select the file and
		click Open
		xvii. Click Start to upload the file
		xviii. When deprears next to file name & status = 100% file has been uploaded
		 iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button.
		The file can be opened by clicking on the file name.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > Ins_Wty_Work Comp
		Files uploaded here will also appear under the Warranties section on Contractor Submissions (data entry screen).
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
15.2.15	Insurance – Upload Files	Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
LONG SL		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous month/s.
15.2.16	Amount Paid	Enter the Long Service Levy amount paid.
15.2.17	Date Paid	Click the calendar icon 📅 and select the date the Long Service
		Upload record of Long Service Levy payment.
		Refer to Step 14.2.15 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > PAYMT ORDER > Long Service Levy
15.2.18	Long Service Levy – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
GENERA		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous month/s (update as required).
		Enter details of approved out of contract hours work including any issues arising or complaints and mitigation measures (if applicable).
15.2.19	Working Hours	Note: data entered in this field will appear in Section 11 of the

		Contract Report.
		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous
		month/s (update as required).
		Provide details of issues raised as per GCC Clause 73 (if
		applicable)
	Issues Paised to the Senior	Note: data entered in this field will appear in Section 11 of the
15 2 20		Contract Depart
15.2.20	Executive	
		Enter details of the status of completion, receipt and issue of
		Reports.
		Note: data entered in this field will appear in Section 11 of the
15.2.21	Contractor Performance Reports	Contract Report.
		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous
		month/s (update as required)
		Enter Authority body name, date of visits and detail of outcomes
	WorkCover EPA Union Pens and	Note: data entered in this field will appear in Section 11 of the
15 2 22	other Statutory Body visits	Contract Poport
10.2.22		Note: this field will be block in the first reporting period then the
		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous
		month/s (update as required).
		Enter details of any other current contract issues or risks not
		covered by any of the other available reporting categories.
		Note: data entered in this field will appear in Section 11 of the
15.2.23	Other Current Contract Issues	Contract Report.
		Note: this field will be blank in the first reporting period then the
		system will automatically display the data entered in the previous
		month/s (undate as required)
		Enter details of overall contract issues, risks and detail of progress
		Nata, data antarad in this field will appear in Section 1 of the
45 0 04		Note: data entered in this field will appear in Section 1 of the
15.2.24	Overall Contract Issues and Progress	Contract Report.
		Once all data has been entered and files uploaded click SUBMIT .
		A message will appear at the top of the screen indicating that the
		entered data has been successfully saved
		The date can be adited up until the AD has corriad out varification of
		The data can be edited up until the AP has carried out verification of
		your data or the verification period expires. All data is then "read
		only until the next reporting period opens.
		To edit data select the General Contract Administration option from
15.2.25	Submit Button	the Contractor Reporting Menu, overwrite data and click SUBMIT

16 PRINCIPAL SUPPLIED FURNITURE FITTINGS & EQUIPMENT (FF&E)

16.1 Accessing the Furniture Fittings & Equipment Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Principal Supplied Furniture Fittings & Equipment" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 16.2</u> below.

	Public Works	Collat	orative Pi	roject Informat	ion System	ASSET.GOV POR	off ≀TAL
Home	Contractor Reporting 👻	Reports 👻	Documents	Change Password	Help	Dept of Education and Commu Western Sydney HS New Li	nities brary
Princi	pal Supplied Furnitu	re Fitting	s & Equipn	nent			
Details o	of any issues		80 74			<u>~</u>	
						8	
Has the	Order been raised *	ΟYe	s ONo				
Who Rai	sed the order	Sele	ct 💌				
Schedule	ed Delivery date						
Upload (Order Document and Order Rec	ceipt Upl	ad Files				
Schedule Fittings	e of Principal Supplied Furnitu and Equipment	re Upl	oad Files				
SUBMIT	l						

Principal Supplied Furniture Fittings & Equipment Reporting Data Entry Screen

16.2 Furniture Fittings & Equipment Data Entry Fields

16.2.1 Details of any issues Enter any issues arising with the Principle supplied france equipment. 16.2.2 Has the order been raised* Select the Yes or No radio button as appropriate. 16.2.3 Who raised the order Select the required entry from the drop down box e.g.e.g.e. 16.2.4 Scheduled Delivery date Click the calendar icon 16.2.5 Upload Order Document and Order Receipt – Upload Files Upload Order Document and Order ii. i. Click Upload Files ii. Click Open		
16.2.2 Has the order been raised* Select the Yes or No radio button as appropriate. 16.2.3 Who raised the order Select the required entry from the drop down box e.g. 16.2.3 Client Client 16.2.4 Scheduled Delivery date Click the calendar icon and select the scheduled 16.2.5 Upload Order Document and Order Receipt – Upload Files Upload Order Document and Receipt:- i. Click Upload Files ii. Click Open	Enter any issues arising with the Principle supplied furniture, fittings and equipment.	
16.2.3 Who raised the order Select the required entry from the drop down box e.g. 16.2.4 Scheduled Delivery date Click the calendar icon and select the scheduled 16.2.5 Upload Order Document and Order Receipt – Upload Files Upload Order Document and Receipt:- i. Click Upload Files ii. Click Open click Open		
16.2.4 Scheduled Delivery date Click the calendar icon and select the scheduled 16.2.5 Upload Order Document and Order Receipt – Upload Files Upload Order Document and Receipt:- Upload Order Document and Receipt:- i. Click Upload Files ii. Click Files iii. Navigate to the location of the saved file, selection Open	ke.g.	
16.2.5 Upload Order Document and Order Receipt – Upload Files Upload Order Document and Receipt:- i. Click Upload Files ii. Click Open click Open	led delivery date.	
 xix. Click Start to upload the file xx. When appears next to file name & status to been uploaded iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will the the screen under the Upload File button. The file can be opened by clicking on the file name. The uploaded file is now available in the Documents 	select the file and tus = 100% file has ox I then appear on me. ents area in folder	

		"Project Name" > Implementation > PROJ RPT > PAYMT ORDER > Furniture Order
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
16.2.6	Schedule of Principal Furniture Fittings and Equipment – Upload	Upload the Schedule of Principal Furniture Fittings and Equipment including required date/s for delivery and current delivery status.
		Refer to Step 16.2.5 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > SCHEDULES > Furn and Equip
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
16.2.7	Submit	Once all data has been entered and files uploaded click SUBMIT .
		A message will appear at the top of the screen indicating that the entered data has been successfully saved.
		The data can be edited up until the AP has carried out verification or the verification period expires. All data is read only after verification until the next reporting period.
		To edit data select the General Contract Administration option from the Contractor Reporting Menu, overwrite data and click SUBMIT .

17 CONTRACTOR SUBMISSIONS

17.1 Accessing the Contractor Submissions Reporting Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Environmental" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in <u>Section 17.2</u> below.

Note: Contractor Submissions Reporting is not tied to the Monthly Reporting timetable (refer to <u>Section 2.1</u>) i.e. data can be entered and files uploaded at any time during the month.

	Collaborative Pr	Welcome Log Off ASSET.GOV PORTAL	
Home Contractor Reporting *	Reports 🔻 Documents	Change Password Help	Dept of Education and Communities Western Sydney HS New Library
Contractor Submissions			
Materials/Finishes/Room Data Sheets	Status	Date	
Current Status	Select		
	Upload Files		
Fire Safety System Compliance	Date		
Date Submitted	17.		
	Upload Files		
Workshop Drawings	Status	Date	
Current Status	Select 🗸		
	Upload Files		
Warranties	Status	Date	
Current Status	Select 💙	12	
	Upload Files		
Asset Data Capture	Status	Date	
Current Status	Select 💌	12-	
	Upload Files		
Work as Executed Drawings	Status	Date	
Current Status	Select 💌	12-	
	Upload Files		
Operational and Maintenance Manuals	Status	Date	
Current Status	Select 💌	17-1	
	Upload Files		
SUBMIT			

Contractor Submissions Reporting Data Entry Screen

17.2 Contractor Submissions Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
MATERIA	ALS/FINISHES/ROOM DATA SHEETS	
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		 To update, select the status of the Materials/Finishes/Room Data Sheets Schedule from the drop down box e.g. Under Preparation Submitted Acknowledged
17.2.1	Current Status – Status	If there is no change to the status leave as is. Note: this field will be blank in the first reporting period then the
		system will automatically display the date selected in previous month.
		To update click the calendar icon 🔤 and select the date the status was achieved.
17.2.2	Current Date – Date	If there is no change to the date leave as is.
		 i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open xxi. Click Start to upload the file xxii. When appears next to file name & status = 100% file has been uploaded iv. Click to close the File upload dialog box v. The file name/link for the uploaded file will then appear on the screen under the Upload File button. The file can be opened by clicking on the file name. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > SCHEDULES > Material Finish Colour Refer to Section 20 "Documents" for further instruction/information on uploading files.
17.2.3	Materials/Finishes/Room Data Sheets – Upload Files	Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.

FIRE SAF	ETY SYSTEM COMPLIANCE	
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 🛅 and select the date the status was achieved.
17.2.4	Date Submitted	If there is no change to the date leave as is.
		Upload the Fire Safety System Compliance. Refer to Step 17.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > COMPL CERT > Fire Safety
17.2.5	Fire Safety System Compliance – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
WORKSH	IOP DRAWINGS	
17.2.6	Current Status – Status	Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month. To update, select the status of the Workshop Drawings from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month. To update click the calendar icon and select the date the status was achieved.
17.2.7	Current Date – Date	If there is no change to the date leave as is.
		Upload the Workshop Drawings. Refer to Step 17.2.3 for Upload Instructions. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > Work Shop Drwng
17.2.8	Workshop Drawings – Upload Files	on uploading files.

WARRAN	ITIES	
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Warranties from the drop down box e.g. • Under Preparation • Submitted
		Acknowledged
17.2.9	Current Status – Status	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 🛅 and select the date the status was achieved.
17.2.10	Current Date – Date	If there is no change to the date leave as is.
		Upload the Warranties. Refer to Step 17.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > Ins_Wty_Work Comp
		Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
17 2 11	Warranties – Upload Files	Note: any files uploaded to the Insurance field on the General Contract Administration data entry screen will also appear here (as these documents upload to the same folder in the Documents area).
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Asset Data Capture from the drop down box e.g.
		 Onder Preparation Submitted
		Acknowledged
17.2.12	Current Status – Status	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 🛅 and select the date the status was achieved.
17.2.13	Current Date – Date	If there is no change to the date leave as is.

		Upload the Asset Data Capture. Refer to Step 17.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > SCHEDULES > Asset Data Capt
17.2.14	Asset Data Capture – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
WORK A	S EXECUTED DRAWINGS	
		Note: this field will be blank in the first reporting period then the
		system will automatically display the status selected in the previous month.
		To update, select the status of the Works as Executed Drawings
		from the drop down box e.g.
		Submitted
		Acknowledged
17.2.15	Current Status – Status	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the
		system will automatically display the date selected in previous month.
		To update click the calendar icon 🛄 and select the date the status
		was achieved.
17.2.16	Current Date – Date	If there is no change to the date leave as is.
		Upload the Works as Executed Drawings. Refer to Step 17.2.3 for Upload Instructions.
		The uploaded file is now available in the Documents area in folder "Project Name" > Finalisation > Work as Executed
17.2.17	Works as Executed Drawings – Upload Files	Refer to <u>Section 20</u> "Documents" for further instruction/information on uploading files.
		s
		Note: this field will be blank in the first reporting period then the system will automatically display the status selected in the previous month.
		To update, select the status of the Operational and Maintenance Manuals from the drop down box e.g. • Under Preparation
		SubmittedAcknowledged
17.2.18	Current Status – Status	If there is no change to the status leave as is.
		Note: this field will be blank in the first reporting period then the system will automatically display the date selected in previous month.
		To update click the calendar icon 📅 and select the date the status was achieved.
17.2.19	Current Date – Date	If there is no change to the date leave as is.

		Upload the Operational and Maintenance Manuals. Refer to Step
		17.2.3 for Upload Instructions
		The uploaded file is now available in the Documents area in folder
		"Design Nerve" Finalization Operation Maint Manuals
		Project Name > Finalisation > Completion > Maint Manuals
	Operational and Maintenance	Refer to <u>Section 20</u> "Documents" for further instruction/information
17.2.20	Manuals – Upload Files	on uploading files.
		Once all data has been entered and files upleaded alight
		Once all data has been entered and hies uploaded click
		A message will appear at the top of the screen indicating that the
		entered data has been successfully saved.
		The data can be edited at any time during the month (i.e. it is not
		tied to the Monthly Reporting schedule).
		, , , , , , , , , , , , , , , , , , , ,
		To edit data select the Contractor Submissions option from the
17.2.21	Submit Button	Contractor Reporting Menu, overwrite data and click

18 FINANCE – Contractor's Cashflow

18.1 Accessing the Contractor Reporting Finance Screen

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then select "Finance" from the "Contractor Reporting" Menu. The displayed fields are outlined in <u>Section 18.2</u> below.

	Collaborative P	roject Informati	on System	Welcome Log Off ASSET.GOV PORTAL
Home Contractor Reporting -	Reports 🔻 Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Contractor's Cashflow Fin	ance			July 2013
Contract Claims:				
Contract Price at Date of Contract	850,000			
Current Total Approved Variations	4,500			
Current Approved Adjusted Contract	Price 854,500			
Total Value of Previous Actual Paid	190,000			
Value of Payment Claim For This Mon	th 100,000			
Total Value of (Actual Paid to date pl Claimed this Month)	us 290,000			
Period	Actual/Predicted			
2012/2013 Cumulative Total	190,000			
2013/2014 Cumulative Total	1,200,000			
2014/2015 Cumulative Total	240,000			
Total	1,630,000			

Contractor's Cashflow Finance Screen

18.2 Finance – Contractor Cashflow Fields

STEP	FIELD NAME	SYSTEM CALCULATED FIELDS
CONTRA	CT CLAIMS	
18.2.1	Contract Price at Date of Contract	This field displays the Original Contract price.
18.2.2	Current Total Approved Variations	This field displays the cumulative total of all "Approved Variation Amounts" from all Approved Variations. Refer to Step 10.3.6 in <u>Section 10.3</u> .
18.2.3	Current Approved Adjusted Contract Price	This field displays the total of the above two fields i.e. "Contract Price at Date of Contract" PLUS all "Current Total Approved Variations".
18.2.4	Total Value of Previous Actual Paid	This field displays the total of the cumulative total of all amounts entered into the "This Month Actual Paid" field in the Contractor's Cashflow. Refer to Step 12.2.3 in <u>Section 12.2</u> . Note: this field will be zero in the first reporting period.
18.2.5	Value of Payment Claim for this Month	This field displays the total from the "This Predicted Claim" field from the Contractor's Cashflow. Refer to Step 12.2.2 in <u>Section</u> <u>12.2</u> .
18.2.6	Total Value (of Actual to date plus Claimed this month)	This field displays the total of the above two fields i.e. "Total Value of Previous Actual Paid" PLUS "Value of Payment Claim for this Month".

PERIOD	– ACTUAL/PREDICTED	
18.2.7	2012/2013 Cumulative Total	This field displays the cumulative total from the "This Month Actual Paid" fields in the Contractor's Cashflow and/or the total of "This Month Predicted Claim" PLUS the cumulative total of "This Month Actual Paid" the Contractor's Cashflow for the financial year (July 2012 – June 2013) if no "This Month Actual" total exists. Refer to <u>Section 12.2</u> .
18.2.8	2013/2014 Cumulative Total	This field displays the cumulative total from the "This Month Actual Paid" fields in the Contractor's Cashflow and/or the total of "This Month Predicted Claim" PLUS the cumulative total of "This Month Actual Paid" the Contractor's Cashflow for the financial year (July 2013 – June 2014) if no "This Month Actual" total exists. Refer to Section 12.2.
18.2.9	2014/2015 Cumulative Total	This field displays the cumulative total from the "This Month Actual Paid" fields in the Contractor's Cashflow and/or the total of "This Month Predicted Claim" PLUS the cumulative total of "This Month Actual Paid" the Contractor's Cashflow for the financial year (July 2014 – June 2015) if no "This Month Actual" total exists. Refer to Section 12.2.
18.2.10	Total	This field displays the cumulative total of all financial years.

Contractor's Cashflow				July 2013
NOTE: All dollar amounts are GST exclusive				
Period	Original Predicted Cashflow	This Month Predicted Claim	This Month Actual Paid	Cumulative Total Actual Paid/Predicted Claim
May 2013	100000		90000	90000 Total of "This Month Actual Paid" (May)
June 2013	100000		100000	190000 Cumulative Total of "This Month Actual Paid" (May + June) F/Y 2012/2013 = \$190,000
July 2013	100000	100000	0	290000 Cumulative Total of "This Month Actual Paid" PLUS "This Month Predicted Claim" (July)
August 2013	100000	120000	0	410000 Cumulative Total of "This Month Actual Paid" PLUS "This Month Predicted Claim" (July & Aug)
September 2013	100000	100000	0	510000
October 2013	100000	100000	0	610000
November 2013	100000	100000	0	710000
December 2013	100000	100000	0	810000
January 2014	100000	100000	0	910000
February 2014	100000	100000	0	1010000
March 2014	100000	100000	0	1110000
April 2014	100000	100000	0	1210000
May 2014	100000	100000	0	1310000
June 2014	100000	80000	0	1390000 F/Y 2013/2014 = \$1,200,000
July 2014	100000	80000	0	1470000
August 2014	100000	80000	0	1550000
September 2014	100000	80000	0	1630000 F/Y 2014/2015 = \$240,000
SUBMIT				

Example of Contractor's Cashflow Screen

19 CONTRACTOR REPORTING FINALISATION

19.1 Accessing the Contractor Reporting Finalisation Reporting Screen

After logging in, select the Client and Project if necessary (refer to Section 1.3 Project Selection) then select "Contractor Reporting Finalisation" from the "Contractor Reporting" Menu.

After completing data entry and file upload for all relevant Reporting areas you need to submit your Monthly Reporting to the AP for verification.

The Monthly Report Finalisation option will display the current status of all Reporting categories with a status of "submitted" or "not submitted" based on the Monthly Reporting (data entry) for the current reporting period.

	Public Works	Collat	porative Pr	oject Informati	ion System	ASSET.	
Home	Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Educa Western Sy	tion and Communities Idney HS New Library
Monthly Report Finalisation							July 2013
	Environ	mental		Submitted			
	Quality			Submitted			
	Defects			Not Submittee	4		
	Extensi	ons of Time		Not Submittee	d		
	Site Ins	tructions		Submitted			
	Program	Program		Not Submittee	4		
	Detailed	Detailed Milestone Reporting		Not Submittee	4		
	Variatio	ins		Not Submittee	4		
	Reques	ts for Informatio	on	Submitted			
	Contrac	tor Cashflow		Submitted			
	Employi	ment		Not Submittee	8		
	Work He	ealth Safety		Not Submittee	4		
	General	Contract Admi	nistration	Not Submittee	4		
	Principa	al Supplied Furn	iture	Not Submittee	4		
	SUBM	l agr IT/AGREE (inc Mon	ree with the ab luding any NOT th data for Veri	ove Reporting Status f Submitted reporting fication.	or the current Month categories) and subm	it this	

Contractor Monthly Reporting Finalisation screen

SUBMIT/AGREE button the following text will appear at the bottom of the screen to indicate After clicking the an email has been sent to the AP advising your Monthly Reporting is ready for review and verification "Last Submitted: dd/mm/yyyy, time and user name submitting data".

19.2 Submitting Monthly Reporting

STEP	FIELD NAME	SYSTEM POPULATED DATA DISPLAYS
MONTHL	Y REPORT FINALISATION	
		Submitted will display if data has been entered into Environmental
		Reporting for the current reporting period.
		Not Submitted will display if Environmental Reporting has not been
		updated for the current reporting period.
19.2.1	Environmental	Refer to <u>Section 3</u> .
		Submitted will display if data has been entered into Quality
		Reporting for the current reporting period.
		Not Submitted will display if Quality Reporting has not been
		updated for the current reporting period.
19.2.2	Quality	Refer to <u>Section 4</u> .

		Submitted will display if Extensions of Time have been entered for
		the current reporting period
		Not Submitted will display if no Extensions of Time have been
		entered for the current reporting period
1023	Extensions of Time	Refer to Section 6
19.2.5		Submitted will display if Site Instructions have been entered for the
		current reporting period
		Not Submitted will display if no Site Instructions have been entered
		for the surrent reporting period
10.2.4	Site Instructions	Defer to Section 7
19.2.4	Site instructions	Relet to <u>Section 7</u> .
		Submitted will display it data has been entered into Program
		Reporting for the current reporting period.
		Not Submitted will display if Program Reporting has not been
10.05	-	updated for the current reporting period.
19.2.5	Program	Refer to <u>Section 8</u> .
		Submitted will display if Detailed Milestone Reporting has been
		updated for the current reporting period.
		Not Submitted will display if Detailed Milestone Reporting has NOT
		been updated for the current reporting period.
19.2.6	Detailed Milestone Reporting	Reter to <u>Section 9</u> .
		Submitted will display if Variations have been entered for the
		current reporting period.
		Not Submitted will display if no Variations have been entered for
		the current reporting period.
19.2.7	Variations	Refer to <u>Section 10</u> .
		Submitted will display if Site Instructions have been entered for the
		current reporting period.
		Not Submitted will display if no Requests for Information have
		been entered for the current reporting period.
19.2.8	Requests for Information	Refer to Section 11.
		Submitted will display if the Contractor Cashflow has been updated
		for the current reporting period.
		Not Submitted will display if the Contractor Cashflow has not been
		updated for the current reporting period.
19.2.9	Contractor Cashflow	Refer to Section 12.
		Submitted will display if data has been entered into Employment
		Reporting for the current reporting period.
		Not Submitted will display if Employment Reporting has not been
		updated for the current reporting period
19210	Employment	Refer to Section 13
10.2.10		Submitted will display if data has been entered into Work Health
		Safety Reporting for the current period
		Not Submitted will display if the Work Health Safety Reporting has
		not been updated for the current reporting period
19211	Work Health Safety	Refer to Section 14
10.2.11		Submitted will display if data has been entered into General
		Contract Administration Reporting for the current reporting period
		Not Submitted will display if the Ceneral Contract Administration
		Reporting has not been undated for the current reporting paried
10 2 12	General Contract Administration	Refer to Section 15
19.2.12		Submitted will display if data has been entered into the Dringing
		Supplied Eurpiture Deporting for the surrent reporting period
		Supplied Furniture Reporting for the current reporting period.
		not Submitted will display if the Principal Supplied Reporting has
10.0.40	Dringing Complied Frontiture	not been updated for the current reporting period.
19.2.13	Fincipal Supplied Furniture	Relet to <u>Section 10</u> .
		I agree with the above Reporting Status for the current Month
40.0.44	SUBMIT/AGREE	(including any NOT Submitted reporting categories) and submit
19.2.14	SUDWITIAUREE	this Month data for Verification.
20 DOCUMENTS

The Documents area is the repository for all files uploaded in the Monthly Reporting categories (via the Upload Files button) and can be accessed at any time during the month and is not subject to the Reporting Timetable.

Files can be uploaded (refer to <u>step 20.2</u>), viewed and/or downloaded (refer to <u>step 20.3</u>) directly from within the Documents area.

To add Metadata to an existing uploaded file refer to step 20.4.

Refer to Step 20.5 for information on the automatic file versioning function within the Documents area.

20.1 Accessing the Documents Area

After logging in, select the Client and Project if necessary (refer to <u>Section 1.3</u> Project Selection) then click on "Documents" from the menu banner.

The folder structure (similar to Windows Explorer) will appear – see below.

	Public Wor	ks	Colla	borative P	roject Informat	ion System	Welcome ASSET	Log Off
Home	Contractor Reporting	*	Reports 👻	Documents	Change Password	Help		
New 🖁	🖁 Rename 🔀 Delete 🗿 Upload	0	pdate folder meta	data 📴 Search the	contents of files			5
Folders	A JFS NSW Public Works	2	Name			S	lize	

Click to refresh (next to Folders) to refresh the folder list.

	Public Works	Colla	borative P	roject Informat	ion System	ASS	ET.GOVportal
Home	Contractor Reporting 🔻	Reports 🔻	Documents	Change Password	Help		
New C	🍞 Rename 📴 Delete 🔘 Upload 📴 U	odate folder met	adata 📷 Search the	e contents of files			3
Folders	3	Name				Size	
4	DFS NSW Public Works PM Sydney PM Sydney Statutory Approval Development Development App Concept Design Development App Concept Design Schematic Design Schematic Design Schematic I Development App Concept Design Development App Concept Design Development App Concept Design Development App Concept Design Development App Development App Development App Development App Concept Design Development App Development App		Project/Contract I	folder appears under the	e NSW PW Organi	sational Unit e.g. PM	Sydney.

Refer to 20.6 Project Folder Structure for the complete folder structure.

20.2 Uploading Files to a Folder in the Documents Area

- 20.2.1 Locate the folder in the Project Folder structure where the document is to be uploaded and click on it so a green tick appears next to its name e.g. Concept Design vindicating this is now the active folder.
- 20.2.2 Click ^{O Upload} in the Menu banner to open the Upload Files dialog box.

Upload Files			×
Add files to the upload queue and click the start button.			
Filename	Status	Size	
O Add Files	0%	0 kb	
Start			

- Add Files
- Click Add Files and the Open dialog box will open. Navigate to the directory/location (e.g. on your hard drive) of the file to be uploaded and click on it to select and highlight it. 20.2.3 Click

Open						? 🗙
Look in:	📄 My Document	is	•	3 🖻 🖻	• •	
My Recent Documents Desktop	Concept_Desig	n_Building.doc				
My Documents	*					
My Computer						
	<					>
My Network Places	File name:	Concept_Design_Bui	lding.doc	•		Open
11000	Files of type:	Files		•] _(Cancel

Note: multiple files can be selected and uploaded at the same time. Hold the "Ctrl" key when selecting files to highlight and select files.

20.2.4 Click Open to select the file. The selected file will now appear in the Upload Files dialog box.

	Upload Files			×
	Add files to the upload queue and click the start button.			
	Filename	Status	Size	
	Concept_Design_Building.doc	0%	43 KB	•
	O 1 files queued	0%	43 КВ	
	Start			
20.2.5 Click	Start to upload the file. The Add Metadata dialog box will then appear.			
	Upload Files			×
	Add Metadata			
	Filename	Status		
	Concept_Design_Building.doc		Add	

- 20.2.6 To add metadata to the file click Add. If no metadata is required to be added to the file click 🙁.
- 20.2.7 Enter the metadata/information for the file into the Description field.





20.2.9 Click 🔀 to close the Upload Files dialog box.

20.2.10 The uploaded file will now appear in the file list in the selected project folder.

olders	2	Name	Size
Misc Cons_Serv Providers Concept Design	^	Concept_Design_Building.doc	42.5
Development App			
🐗 🚞 Schematic Design			
📴 50% Schematic Design			
🔚 100% Schematic Design			
Construction_Tender Documents			
🔚 Architectural			
📴 Structural			
📴 Civil			
📴 Electrical			

20.3 Downloading / Viewing Files in the Documents Area

- 20.3.1 Locate the folder in the Project Folder structure where the document is to be downloaded from and click on it so a green tick appears next to its name e.g. Civit indicating this is now the active folder.
- 20.3.2 Files available for download will appear in the file list.

Folders 🚭	Name	Size	
Construction_Tender Documents Architectural	Civil_Tender_Documentation.doc	42.5 KB	
Structural		The icons/op	tions you can see here will vary depending
Civil 🗸		on the decess	you have been granted to each folder.

- 20.3.3 Files can be downloaded (opened or saved) in two ways
 - (i) click on the file name e.g. Civil_Tender_Documentation.doc or
 - (ii) click the download 💼 icon
- 20.3.4 The File Download dialog box will then appear

File Dov	vnload 🛛 🔀
Do you	ı want to open or save this file?
	Name: Civil_Tender_Documentation.doc Type: Microsoft Word 97 - 2003 Document, 42.5KB From: 10.18.20.82
	Open Save Cancel
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Note: if there is more than one version of the file (e.g. a file with the same name has been uploaded more than once) the Select File Version dialog box will open – refer to <u>Section 20.5</u> File Versions in the Documents Area.

20.3.5 Click Open to view the file in its source application or alternatively to save a copy of the file click Save Save and the Save As dialog box will open allowing you to navigate to the location on your PC where you wish to save the file.

Save As	N	? 🗙
Save in:	🚱 Desktop 🕑 🖄 📂 🛄 -	
My Recent Documents Desktop My Documents	₩y Documents My Computer My Network Places	
My Computer		
No. Natural	File name: Civil_Tender_Documentation.doc	Save
My Network	Save as type. Inicrosoft vvora 97 - 2003 Document	Cancel

20.4 Adding Meta Data to a File in the Documents Area

- 20.4.1 Locate the folder in the Project Folder structure where the document that requires metadata resides, click on the folder so a green tick appears next to its name e.g. Civil
- 20.4.2 Click a next to the file that the metadata is to be added to.

Folders	З	Name	Size		De .	
d ⊇ Construction_Tender Documents ⊇ Architectural ≥ Structural ⊇ Civie/	^	Civi_Tender_Documentation.doc		42.5 KB	0	QA

20.4.3 The Configure metadata dialog box for the requested file will open. Enter the metadata/information for the file into the Description field.

	Configure metadata for file: Civil_Tender_Documentation.doc		×
	Upload metadata for file: Civil_Tender_Documentation.doc		
	Description		
	Civil Tender Documentation has been received and is correct as per latest advice from Public Works Project Manager 20/4/13.		
	Save	×	
20.4.4 Clic	k		

.....

- 20.4.5 Click it to close the Configure Metadata dialog box.
- 20.4.6 To view existing metadata applied to files click 🧟 next to the file name.

20.5 File Versions in the Documents Area

If a file is uploaded to a folder that already contains a file with the same name the "Documents" system will automatically create a new version of the file and not overwrite the existing file. Users then have the option of opening/downloading a specific version of the file.

- 20.5.1 Locate the folder in the Project Folder structure where the document is to be downloaded from and click on it so a green tick appears next to its name e.g. Civil indicating this is now the active folder (refer to step 20.3 Downloading / Viewing Files in the Documents Area).
- 20.5.2 Files available for download will appear in the file list.
- 20.5.3 Click on the file name and the "Select file version" dialog box will open (if more than one version of the file).
- 20.5.4 Select the Version to download from the drop down selection and click OK.

Select file version	×
File name: Concept_Design_Building.doc	
Version: 2 2 OK 1	

20.5.5 Open or save the file as outlined in Steps 20.3.4 and 20.3.5.

20.6 File Versions in Contractor Reporting Data Entry Screens

When a file is uploaded via the Upload Files button on the Contractor Reporting data entry screen it will appear on the screen below the Upload File button and permanently remain on the screen it was uploaded to e.g. Environmental or Quality etc.

When a file with the same name is uploaded more than once it will however only appear on the screen once and automatically be versioned (e.g. 1, 2, 3 etc) by the "Documents" system. Therefore the document link on the Contractor Reporting screen will always be to the latest version of the file.

	Public Works	Collat	oorative Pr	roject Informa	tion System	ASSET.GOV PORTAL
Home	Contractor Reporting 🔻	Reports 🔻	Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Enviro	nmental					July 2013
Environ	mental Management Plan	Statu	IS	Date		
This Peri	iod *	Subr	nitted 💌	1/05/2013		
Attach M	Aanagement Plan	Upi • Er • Er	oad Files nviro_Mgt_Plan nviro_Mgt_Plan nviro_Mgt_Plan	_May13.docx _Jul13.docx _Jun13.docx	Multiple files uploaded to Environmental Reporting)].

Environmental Contractor Reporting Data Entry screen showing multiple files with different names uploaded.

110 1

	Public Works	Collabo	rative Pr	oject Informa	tion System	ASSET.GOV PORTAL
Home	Contractor Reporting 🔻	Reports 👻 [Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library
Qualit	ty					July 2013
Quality	Management Plan	Status		Date		
This Per	riod *	Submit	ted 💌	14/05/2013 🛗		
Attach	Management Plan	Upload	d Files Quality_Audit	A sin Repo Plan.docx upor	gle file uploade orting (a new file i upload).	d multiple times to Quality version is automatically created

Quality Contractor Reporting Data Entry screen showing a single file uploaded multiple times with the same name (note: the file only appears once even though the "Documents" system has created multiple versions of the file).

Refer to step 20.5 File Versions in the Documents Area for information on viewing previous file versions.

20.7 Deleting Uploaded Files

Only the NSW Public Works Project Manager has system access to delete files that have been uploaded via the Contractor Reporting (data entry screens) or directly within the documents area.

If a file has been incorrectly uploaded, contact the Project Manager to have it removed.

20.8 Project Folder Structure

The Project folder structure and Contractor access to each folder in the structure is outlined below.

					view	upload
Project N	ame				Х	
+	Project Information				Х	
	+	Statutory Approvals			Х	Х
+	Development				Х	
	+	Concept Design			Х	Х
	+	Development App			Х	Х
	+	Schematic Design			Х	Х
		+	50% Schematic Design		Х	Х
		+	100% Schematic Design		Х	Х
	+	Construction_Tender Documents			x	x
		+	Architectural		Х	Х
		+	Structural		Х	Х
		+	Civil		Х	Х
		+	Electrical		Х	Х
		+	Hydraulic		Х	Х
		+	Mechanical		Х	Х
		+	Landscape		Х	Х
		+	Vertical Transport		Х	Х
		+	QS		Х	Х
		+	Specification		Х	Х
+	Implementation				Х	
	+	Meetings			Х	Х
		+	GC21 meetings		Х	Х
	+	PROJ RPT			Х	
		+	GC21 Reports		Х	Х
		+	WHS		X	
			+	Mgt Pl	X	X
			+	Audit PI_Self Audit Rpt	X	Х
			+	Mgt Rpt	X	X
			+	Insp_Incid Rpt_Notices	X	Х
		+	ENV		X	N/
			+	Mgt Pl	X	X
			+	Audit PI_3rd Party Audits_Self Audits	X	X
			+	Insp_Incid Rpt_Notices	X	X
			+		X	X
			+	WRAPP	X	X
					X	X
		Ŧ	QUALITY	Mat DI		v
			+ +	MyLPI Audit DL Solf Audito		
			+ +	Inco. Cort Pot	× ×	× ×
		1			A V	^
		•	+	Training Mot Pl	× ×	Y
			•	Aboriginal Particin Mot Pl	X	X
			+	Industr Rel Mat Pl	X	X
			+	PED Register	X	X
			+	Sub Contr Register	X	X
		+	COMPL CERT		X	
			+	Fire Safety	X	Х
			+	BCA	X	X
			PAYMT ORDER		X	
			+	Long Service Levy	X	Х
			+	Furniture Ord	Х	Х
		+	SCHEDULES		Х	[
			+	Furn and Equip	Х	Х
			+	Material Finish Colour	Х	Х
			+	Asset Data Capt	Х	Х
			Ins_Wty_Work Comp		Х	Х
			Gantt Charts		Х	Х
			Work Shop Drwng		Х	Х
			QS Assessment		Х	Х

						1
		+	Photos		Х	
			+	General	Х	Х
			+	Milestone 1	Х	Х
			+	Milestone 2	Х	Х
			+	Milestone 3	Х	Х
			+	Milestone 4	Х	Х
			+	Milestone 5	Х	Х
			+	Milestone 6	Х	Х
			+	Milestone 7	Х	Х
			+	Milestone 8	Х	Х
			+	Milestone 9	Х	Х
			+	Milestone 10	Х	Х
			+	Defects	Х	Х
+	Finalisation				Х	
	+	Completion			Х	
		+	Handover Cert		Х	Х
		+	Handover Doc		Х	Х
		+	Maint Manuals		Х	Х
		Work as Executed			Х	Х
		Defects Mgt			Х	Х
	Standard / Guide					
+	Documents				Х	Х

Doc = document

Info = Information Corres = correspondence Cons = Consultant

Mgt = Management App = Application PI = Plan Serv = Service

Welcome

Log Off

21 CONTRACT REPORT

The Contract Report displays data that has been entered into the Contractor Reporting screens for the current month and cumulative data (where applicable) as a formatted Microsoft Word 2010 document (refer to sample Contract Report at <u>Appendix 1</u>).

Ensure you supply your business logo (in jpg file format) to the NSW PW Project Manager to appear on the cover page of the Contract Report.

21.1 Selecting the Reporting Cover Image for the Contract Report

Before generating the Contract Report upload a photo to appear on the cover page of the Report.

21.1.1 From the Reports Menu option select "Reporting Cover Image".

	Public Works	Colla	borative P	roject Informat	tion System	ASSET.C	
Home	Contractor Reporting 🔻	Reports 🔻	Documents	Change Password	Help 🔻	Dept of Educat Western Sy	ion and Communities dney HS New Library
		Contract Repo	rt				
		Reporting Cove	er Image				
			V				

21.1.2 Click Browse to open the Choose File to Upload dialog box and navigate to the location of the saved photo.

NSW Public Works		Colla	Collaborative Project Information System			ASSET.GOV	
Home	Contractor Reporting 🔻	Reports 👻	Documents	Change Password	Help	Dept of Education and Communities Western Sydney HS New Library	
Report	Cover						
Report C	over Page Image			Browse_			
SUBMIT	Ĩ.						

Note: if the photo you require has previously been uploaded to the "Documents" area you can download it and save it locally e.g. on your hard drive (refer to <u>Downloading / Viewing Files in the Documents Area</u>) to use as the Reporting Cover Image.

21.1.3 Locate the file, click on it to select it then click



The file path and name will then appear in the "Report Cover Page Image" field.

Report Cover	
Report Cover Page Image	H:\My Documents\My Pic Browse
SUBMIT	

21.1.4 Click **SUBMIT** and the selected image will appear on the screen.

Report Cover



SUBMIT

To select a different photo repeat the above process.

If the selected image is correct generate the Contract Report.

21.2 Generating the Contract Report

21.2.1 From the Reports Menu option select "Contract Report" and the Microsoft Word File Download dialog box will automatically open.

21.2.2 Click Open (to automatically open the file in MS Word)

Click Save and the Save As dialog box will open (to save the report locally and view later) navigate to the location to save the File, rename the Report if required and click Save.

File Dov	vnload 🛛 🔀
Do yo u	want to open or save this file?
	Name:rt25a0e8d2-8aeb-4e98-85c7-9eb30b31071e.docx Type: Microsoft Word Document, 54.0KB From: 10.18.20.82
🔽 Alwa	Open Save Cancel
?	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

APPENDIX 1

Sample Contract Report - Pages 1 - 11

Project Name Project Category

Contract No: #######



Reporting Cover Image uploaded (via Reports > Reporting Cover Image) will appear here

Sample Monthly Contract Report for Month / Year

Date:

Managed by NSW Public Works

Contractor Logo



1. Overall Contract Issues and Progress

Data from the Contractor Reporting > General Contract Administration "Overall Contract Issues & Progress" field will appear here.

2. Program

Data from the Contractor Reporting > Program fields will appear here.

Contract commencement date

Original contract completion date	
Original contract period (weeks)	0
Extensions of time claimed (this month's working days)	0
Extensions of time approved (this month's working days)	0
Extensions of time claimed (working days)	0
Extensions of time approved (working days)	0
Extensions of time approved (calendar days)	0
Current approved contract completion date	
Current forecast contract completion date	
Number of days lost due to wet weather (current period)	0
Number of days lost due to wet weather (cumulative total)	0

Works Completed this Month

Data from the Contractor Reporting > Program "Work Completed this Month" field will appear here.

Works Planned to be carried out Next Month

Data from the Contractor Reporting > Program "Works Planned to be carried out Next Month" field will appear here.

Milestones

Data from the Contractor Reporting > Detailed Milestone Reporting fields will appear here.

Milestones Completed

Milestone Name	Original Contractual	Current Approved	Predicted Completion
	Completion Date	Contractual	Date
		Completion Date	
Milestone 1			

Milestones Not Completed

Milestone Name	Original Contractual Completion Date	Current Approved Contractual	Predicted Completion Date
		Completion Date	
Milestone 2			

Milestone 1 Trade Breakdown

Percentage Breakdown of Works	Total Previous	Current Period	LTD Total
Completed by Trade	Periods		Cumulative
Site Establishment	0%	0%	0%
Site Clearing	0%	0%	0%
Earth Work	0%	0%	0%
Concrete External	0%	0%	0%
Concrete Internal	0%	0%	0%
Structural Steel	0%	0%	0%
Electrical	0%	0%	0%
Door Frames	0%	0%	0%
Gyprock	0%	0%	0%
Painter	0%	0%	0%
Tiler	0%	0%	0%
Resilient Finishes	0%	0%	0%
Metal Works	0%	0%	0%
Brickwork External	0%	0%	0%
Brickwork Internal	0%	0%	0%
Roofing	0%	0%	0%
Timber Floor	0%	0%	0%
Joinery	0%	0%	0%
Windows External	0%	0%	0%
Windows Internal	0%	0%	0%
Paving	0%	0%	0%
Road Works & Driveways	0%	0%	0%
Landscape	0%	0%	0%
Design	0%	0%	0%
Demolition	0%	0%	0%
Development Application	0%	0%	0%
Off Site Infrastructure	0%	0%	0%

3. Finance

Data from the Contractor Reporting > Contractor Cashflow and Finance fields will appear here.

Current Contract Price

Contract Price at the Date of Contract	\$0.00
Approved Variations	\$0.00
Current Approved Adjusted Contract Price	\$0.00

Current Payment Claim Status

Total Value of Previous Payment Claims	\$0.00
Value of Payment Claims for this Month	\$0.00
Total Value of Payment Claims (incl this month)	\$0.00

Cashflow Summary

2012/2013 Cumulative Total	\$0.00
2013/2014 Cumulative Total	\$0.00
2014/2015 Cumulative Total	\$0.00
Total	\$0.00

Detailed Cashflow

June 2013 Image: Constraint of the second seco	Period	Original Predicted Cashflow	This Month Predicted Claim	This Month Actual Paid	Cumulative Total Actual Paid / Predicted Claim
July 2013	June 2013				
	July 2013				
August 2013	August 2013				
September 2013	September 2013				
October 2013	October 2013				
November 2013	November 2013				
December 2013	December 2013				

4. Work Health and Safety

Data from the Contractor Reporting > Work Health & Safety fields will appear here.

Status of Management Plan	Status	Date of Status
Site Specific Safety		
Management Plan		

Status of Audit Plan	Status	Date of Status
WHS Audit Plan		

Audit Plan Details (planned audit type and dates of planned audits)

WH&S Statistics for the Entire Contract	Previous Period	Current Period	Cumulative
Number of Lost Time Injuries	0	0	0
Total Number of Hours Worked	0	0	0
Lost Time Injury Frequency Rate (LTIFR)	0	0	0
Total Number of Hours Lost due to Injury	0	0	0
Number of WHS Management Audits	0	0	0
Number of WHS Inspections	0	0	0
Number of WHS Corrective Actions	0	0	0
Number of WHS Corrective Actions Closed	0	0	0
Number of WorkCover Visits/Inspections	0	0	0
Number of Notifications to WorkCover	0	0	0
No of Improvement Notices or Fines from	0	0	0
WorkCover			

Results of Internal and External Audits carried out during the Month

Details of any Notifiable Incidents

Details of Implementation of Corrective Actions

5. Environmental and Planning

Data from the Contractor Reporting > Environmental fields will appear here.

Status of Management Plan	Status	Date of Status
Environmental Management		
Plan		

Status of Audit Plan	Status	Date of Status
Environmental Audit Plan		

Audit Plan Details (planned audit type and dates of planned audits)

Results of Internal and External Audits carried out during the Month

Environmental Statistics for the Entire Contract	Previous Period	Current Period	Cumulative
Number of Environmental Management	0	0	0
Audits			
Number of Environmental Inspections	0	0	0
Number of Environmental Corrective Actions	0	0	0
Number of Environmental Corrective Actions	0	0	0
Closed			
Number of Pollution Incidents	0	0	0
Number of EPA Visits	0	0	0
No of Improvement Notices or Fines from the EPA	0	0	0

Details of any Environmental Incidents during the Month

Status of Development Application

Description of how SEE/REF/EIS/EIA Requirements have been/are being addressed

Date of Last Waste Recycling and Purchasing Report Submitted (WRAPP)

6. Quality

Data from the Contractor Reporting > Contractor Cashflow and Quality fields will appear here.

Status of Management Plan	Status	Date of Status
Quality Management Plan		

Status of Audit Plan	Status	Date of Status
Quality Audit Plan		

Audit Plan Details (planned audit type and dates of planned audits)

Results of Internal and External Audits carried out during the Month

Summary of Site Inspections carried out during the Month

7. Contractor Submissions

Data from the Contractor Reporting > Work Health & Safety, Environmental, Quality, Employment and Contractor Submissions fields will appear here.

Management Plans	Status	Date of Status
WHS Site Specific		
Management Plan		
Environmental Management		
Plan		
Quality Management Plan		
Training Management Plan		
Aboriginal Participation		
Management Plan		
Industrial Relations		
Management Plan		

Audit Plans	Status	Date of Status
WHS Audit Plan		
Environmental Audit Plan		
Quality Audit Plan		

Other Submissions	Status	Date of Status
Materials / Finishes / Room		
Data Sheets		
Fire Safety System	Not Submitted	
Compliance		
Workshop Drawings		
Warranties		
Equipment Schedules		
Asset Data Capture		
Work as Executed Drawings		
Operation and Maintenance		
Manual		
BCA Compliance Certificate	Not Submitted	

8. Employment

Data from the Contractor Reporting > Work Health & Safety, Environmental, Quality, Employment and Contractor Submissions fields will appear here.

Status of Management Plan	Status	Date of Status
Training Management Plan		

Details of Implementation (incl. evidence of training carried out and performance against targets)

Status of Management Plan	Status	Date of Status
Industrial Relations		
Participation Plan		

Employment Statistics

Total Workforce	Current Period	Cumulative
Number of Full Time		
Employees		
Number of Hours Worked		

Aboriginal and Torres Strait Islander Employment	Current Period	Cumulative
Number of Full Time		
Employees		
Number of Hours Worked		

Apprentice Employment	Current Period	Cumulative
Number of Full Time		
Employees		
Number of Hours Worked		

9. Child Protection

Data from the Contractor Reporting > Employment fields will appear here.

Prohibited Employment Declarations (PED)	Current Period	Cumulative
Number of Prohibited		
Employment Declarations		
(PED)		

All Contractor Employees on Site have Signed PED and Records are kept on Site

Details of Issues (if any) Arising from Declarations

Details of Child Protection Complaints or Incidents (if any)

10. Subcontractor

Data from the Contractor Reporting > Employment fields will appear here.

Details of Issues (if any) Arising with Subcontractors

11. General Contractor Administration

Data from the Contractor Reporting > Request for Information fields will appear here.

Request for Information Statistics	Current Period	Cumulative
Number of RFI's Issued		
Number of RFI responses		
received		
Number of RFI's Closed Out		
Number of RFI's Outstanding		

List of Outstanding RFI's

RFI Id	RFI Description	Date Submitted

Site Instruction Statistics	Current Period	Cumulative
Number of SI's Submitted		
Number of SI's in Progress		
Number of SI's Completed		

List of Site Instructions Requiring Response

SI Id	SI Description	Date Submitted

Status of Undertakings

Data from the Contractor Reporting > General Contract Administration fields will appear here.

Bank / Institute	Ref No.	Amount	Status	Release Date	

Insurance

Туре	Insurance Broker	Policy No	Expiry Date
Public Liability			
Workers			
Compensation			
Professional Indemnity			

	Amount Paid	Date Paid
Long Service Levy		

Details of any Approved out of Contract Hours worked

Issues Raised to the Senior Executive under GCC clause 73

Contractor performance report

Other Current Contractor Issues

WorkCover, EPA, Union Reps and other Statutory Body Visits

12. Principal Supplied Furniture Fittings and Equipment

Data from the Contractor Reporting > Principal Supplied Furniture Fittings & Equipment will appear here.

Status of Furniture Schedule	Status	Date of Status
Furniture Fittings and		
Equipment Schedule		

Details of Issues (if any)

Has the Order been raised?

Scheduled Delivery

13. Registers

Data from the Contractor Reporting > Request for Information, Site Instructions, Extensions of Time, Variations and Defects fields will appear here.

RFI	Detail	Name of Person	Date	Response	Actual Date of Response	Is this RFI	Request	RFI
No.	Description of	Requesting Info	Submitted	Required Date		Closed Out	Assigned To	Response
	ΝΓΙ							Detall

SI	Detail Description of	Name of Person Issuing	Date Submitted by	Actual Date of SI Work	SI Assigned	SI Response	Status of
No.	SI	SI	AP	Completed	То	Detail	SI

EoT ID	Nature of Entitlement	Category	Claimed (Working Days)	Status	Approved (Working Days)	Delay Cost Associated with this EoT Claim

Variation	Nature of	Category	Claimed	Status	Approved Variation	Variation Associated with an EoT	Associated	Number of Days
ID	Entitlement				Amount	Claim	EoT ID	Claimed
		•						

Defect No.	Description	Date that Defect was Identified	Defect's Rectification Measure	Date Defect was Rectified

14. Appendices

A standard list of Appendices will populate this section.

1. PROGRAM

- Contract Program
- Extension of Time Register
- Trade Breakdown Progress Claim

2. FINANCE

- Progress Claim Summary Sheet
- Schedule 3 Payment Claim Worksheet
- Cash Flow breakdown
- Schedule 7 Statutory Declaration

3. CONTRACTORS SUBMISSIONS

- Schedule 4 Certificate of Compliance
- Copies of all compliance documents
- 4. WORK HEALTH AND SAFETY
 - Work Health and Safety Monthly Report
 - Site Check Lists / ToolBox Talk Meetings

5. QUALITY

- Defect Status Reports
- Copies of Site Inspection and Certification Reports
- 6. ENVIRONMENT AND PLANNING
 - Schedule of Development Approval Conditions
 - Waste Recycling and Purchasing Reports
- 7. CHILD PROTECTION
 - Induction Register (Prohibited Employment Declaration Register)
- 8. SUBCONTRACTORS
 - Subcontractor Register

9. PRINCIPAL SUPPLIED FURNITURE FITTINGS AND EQUIPMENT

• Schedule of Principal Supplied Furniture Fittings and Equipment

10. GENERAL CONTRACT ADMINISTRATION

- Request for Information Regis
- Site Instruction Register