NSW GOVERNMENT | Public Works

COLLABORATIVE PROJECT INFORMATION SYSTEM (CPIS)

CONTRACTOR USER GUIDE

ASSET.GOV PORTAL

Contents

1. SYSTEM INFORMATION, LOGIN, PROJECT SELECTION & DATA ENTRY 1
   - 1.1 System Information & Requirements 1
   - 1.2 System Login and Forgotten Password 1
   - 1.3 Project Selection 1
   - 1.3.1 Manual Project Selection 2
   - 1.4 Monthly Reporting (data entry) and Reporting Finalisation 3
   - 1.5 Documents Area 4
   - 1.7 System Flow Chart 6
   - 1.7 Mouse Over Help Text 7
2. MONTHLY REPORTING TIMETABLE & VERIFICATION PERIOD 8
   - 2.1 Reporting Period Timetable 8
   - 2.2 Bi Monthly Reporting - WRAPP 8
   - 2.3 Verification of Monthly Reporting by AP 8
3. ENVIRONMENTAL REPORTING 9
   - 3.1 Accessing the Environmental Reporting Screen 9
   - 3.2 Environmental Data Entry Fields 10
4. QUALITY REPORTING 14
   - 4.1 Accessing the Quality Reporting Screen 14
   - 4.2 Quality Data Entry Fields 15
5. DEFECTS 18
   - 5.1 Accessing the Defects Reporting Screen 18
   - 5.2 Defects Selection Screen 18
   - 5.2.1 Defects Selection Screen Options 18
   - 5.3 Defects Data Entry Fields 19
   - 5.4 Updating Defects Records 21

6 EXTENSION OF TIME 22
   - 6.1 Accessing the Extension of Time (EOT) Reporting Screen 22
   - 6.2 Extension of Time Selection Screen 22
   - 6.2.1 Extension of Time Selection Screen Options 22
   - 6.3 Extension of Time Data Entry Fields 23
   - 6.4 Updating Extension of Time (EOT) Records 24

7 SITE INSTRUCTION 25
   - 7.1 Accessing the Site Instruction (SI) Reporting Screen 25
   - 7.2 Site Instruction Selection Screen 25
   - 7.2.1 Site Instruction Selection Screen Options 25
   - 7.3 Site Instruction Data Entry Fields 26
   - 7.4 Updating Site Instruction (SI) Records 27

8 PROGRAM 28
   - 8.2 Accessing the Program Reporting Screen 28
   - 8.2 Program Data Entry Fields 28

9 DETAILED MILESTONE REPORTING 31
9.1 Accessing the Detailed Milestone Reporting Screen 31
9.2 Milestone Selection Screen 31
9.2.1 Milestone Selection Screen Options 31
9.3 Detailed Milestone Reporting Data Entry Fields 32
10 VARIATIONS 35
10.1 Accessing the Variations Reporting Screen 35
10.2 Variation Selection Screen 35
10.2.1 Variation Selection Screen Options 35
10.3 Variations Data Entry Fields 36
10.4 Updating Variation Records 37
11 REQUEST FOR INFORMATION 38
11.1 Accessing the Request for Information (RFI) Reporting Screen 38
11.2 Request for Information Selection Screen 38
11.2.1 Request for Information Selection Screen Options 38
11.3 RFI Data Entry Fields 39
11.4 Updating Request for Information (RFI) Records 40
12 CONTRACTOR'S CASHFLOW 41
12.1 Accessing the Contractor's Cashflow Reporting Screen 41
12.2 Contractor Cashflow Data Entry Fields 41
13 EMPLOYMENT 43
13.1 Accessing the Employment Reporting Screen 43
13.2 Employment Data Entry Fields 44
14 WORK HEALTH SAFETY (WHS) 49
14.1 Accessing the Work Health Safety Reporting Screen 49
14.2 WHS Data Entry Fields 50
15 GENERAL CONTRACT ADMINISTRATION 53
15.1 Accessing the General Contract Administration Reporting Screen 53
15.2 General Contract Administration Data Entry Fields 54
16 PRINCIPAL SUPPLIED FURNITURE FITTINGS & EQUIPMENT (FF&E) 57
16.1 Accessing the Furniture Fittings & Equipment Reporting Screen 57
16.2 Furniture Fittings & Equipment Data Entry Fields 57
17 CONTRACTOR SUBMISSIONS 59
17.1 Accessing the Contractor Submissions Reporting Screen 59
17.2 Contractor Submissions Data Entry Fields 60
18 FINANCE – Contractor's Cashflow 65
18.1 Accessing the Contractor Reporting Finance Screen 65
18.2 Finance – Contractor Cashflow Fields 65
19 CONTRACTOR REPORTING FINALISATION 67
19.1 Accessing the Contractor Reporting Finalisation Reporting Screen 67
19.2 Submitting Monthly Reporting 67

20 DOCUMENTS....69
20.1 Accessing the Documents Area....69
20.2 Uploading Files to a Folder in the Documents Area....70
20.3 Downloading / Viewing Files in the Documents Area....72
20.4 Adding Meta Data to a File in the Documents Area....73
20.5 File Versions in the Documents Area....74
20.6 File Versions in Contractor Reporting Data Entry Screens....74
20.7 Deleting Uploaded Files....75
20.8 Project Folder Structure....76
21 CONTRACT REPORT....78
21.1 Selecting the Reporting Cover Image for the Contract Report....78
21.2 Generating the Contract Report....79
APPENDIX 1....80
Sample Monthly Contract Report....1
1. Overall Contract Issues and Progress....2
2. Program....2
3. Finance....4
4. Work Health and Safety....4
5. Environmental and Planning....5
6. Quality....6
7. Contractor Submissions....6
8. Employment....7
9. Child Protection....8
10. Subcontractor....8
11. General Contractor Administration....8
12. Principal Supplied Furniture Fittings and Equipment....9
13. Registers....10
14. Appendices....11

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

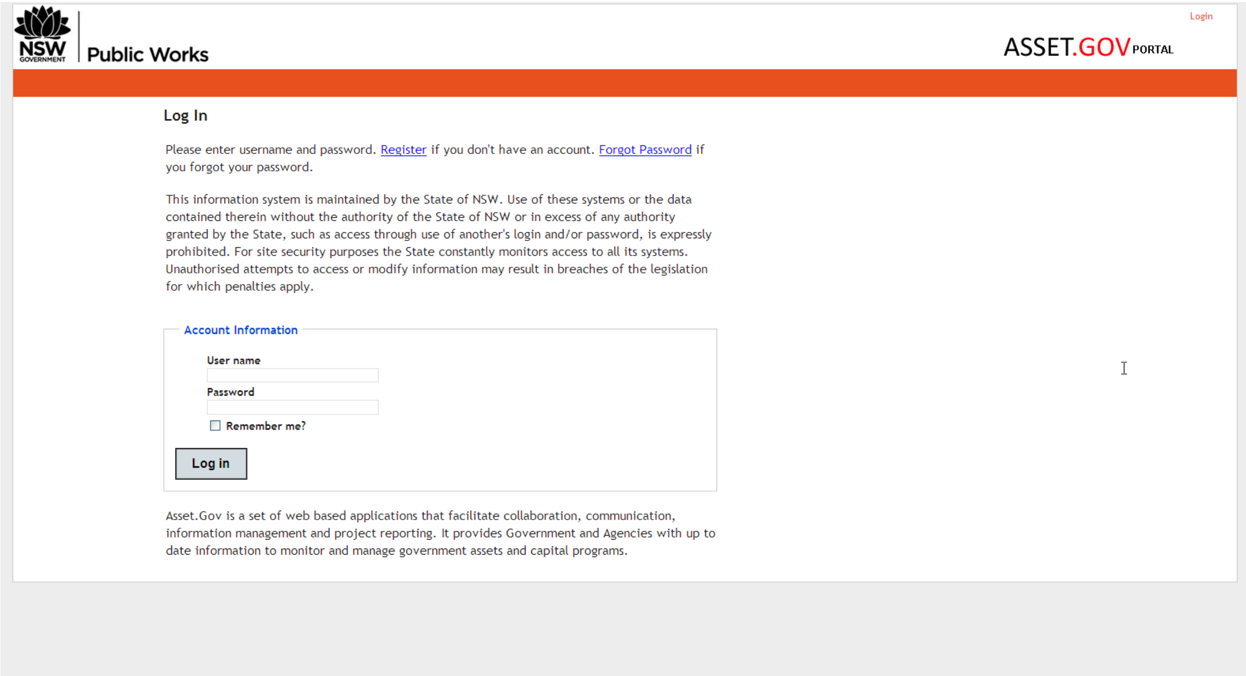
Note: this User Guide assumes the user is using Microsoft Internet Explorer (Version 8) and there may be slight differences when using other browsers e.g. Firefox etc.

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.



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.

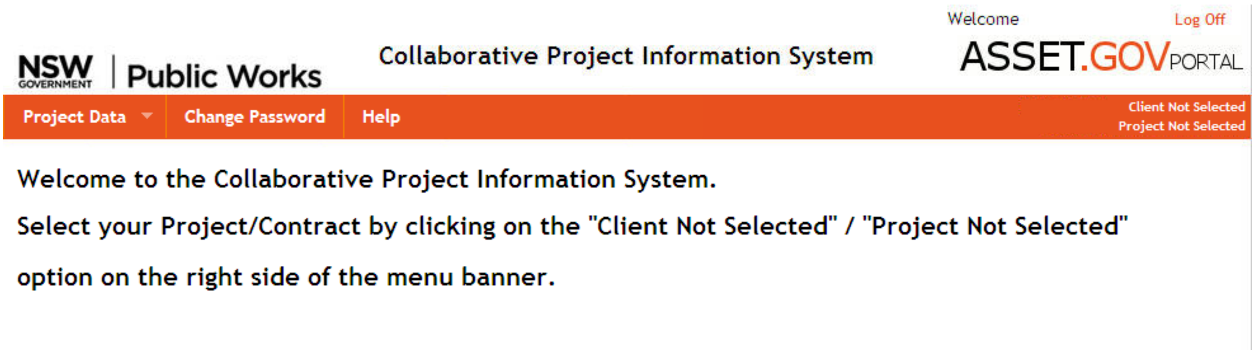
After logging in a password can be changed by clicking on the Change Password Menu option.

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

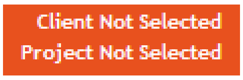
1.3 Project Selection

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.

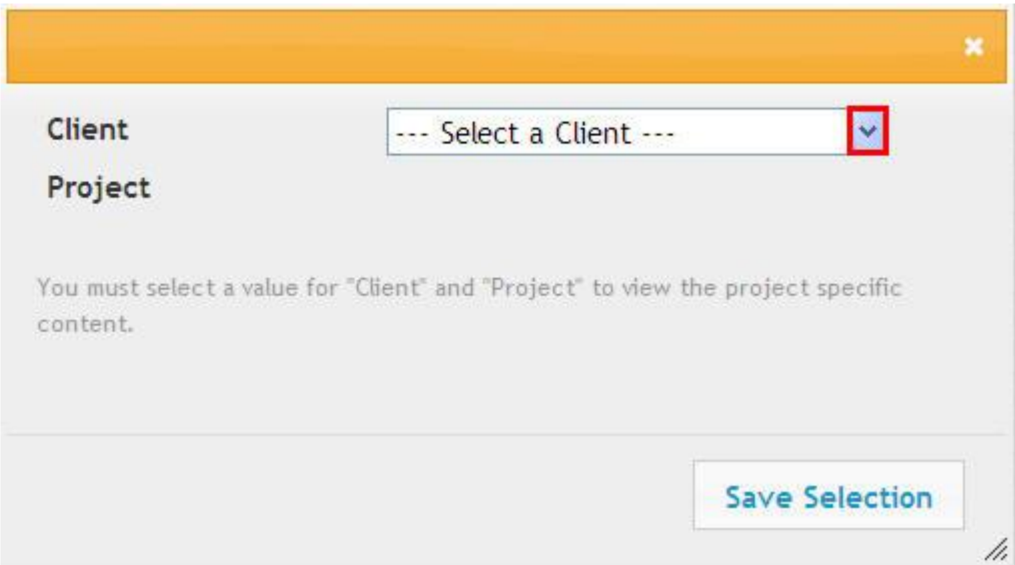
If you are assigned to more than one Project in CPIS you will need to manually select the required Project as outlined below before Monthly Reporting (data entry) can be undertaken.



1.3.1 Manual Project Selection

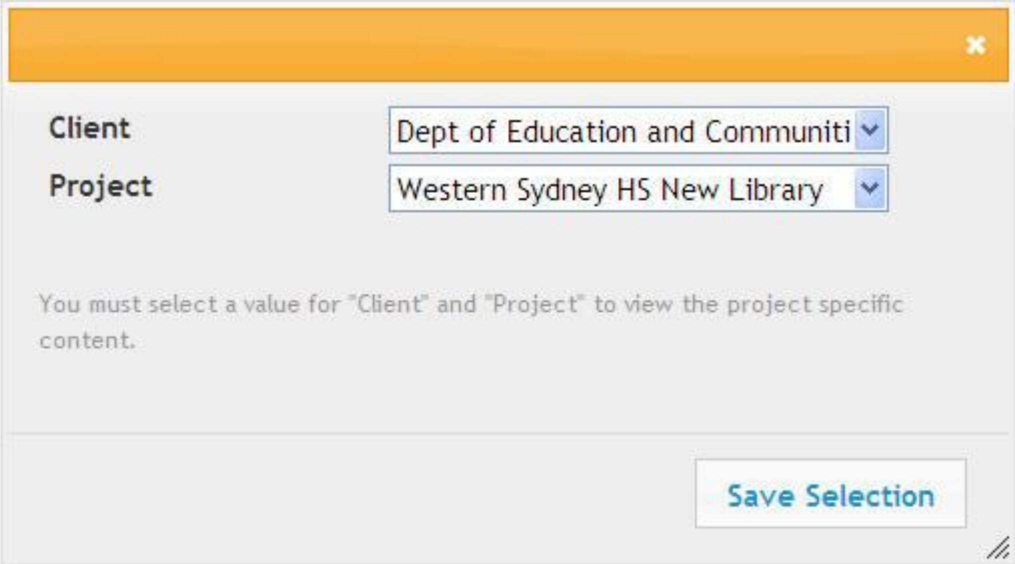
1.3.1.1 Click 

and the Client/Project selection dialog box will open.



1.3.1.2 Select the Client from the drop down box

1.3.1.3 Select the Project from the drop down box.



1.3.1.4 Click 

. The selected Client and Project will then display in the Menu banner.

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

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.

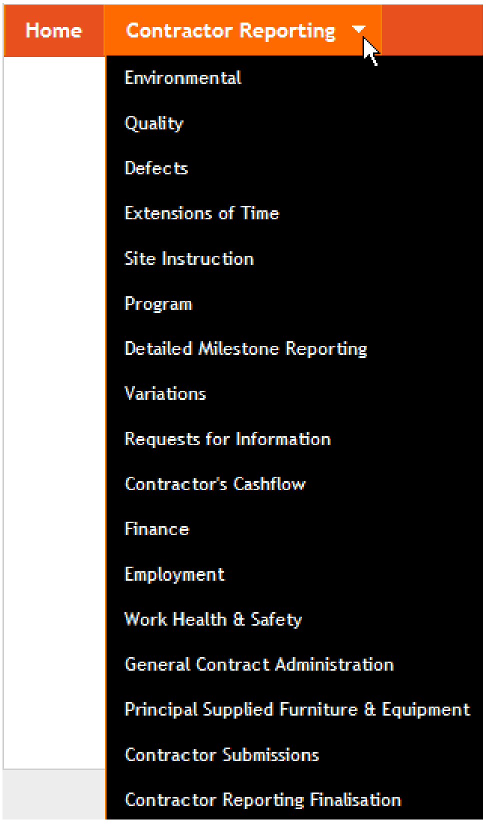
Note: you are only required to complete the applicable Reporting categories for the current reporting period e.g. if you have not requested an Extension of Time in the current reporting period this reporting does not need to be carried out.

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 Section 2.1.

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 Section 19) 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 Section 17) data entry screen and the “Documents” area (refer to Section 20).



Contractor Reporting Menu

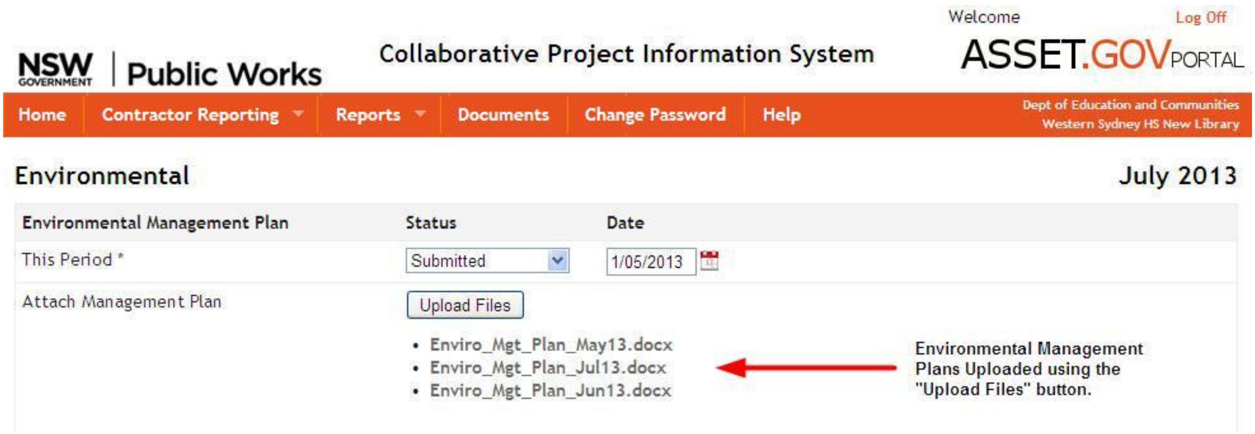
1.5 Documents Area

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.

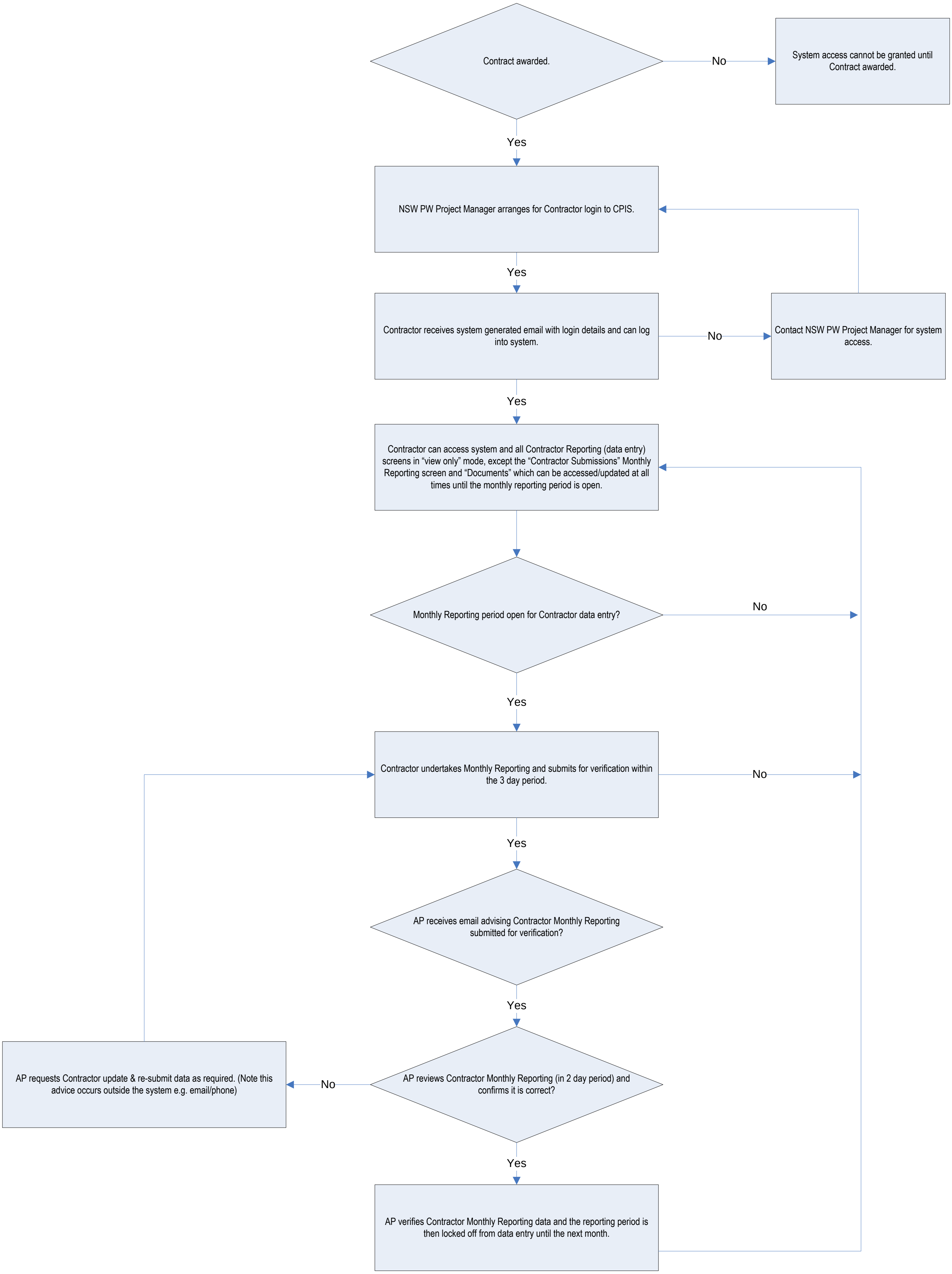
Note: only the NSW Public Works Project Manager has authority to delete uploaded files, if a file is incorrectly uploaded contact the Project Manager to have it removed.

Refer to Section 20 for further information.



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 Section 2.1.

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 Reporting Timetable dates for the required months e.g. February, April, June, August, October and December.

2.3 Verification of Monthly Reporting by AP

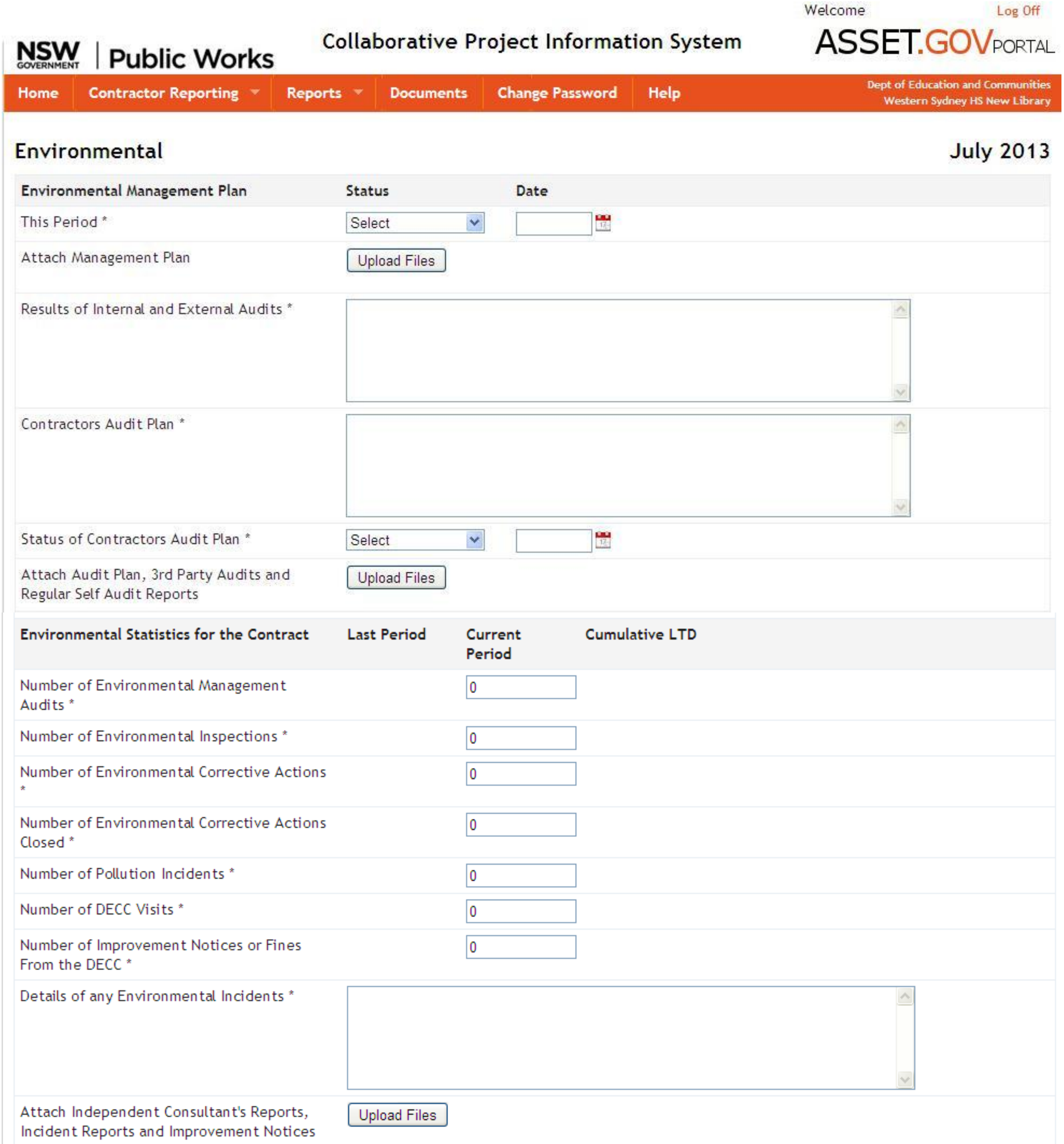
Once the AP has reviewed your Monthly Reporting (data entry and uploaded documents) as correct it will be verified and no further Monthly Reporting (data entry) can be undertaken until the next Monthly Reporting period, with the exception of “Contractor Submissions” Monthly Reporting which is not tied 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 Section 1.3 Project Selection) then select “Environmental” from the “Contractor Reporting” Menu. Complete the required data entry fields outlined in Section 3.2 below.

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



Environmental Reporting Data Entry Screen

3.2 Environmental Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
STATUS OF ENVIRONMENTAL MANAGEMENT PLAN		
3.2.1	This Period – 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 Environmental Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
3.2.2	This Period – Date*	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. If there is no change to the date leave as is.
3.2.3	Attach Management Plan – Upload Files	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 Open i. Click Start to upload the file ii. 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 > ENV > Mgt Pl *Refer to Section 20 "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.
3.2.4	Results of Internal and External Audits*	Enter details of Internal and External Audits, Reviews and Inspections etc undertaken during the reporting month. *Note: data entered in this field will appear in Section 5 of the Contract Report.*
3.2.5	Contractor's Audit Plan*	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. *Note: data entered in this field will appear in Section 5 of the Contract Report.*
3.2.6	Status of Contractors Audit 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 Contractors Audit Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
3.2.7	Status of Contractors Audit Plan - Date*	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 Contractor Audit Plan was achieved. If there is no change to the last period date leave as is.
3.2.8	Attach Audit Plan, 3rd Party Audits and Regular Self Audit Reports – Upload Files	Upload Audit Plans, 3rd Party Audits and/or Regular Self Audit Reports. 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 > Audit Pl 3rd Party Audits Self Audits *Refer to Section 20 "Documents" for further instruction/information on uploading files.*

ENVIRONMENTAL STATISTICS FOR THE CONTRACT		
• The **Last Period** column displays the data that was entered into the "Current Period" field for the previous month. Note: this field will be blank in the first reporting period. • The **Cumulative LTD** column displays a cumulative life to date total of all data entered into the "Current Period" field. Note: this field will be blank in the first reporting period.		
3.2.9	Number of Environmental Management Audits*	Enter the number of Environmental Management Audits for the 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.
3.2.16	Details of any Environmental Incidents*	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". *Note: data entered in this field will appear in Section 4 of the Contract Report.*
3.2.17	Attach Independent Consultant's Reports, Incident Reports and Improvement Notices – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
3.2.18	Status of Development Application (if applicable)*	Enter the status of any Development Applications (if applicable) including compliance with approved development conditions. If not applicable enter "nil". *Note: data entered in this field will appear in Section 4 of the Contract Report.*
3.2.19	Attach Development Approval Conditions Schedule – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
3.2.20	How are SEE/REF/EIS/EIA Requirements Addressed*	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". *Note: data entered in this field will appear in Section 4 of the Contract Report.*

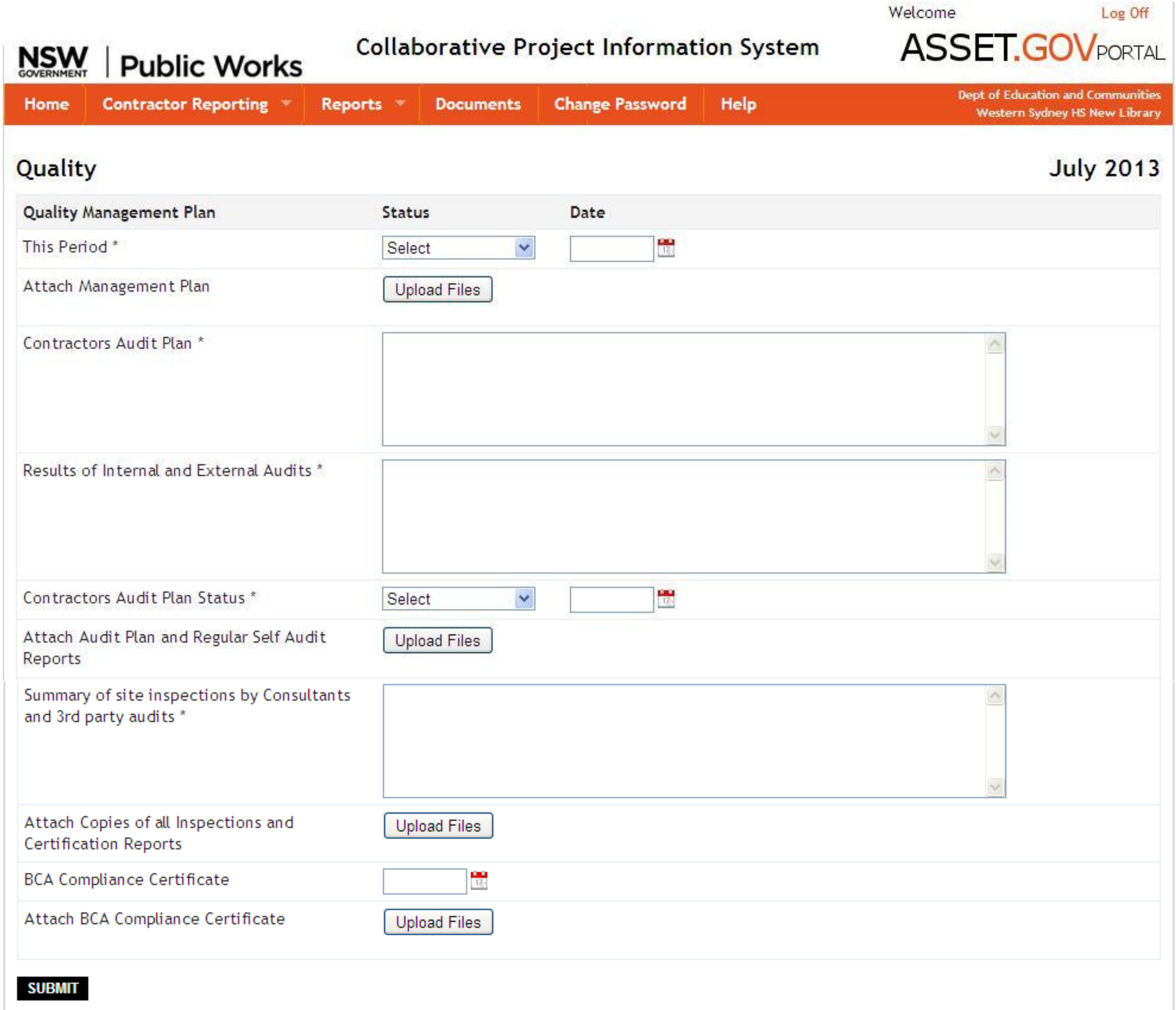
3.2.21	Attach Documentation incl Environmental Assessments - Upload Files	Upload any documentation that relates to SEE/REF/EIS/EIA (if applicable). Follow the upload instruction in Step 3.2.3 above. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > ENV > EIS *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
BI MONTHLY REPORTING		
• WRAPP reporting is undertaken Bi-monthly, refer to the reporting timetable in Section 2.2		
3.2.22	Water Recycling & Purchasing Report (WRAPP) – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
3.2.23	Attach Waste Disposal Certificates – Upload 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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
3.2.24	Submit Button	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 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 Section 1.3 Project Selection) then select "Quality" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in Section 4.2 below.

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



Quality Reporting Data Entry Screen

4.2 Quality Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
QUALTIY MANAGEMENT PLAN		
4.2.1	This Period – 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 Quality Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
4.2.2	This Period – Date*	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 Quality Management Plan was achieved. If there is no change to the date leave as is.
4.2.3	Quality Management Plan – Upload Files	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 *Refer to Section 20 “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.
4.2.4	Contractor’s Audit Plan*	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. *Note: data entered in this field will appear in Section 6 of the Contract Report.*

4.2.5	Results of Internal and External Audits*	Enter details of internal and external Audits, Reviews and Inspections etc undertaken during the reporting month. *Note: data entered in this field will appear in Section 4 of the Contract Report.*
4.2.6	Contractors Audit Plan - 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 Audit Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
4.2.7	Contractors Audit Plan - Date*	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. If there is no change to the date leave as is.
4.2.8	Attach Audit Plan and Regular Self Audit Reports – Upload Files	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 *Refer to Section 20 “Documents” for further instruction/information on uploading files.*
4.2.9	Summary of Site Inspections by Consultants and 3rd Party Audits*	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”. *Note: data entered in this field will appear in Section 4 of the Contract Report.*
4.2.10	Attach copies of all Inspections and Certification Reports – Upload Files	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 *Refer to Section 20 “Documents” for further instruction/information on uploading files.*
4.2.11	BCA Compliance Certificate - Date	Select the date of the BCA Compliance Certificate by clicking the calendar icon and selecting the required date. This field is only required to be populated when the BCA Compliance Certificate is being uploaded.

4.2.12	Attach BCA Compliance Certificate	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 Section 20 “Documents” for further instruction/information on uploading files.*
4.2.13	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 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 Reporting Menu, overwrite data and click SUBMIT.

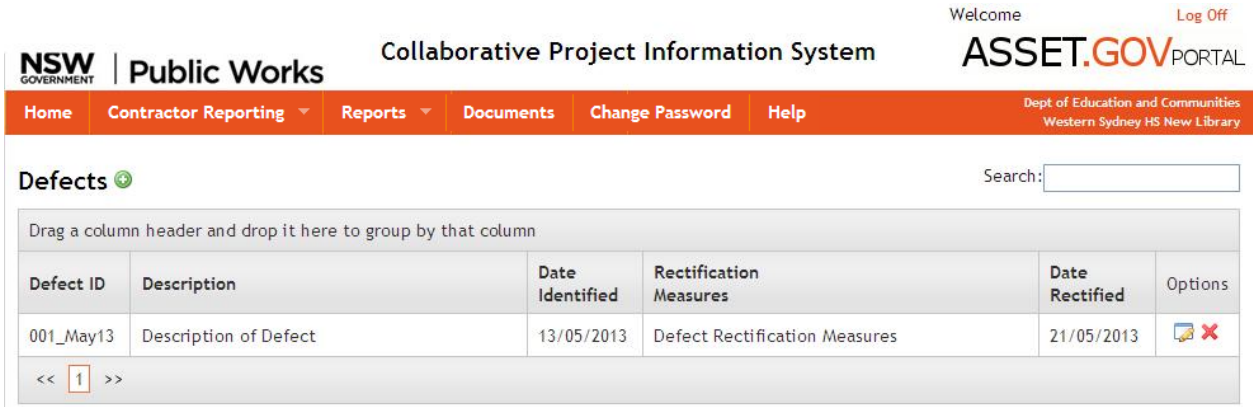
5. DEFECTS

5.1 Accessing the Defects Reporting Screen

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

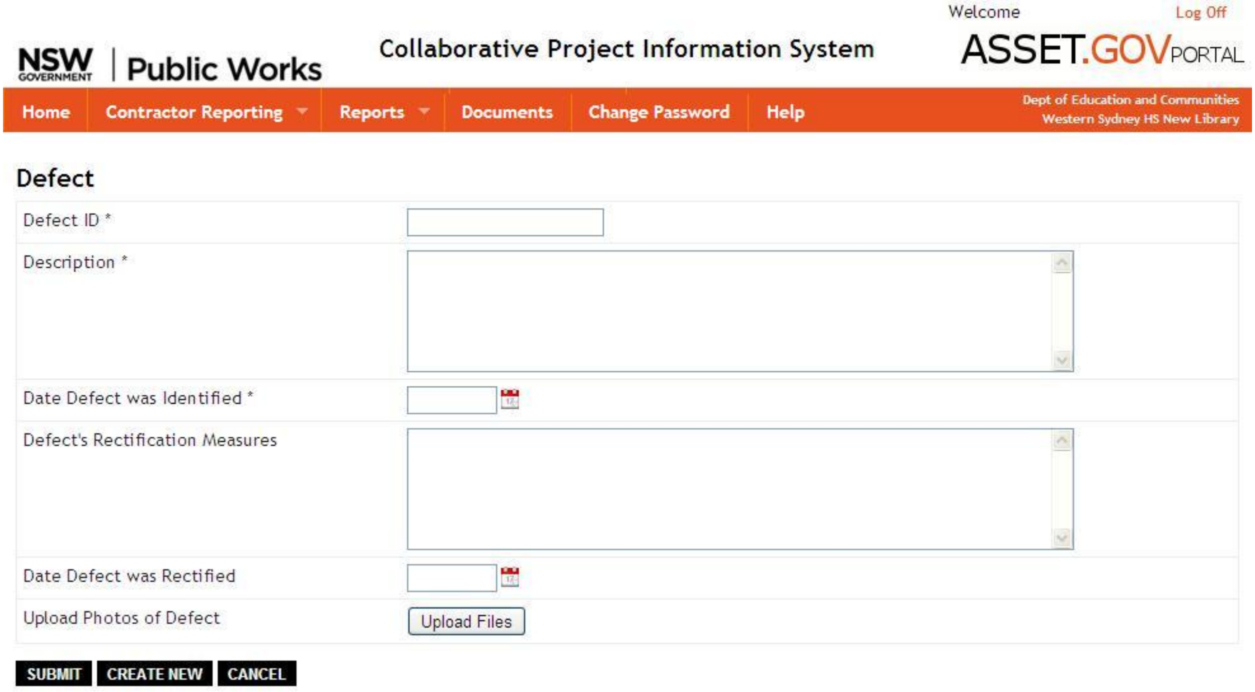
Submit Defect data and documentation as outlined in the Contract under General Conditions of Contract and Clause 45 Defects.

5.2 Defects Selection Screen



5.2.1 Defects Selection Screen Options

- To **add a new Defect** click on the Defects Selection Screen and complete the required data entry fields outlined below in Section 5.3.
- To **edit/update an existing Defect** click next to the required Defect in the Selection Screen.
- To **delete an existing Defect** click 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.



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.
5.3.3	Date Defect was Identified*	Click the calendar icon and select the date the 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.
5.3.5	Date Defect was 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. Note: this date cannot be in the future.
5.3.6	Upload Photos of Defect	**Note: The name of every photo being uploaded must contain 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 Open v. Click Start to upload the file vi. 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. ***Tip:*** *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 Section 20 "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.
5.3.7	Submit	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. To edit Defect data click next to the required Defect on the Defects Selection Screen.
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: Photos that have been uploaded on a Defect record will automatically appear as links on all future Defect records created. Therefore it is essential that Defect photos are named to correctly reflect the Defect ID they relate to.

5.4 Updating Defects Records

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

STEP	FIELD NAME	DATA ENTRY REQUIRED
5.4.1	Select Defect record to update/edit	Click next to the required Defect on the Defects Selection Screen.
5.4.2	Defect's Rectification Measures	Enter details of the Defect rectification measures.
5.4.3	Date Defect was Rectified	Click the calendar icon and select the date the Defect was resolved. Note: this date cannot be in the future.
5.3.4	Upload Photos of Defect	Upload photos of the rectified Defect. Follow the upload instruction in Step 5.3.6 above. **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.

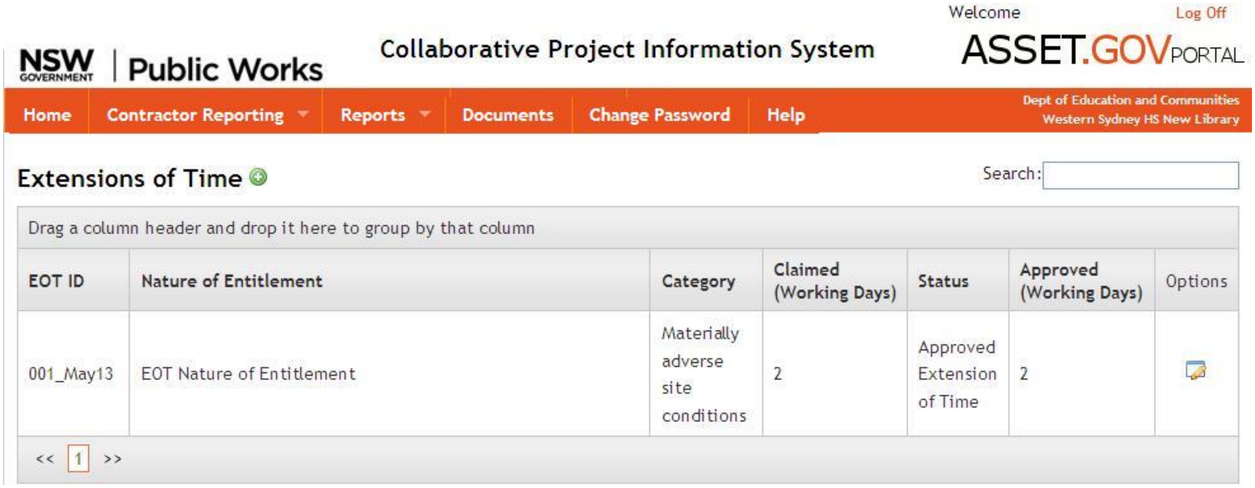
6 EXTENSION OF TIME

6.1 Accessing the Extension of Time (EOT) Reporting Screen

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

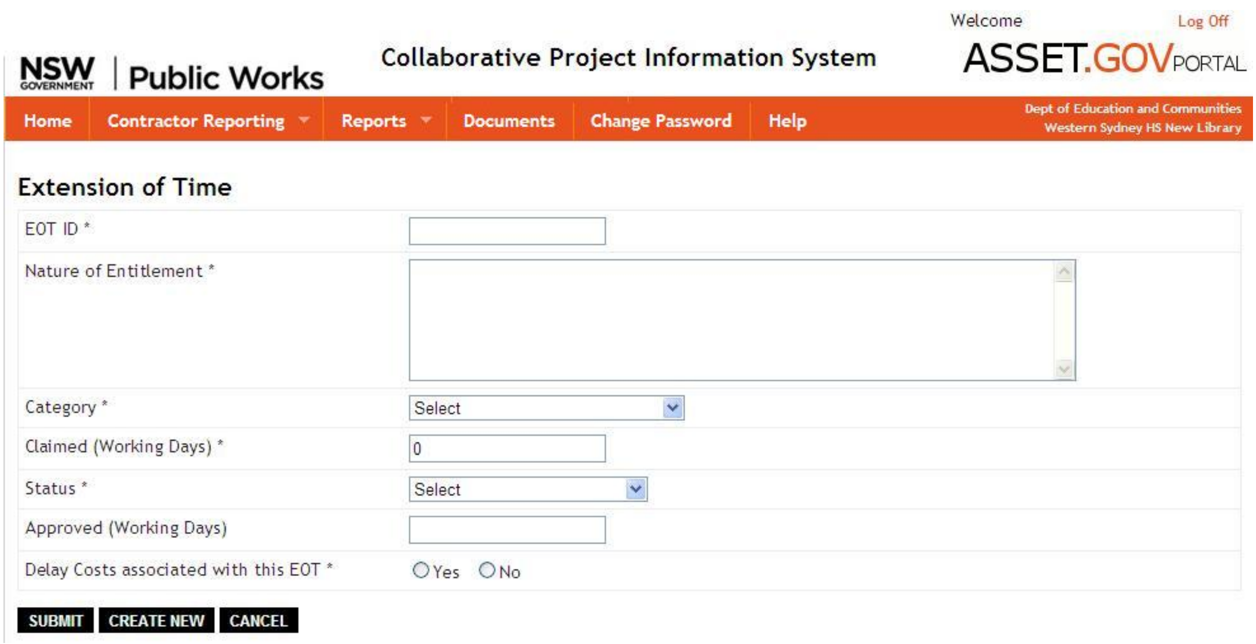
Submit Extension of Time data as outlined in the Contract under General Conditions of Contract and Clause 50 Changes to Contractual Completion Dates.

6.2 Extension of Time Selection Screen



6.2.1 Extension of Time Selection Screen Options

- To **add a new EOT** click on the EOT Selection Screen and complete the required data entry fields outlined below in Section 6.3.
- To **edit/update an existing EOT** click next to the required EOT in the Selection Screen.
- To **delete an existing EOT** click 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.



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.
6.3.7	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).

6.3.8	Submit	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. To edit EOT data click next to the required EOT on the Selection Screen.
6.3.9	Create New	Clicking CREATE NEW will submit the existing EOT (on screen) and 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 next to the required EOT on the EOT Selection Screen.
6.4.2	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
6.4.3	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.

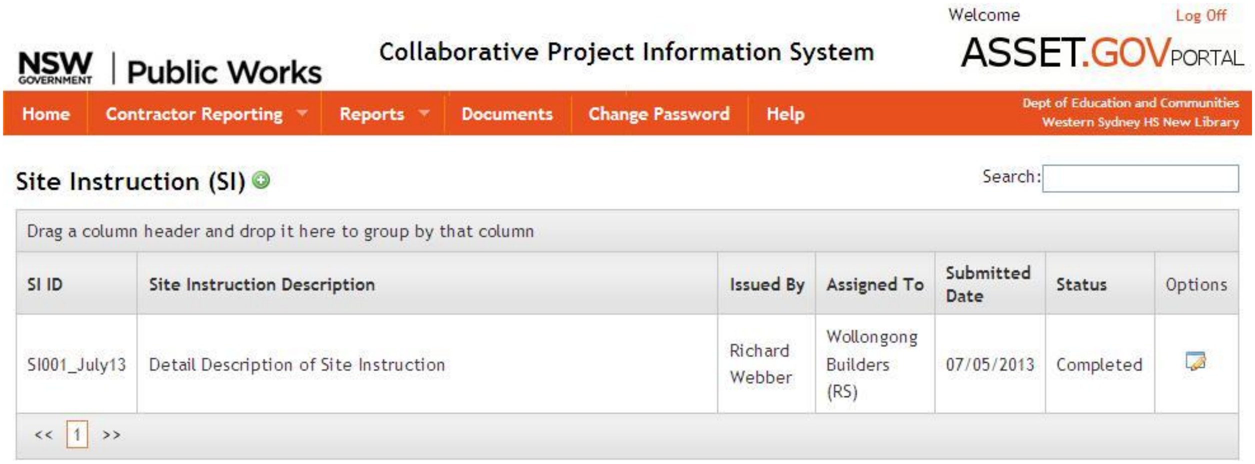
7 SITE INSTRUCTION

7.1 Accessing the Site Instruction (SI) Reporting Screen

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

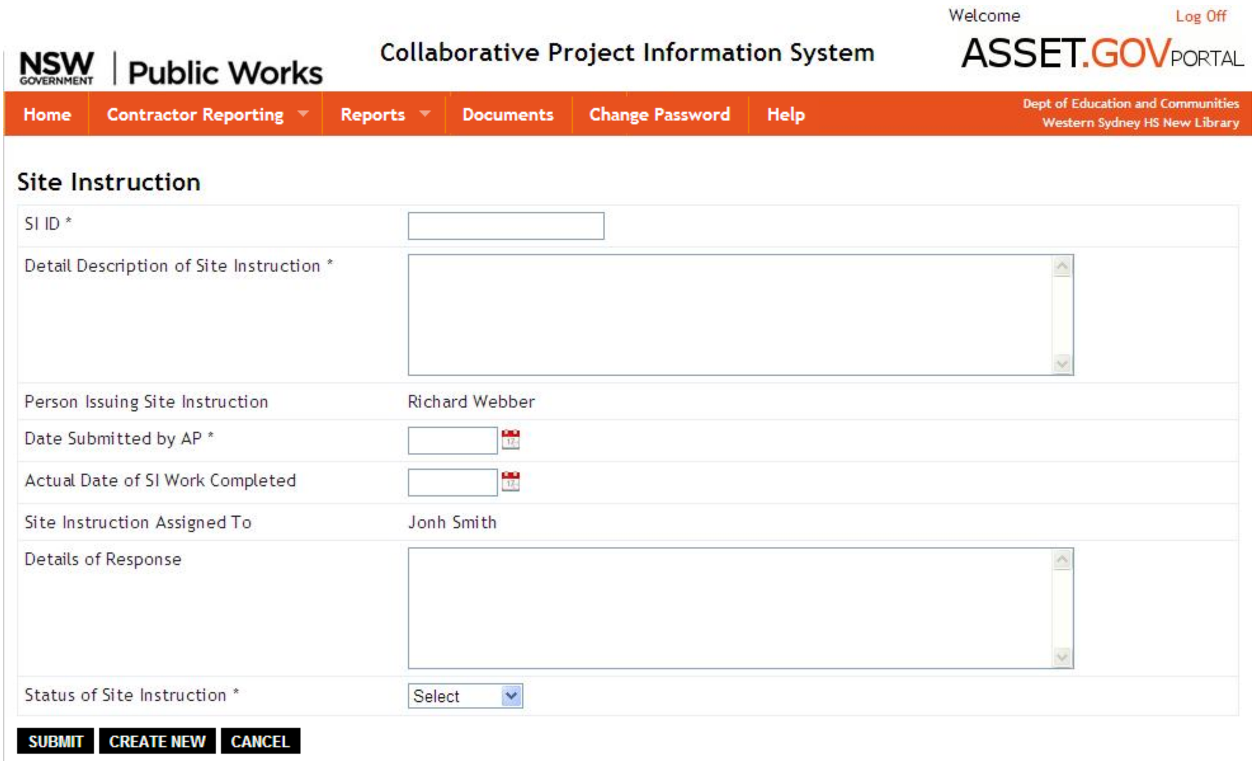
Submit Site Instruction data as outlined in the Contract under General Conditions of Contract and Clause 48 Variations.

7.2 Site Instruction Selection Screen



7.2.1 Site Instruction Selection Screen Options

- To **add a new SI** click on the SI Selection Screen and complete the required data entry fields outlined below in Section 7.3.
- To **edit/update an existing SI** click next 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.



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).
7.3.4	Date Submitted by AP*	Click the calendar icon and select the date the SI was submitted by the AP. Note: this date cannot be in the future.
7.3.5	Actual Date of SI Work Completed	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. 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.
7.3.8	Status of Site Instruction*	Select an appropriate status from the drop down list e.g. • Submitted • In Progress • Completed

7.3.9	Submit	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 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”).

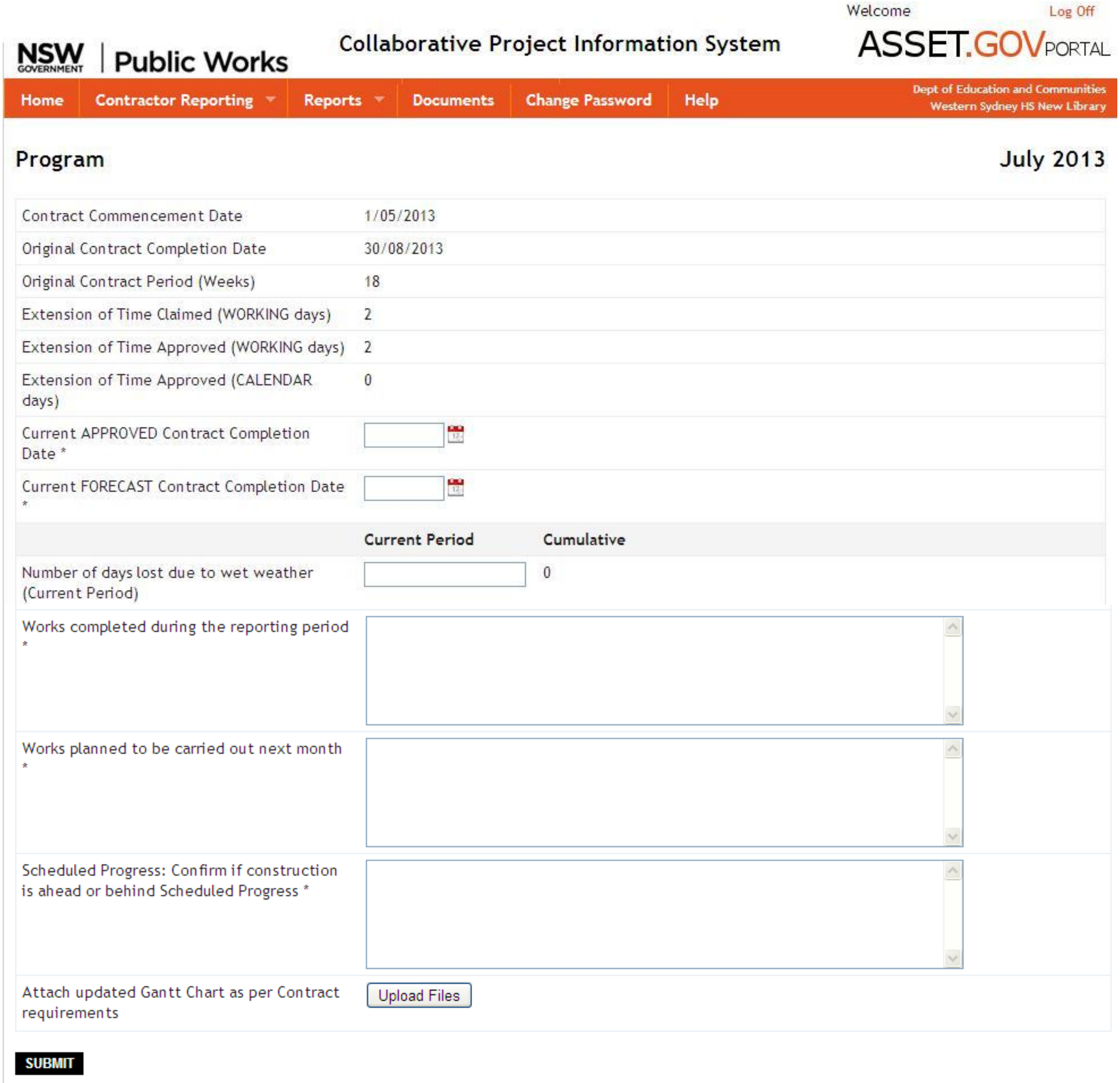
STEP	FIELD NAME	DATA ENTRY REQUIRED
7.4.1	Select the SI record to update/edit	Click next to the required SI on the SI Selection Screen.
7.4.2	Actual Date of SI Work Completed	Click the calendar icon and select the date the SI work was completed. Note: this date cannot be in the future.
7.4.3	Details 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 Section 1.3 Project Selection) then select "Program" from the "Contractor Reporting" Menu. Complete the required data entry fields in Section 8.2 outlined below.

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



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.

8.2.3	Original Contract Period (weeks)	This field is system populated from the Project Master data entered by the NSW PW Project Manager.
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 Section 6 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 Section 6 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).
8.2.7	Current APPROVED Contract Completion Date*	Click the calendar icon and select the date for the Current Approved Contract Completion Date.
8.2.8	Current FORECAST Contract Completion Date*	Click the calendar icon and select the date for the Current Approved Contract Completion Date.
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.*
8.2.12	Works planned to be carried out next month*	Enter a description of work to be carried out in the next reporting period. *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.
8.2.14	Attach updated Gantt Chart as per Contract requirements – Upload Files	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 *Refer to Section 20 "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.

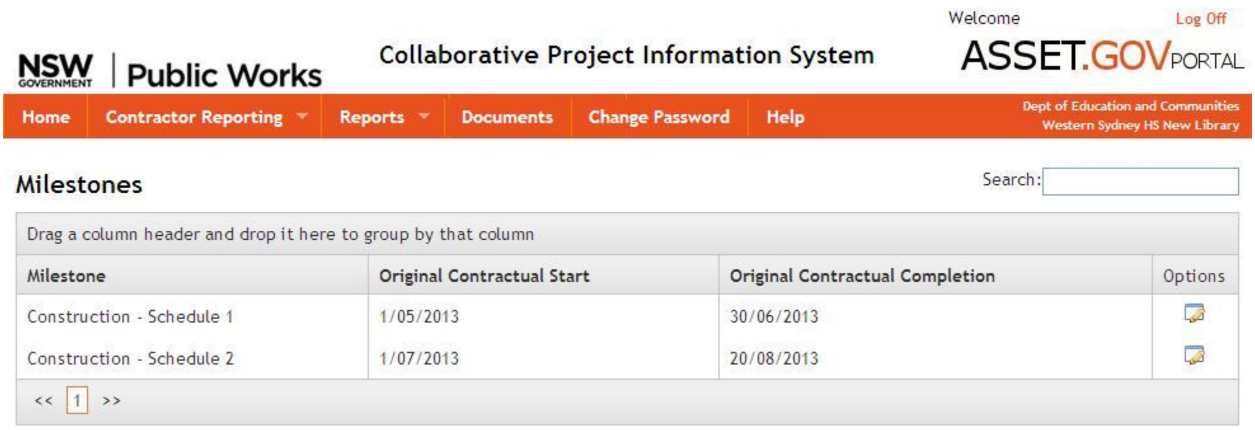
8.2.15	Submit	Once all data has been entered and files uploaded click SUBMIT. A message will appear at the top of the screen indicating that the entered data has been successfully saved. The data can be edited up until the AP has carried out verification of your data or the verification period expires.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

9 DETAILED MILESTONE REPORTING

9.1 Accessing the Detailed Milestone Reporting Screen

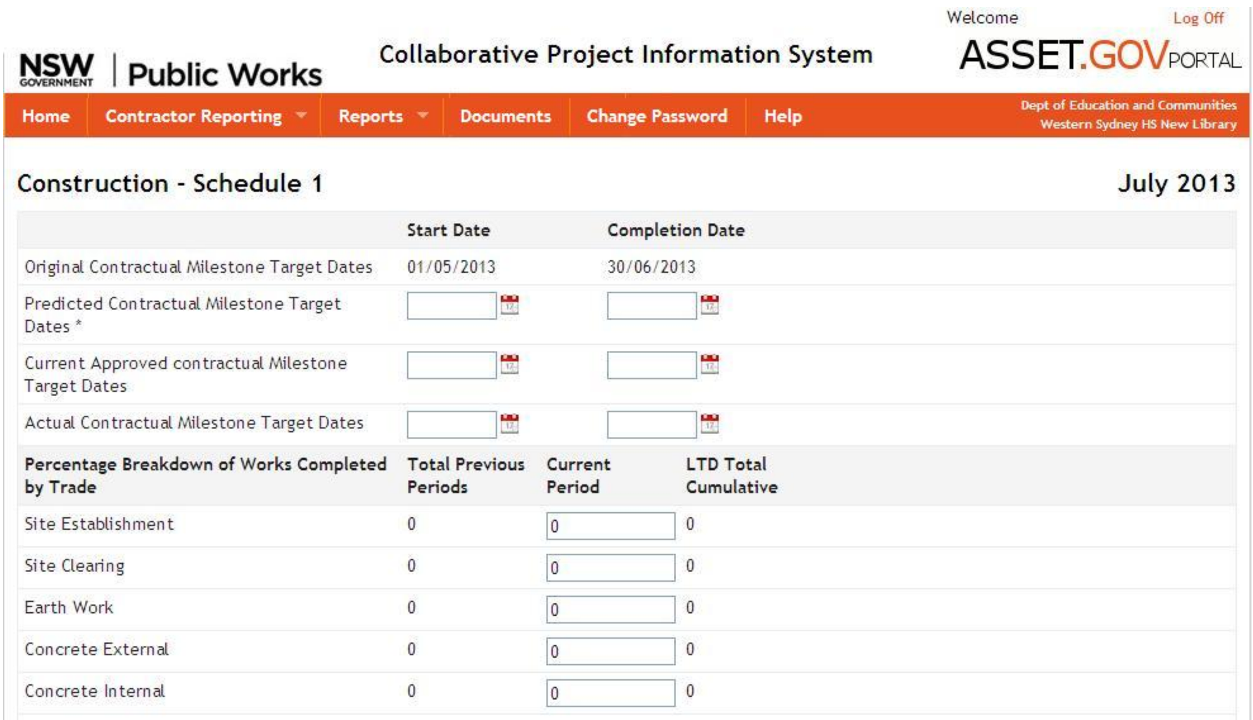
After logging in, select the Client and Project if necessary (refer to Section 1.3 Project Selection) then select “Detailed Milestone Reporting” from the “Contractor Reporting” Menu. Complete the required data entry fields outlined in Section 9.3 below.

9.2 Milestone Selection Screen



9.2.1 Milestone Selection Screen Options

- To **edit/update a Milestone** click next 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.



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 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.
9.3.3	Predicted Contractual Milestone Target Dates – Start Date*	Click the calendar icon and select the date for the Predicted Contractual Milestone Target Start Date for the Milestone.
9.3.4	Predicted Contractual Milestone Target Dates – Completion Date*	Click the calendar icon and select the date for the Predicted 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.

9.3.8	Actual Contractual Milestone Target Dates –Completion Date	Click the calendar icon and select the date the Milestone was actually completed.
PERCENTAGE BREAKDOWN OF WORKS COMPLETED BY TRADE • ***Total Previous Periods*** column is system calculated and displays the total percentage reported per trade for all previous periods (e.g. current period data is not included). • ***LTD Total Cumulative*** column is system calculated and displays the total percentage (“Total Previous Period” column plus the “Current Period” column). • **Note:** the LTD Total cumulative cannot be 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 for this Milestone during the current reporting period.
9.3.20	Resilient Finishes - Current 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	
9.3.30	Road Works & Driveways- Current Period	
9.3.31	Landscape - Current Period	
9.3.32	Design - Current Period	
9.3.33	Demolition - Current Period	
9.3.34	Development Application - Current Period	
9.3.35	Off Site Infrastructure - Current Period	

9.3.36	Attach a minimum of 9 photos (per active Milestone) to support Milestone and trade percentage complete information – Upload Files	Upload Milestone photos:- i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open ix. Click Start to upload the file x. 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. ***Tip:*** *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 Section 20 "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.
9.3.37	Submit (single Milestone)	Once all data has been entered and files uploaded click SUBMIT to submit/save all data and return to the Detailed Milestone Selection Screen.
9.3.38	Next Milestone (multiple Milestones)	Once all data has been entered and files uploaded click NEXT MILESTONE to submit/save the current data and automatically open the data entry screen for the next Milestone e.g. Milestone 2 and repeat the above process for each individual Milestone.
9.3.39	Cancel	Click CANCEL to exit the Detailed Milestone Reporting data entry screen – any unsaved date will be lost.

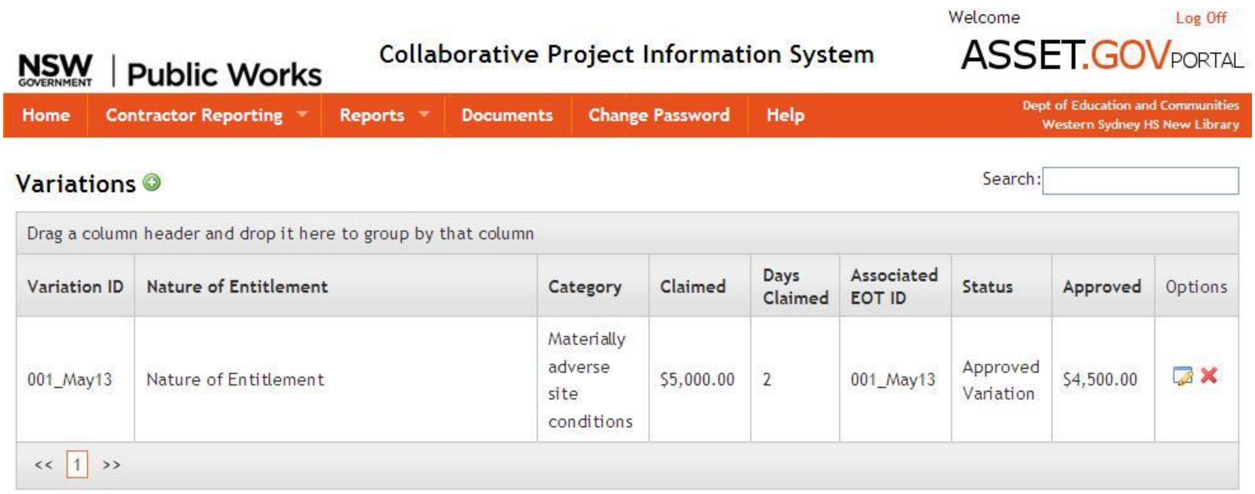
10 VARIATIONS

10.1 Accessing the Variations Reporting Screen

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

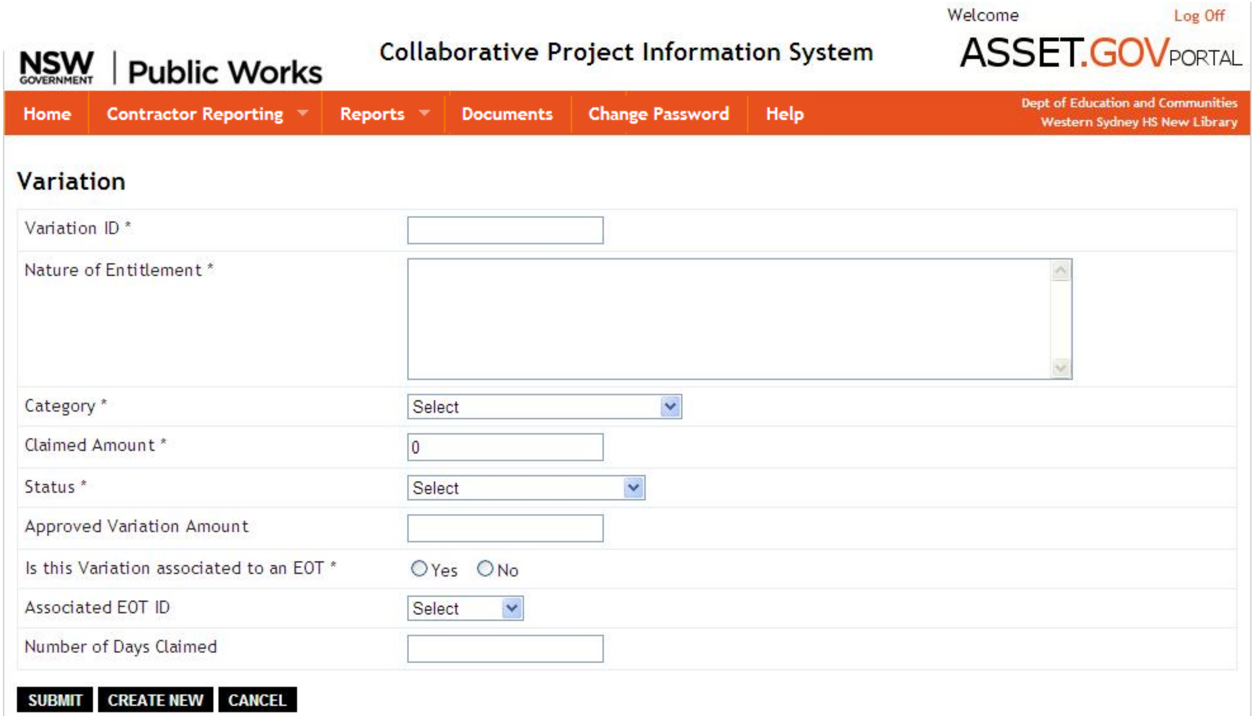
Submit Variation data as outlined in the Contract under General Conditions of Contract and Clause 48 Variations.

10.2 Variation Selection Screen



10.2.1 Variation Selection Screen Options

- To **add a new Variation** click on the Variation Selection Screen and complete the required data entry fields outlined below in Section 10.3.
- To **edit/update an existing Variation** click next 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.



Variations Reporting Data Entry Screen

10.3 Variations Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
10.3.1	Variation ID* (contractor ID)	Enter your unique Variation identification number.
10.3.2	Nature of Entitlement*	Enter details of the Variation.
10.3.3	Category*	Select the appropriate category for the Variation from the drop down box e.g. • Document error • Contractor innovation • Client requested change • Material adverse site conditions
10.3.4	Claimed $*	Enter the amount being claimed for the Variation.
10.3.5	Status*	Select the appropriate status of the Variation from the drop down box e.g. • Claim awaiting assessment • Approved Variation • Rejected claim
10.3.6	Approved Variation Amount	Enter the approved $ amount **only** after the Variation has been approved by the AP.
10.3.7	Is this Variation Associated to an EOT*	Select the Yes or No radio button as appropriate. If Yes, select the associated EOT ID in the next step. If No go straight to step 10.3.9
10.3.8	Associated EOT ID	Select the ID of the associated EOT from the drop down list. Refer to Step 6.3.1 in Section 6.2. Only complete this field if answered Yes in Step 10.3.7 above.
10.3.9	Number of Days Claimed	Enter the number of days claimed in the associated EOT.

10.3.10	Submit	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. 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.

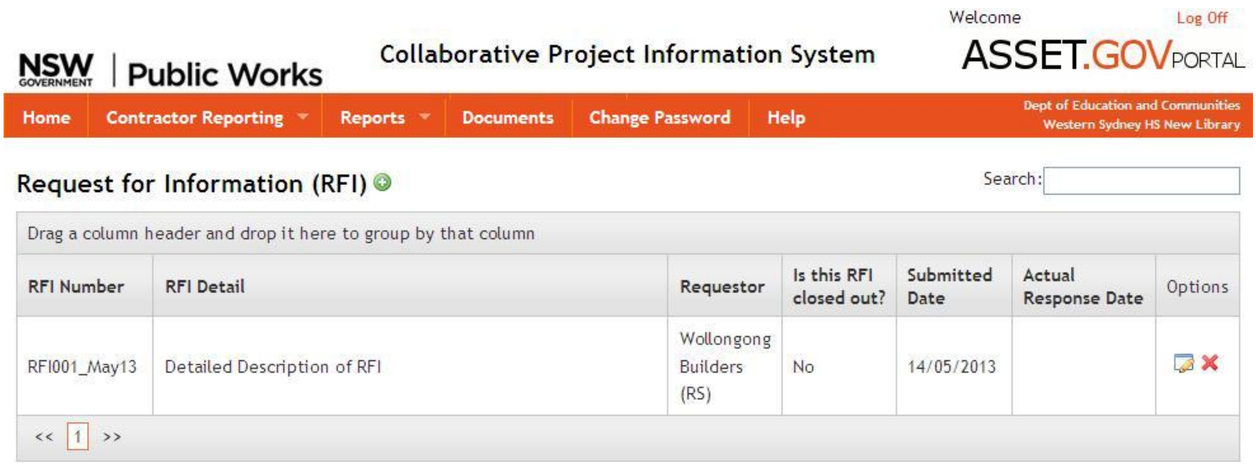
11 REQUEST FOR INFORMATION

11.1 Accessing the Request for Information (RFI) Reporting Screen

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

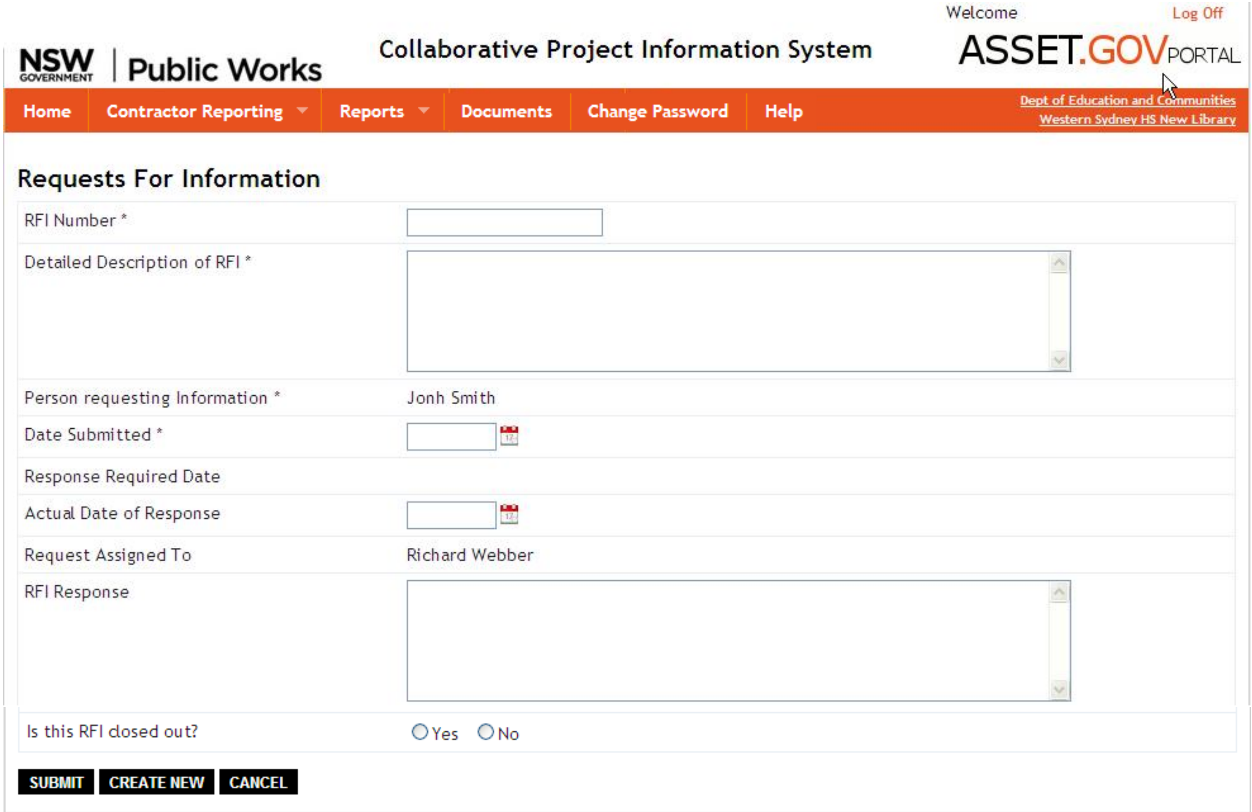
Submit Request for Information data as outlined in the Contract under General Conditions of Contract, Clause 8 Scope of Works, Temporary Works and Work Methods and Clause 38 Faults in Contract Documents.

11.2 Request for Information Selection Screen



11.2.1 Request for Information Selection Screen Options

- To **add a new RFI** click 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 next to the required RFI in the Selection Screen.
- To **delete an existing RFI** click 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.



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.
11.3.4	Date Submitted*	Click the calendar icon and select the date the RF was 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 RFI 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).

11.3.10	Submit	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. 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

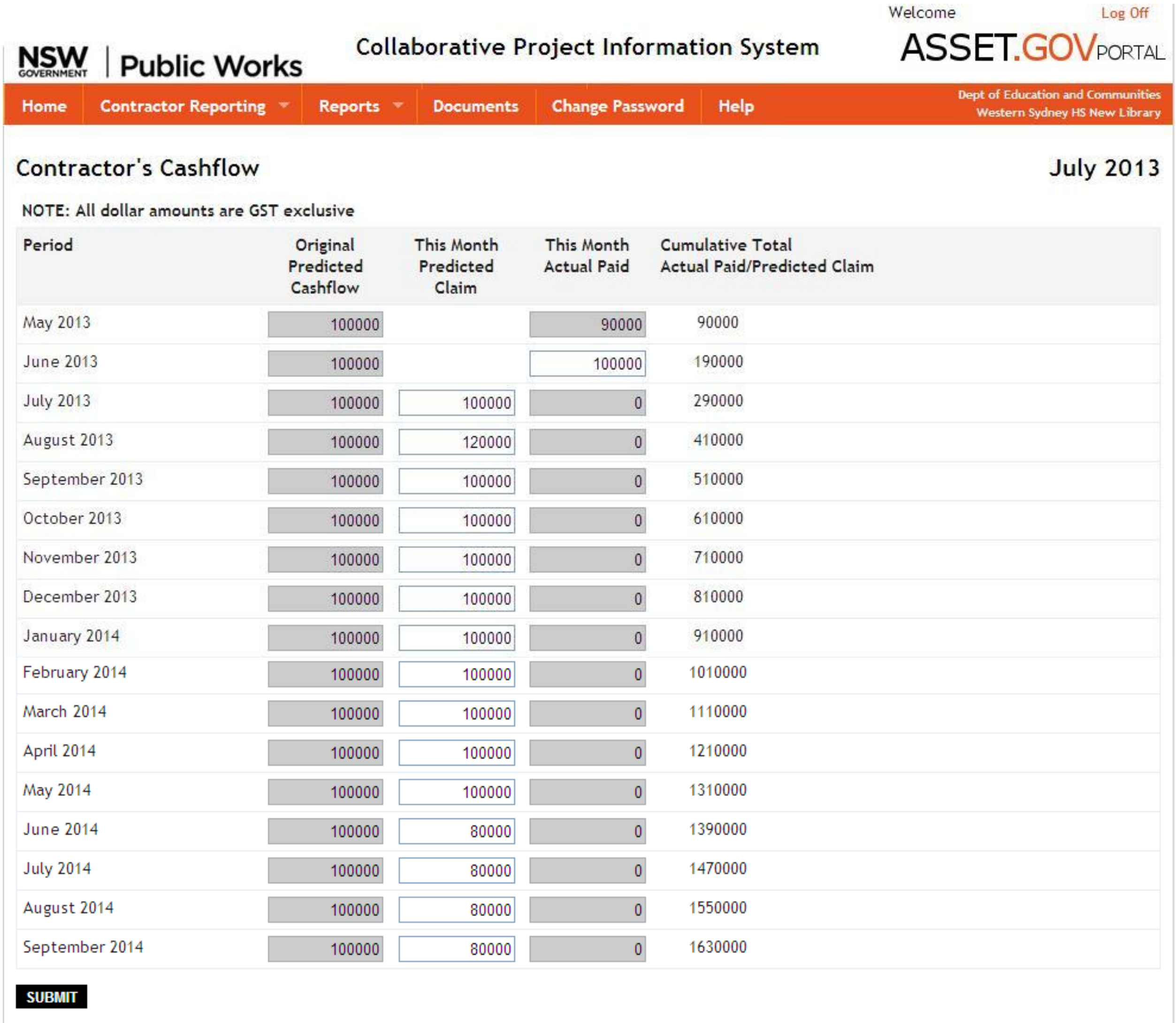
Example – an RFI record created in the previous month has been responded to and closed out.

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 Section 1.3 Project Selection) then select "Contractor's Cashflow" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in Section 12.2 below.



Period	Original Predicted Cashflow	This Month Predicted Claim	This Month Actual Paid	Cumulative Total Actual Paid/Predicted Claim
May 2013	100000		90000	90000
June 2013	100000		100000	190000
July 2013	100000	100000	0	290000
August 2013	100000	120000	0	410000
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
July 2014	100000	80000	0	1470000
August 2014	100000	80000	0	1550000
September 2014	100000	80000	0	1630000

Contractor Cashflow Reporting Data Entry Screen

12.2 Contractor Cashflow Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
• All dollar amounts are GST exclusive • Amounts can only be entered into white fields • 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		
12.2.1	Original Predicted Cashflow	Enter the original predicted cashflow into the applicable months. Once entered and submitted this figure cannot be changed and the field is locked.

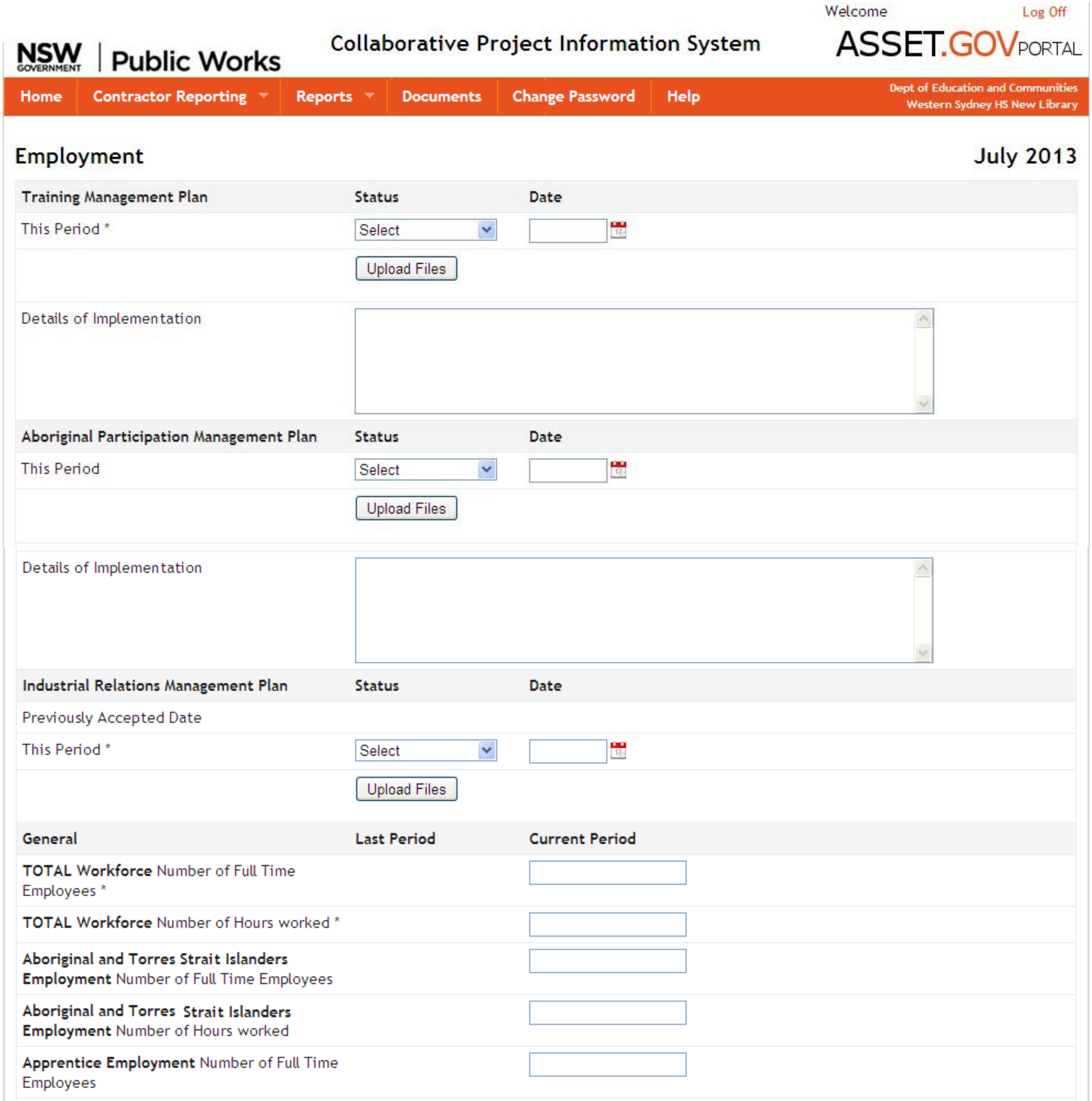
12.2.2	This Month Predicted Claim	Enter the predicted claim for the applicable months starting with the current reporting month. The data entered will prepopulate each reporting period and can be updated as required.
12.2.3	This Month Actual Paid*	Note: only one field will be open for data entry and is the previous month to the current reporting month. 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.
12.2.5	The Independent QS has verified that the cumulative amount claimed to date (including this month claim) represents the value of work done	***Note:** this field will only appear if the Contract specifies that the QS for verification of data entry is appointed by the Contractor.* Select Yes or No as applicable
12.2.6	Enter Amount that QS has verified	***Note:** this field will only appear if the Contract specifies that the QS for verification of data entry is appointed by the Contractor.* Enter the amount verified by the Independent QS.
12.2.7	Upload the Independent QS assessment which verifies that the amount claimed by the contractor represents the value of work done to date – Upload Files	***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 iii. Navigate to the location of the saved file, select the file and click Open 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 *Refer to Section 20 "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.
12.2.8	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 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 Contractor's Cashflow option from the Contractor Reporting Menu.

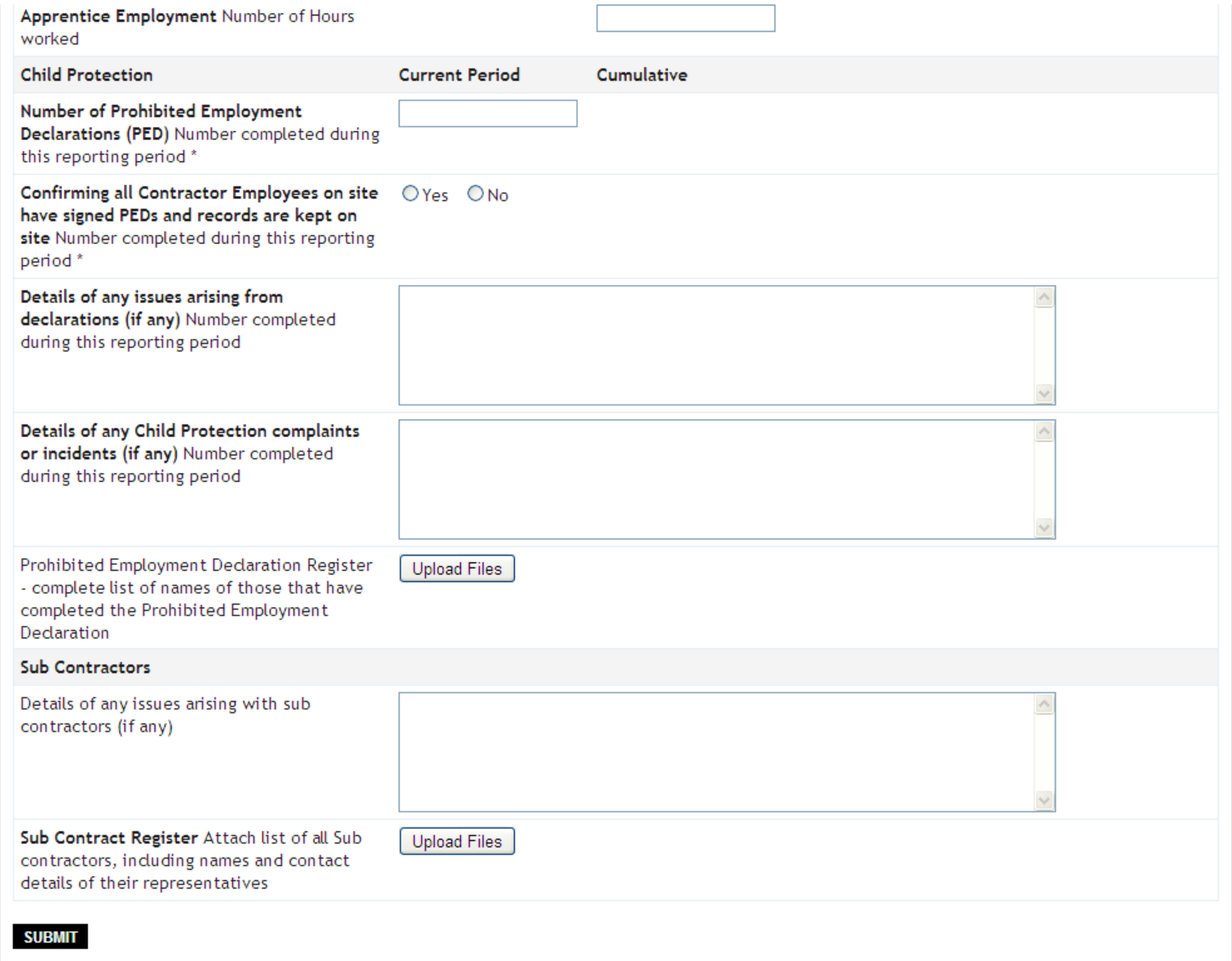
13 EMPLOYMENT

13.1 Accessing the Employment Reporting Screen

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

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





Employment Reporting Data Entry Screen

13.2 Employment Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
TRAINING MANAGEMENT PLAN		
13.2.1	This Period – 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 Training Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
13.2.2	This Period – Date*	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. If there is no change to the last period date leave as is.

13.2.3	Attach Training Management Plan – Upload Files	Upload the Training 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 xiii. Click Start to upload the file xiv. 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 > EMPLT > Training Mgt Pl *Refer to Section 20 “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.
13.2.4	Details of Implementation	Enter evidence of implementation, training carried out and performance against targets etc. *Note: data entered in this field will appear in Section 8 of the Contract Report.*
ABORIGINAL PARTICIPATION MANAGEMENT PLAN **Note: this section will only display if Aboriginal Reporting is required.**		
13.2.5	This Period – 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 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.
13.2.6	This Period – Date*	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.
13.2.7	Attach Aboriginal Participant Management Plan – Upload Files	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 on uploading files.*

13.2.8	Details of Implementation	Include evidence of implementation, training carried out and performance against targets. *Note: data entered in this field will appear in Section 8 of the Contract Report.*
INDUSTRIAL RELATIONS MANAGEMENT PLAN		
13.2.9	This Period – 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 Industrial Relations Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
13.2.10	This Period – Date*	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 Industrial Relations Management Plan was achieved. If there is no change to the last period date leave as is.
13.2.11	Attach Industrial Relations Management Plan – Upload Files	Upload the Industrial Relations 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 > Industr Rel Mgt Pl *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
GENERAL		
• The **Last Period** column displays the data that was entered into the "Current Period" field for the previous month. Note: this field will be blank in the first reporting period.		
13.2.12	TOTAL Workforce Number of Full Time Employees*	Enter the total workforce number of Full Time Employees for the current reporting period.
13.2.13	TOTAL Workforce Number of Hours worked*	Enter the total workforce number of hours worked for the current reporting period. Note: data entered into this field is used to calculate the "Lost Time Injury Frequency Rate (LTIFR)" field in Work Health Safety Reporting (refer to Step 14.2.13 in Section 14.2).
13.2.14	Aboriginal and Torres Strait Islanders Employment Number of Full Time Employees*	***Note:** this field will only display if Aboriginal Reporting is required.* Enter the total number of full time Aboriginal and/or Torres Strait Islanders employees for the current reporting period. If NIL enter 0.
13.2.15	Aboriginal and Torres Strait Islanders Employment Number of Hours worked*	***Note:** this field will only display if Aboriginal Reporting is required.* Enter the total number of hours worked for Aboriginal and/or Torres Strait Islanders for the current reporting period. If NIL enter 0.
13.2.16	Apprentice Employment Number of Full Time Employees*	***Note:** this field will only display if Apprentice Reporting is required.* Enter the total number of full time Apprentice employees for the current reporting period. If NIL or not applicable enter 0.

13.2.17	Apprentice Employment Number of Hours worked*	***Note:*** *this field will only display if Apprentice Reporting is required.* Enter the total number of hours worked by Apprentice employees for the current reporting period. If NIL or not applicable enter 0.
CHILD PROTECTION		
13.2.18	Number of Prohibited Employment Declarations (PED) Number completed during this reporting period*	Enter the number of PED forms completed during the current reporting period. If NIL enter 0.
13.2.19	Confirming all Contractor Employees on site have signed PEDs and records are kept on site Number completed during this reporting period*	Select the Yes or No radio button as appropriate.
13.2.20	Details of any issues arising from Declarations (if any) Number completed during this reporting period	Enter details of any issues arising from Declarations during the current reporting period (if applicable). *Note: data entered in this field will appear in Section 4 of the Contract Report.*
13.2.21	Details of any Child Protection complaints or incidents (if any) Number completed during this reporting period	Enter details of any Child Protection complaints or incidents for during the current reporting period (if applicable). *Note: data entered in this field will appear in Section 4 of the Contract Report.*
13.2.22	Prohibited Employment Declaration Register - complete list of names of those that have completed the Prohibited Employment Declaration	Upload 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 Register *Refer to Section 20 “Documents” for further instruction/information on uploading files.*
SUBCONTRACTORS		
13.2.23	Details of any issues arising with subcontractors (if any)	Enter details of any issues with subcontractors during the current reporting period (if applicable). *Note: data entered in this field will appear in Section 4 of the Contract Report.*
13.2.24	Subcontractor Register - Attach list of all Subcontractors, including names and contact details of their representatives. Upload Files.	Upload Subcontractor Register e.g. names, contact details and representatives. Refer to Step 13.2.3 for Upload Instructions. “Project Name” > Implementation > PROJ RPT > EMPLT > Sub Contr Register *Refer to Section 20 “Documents” for further instruction/information on uploading files.*

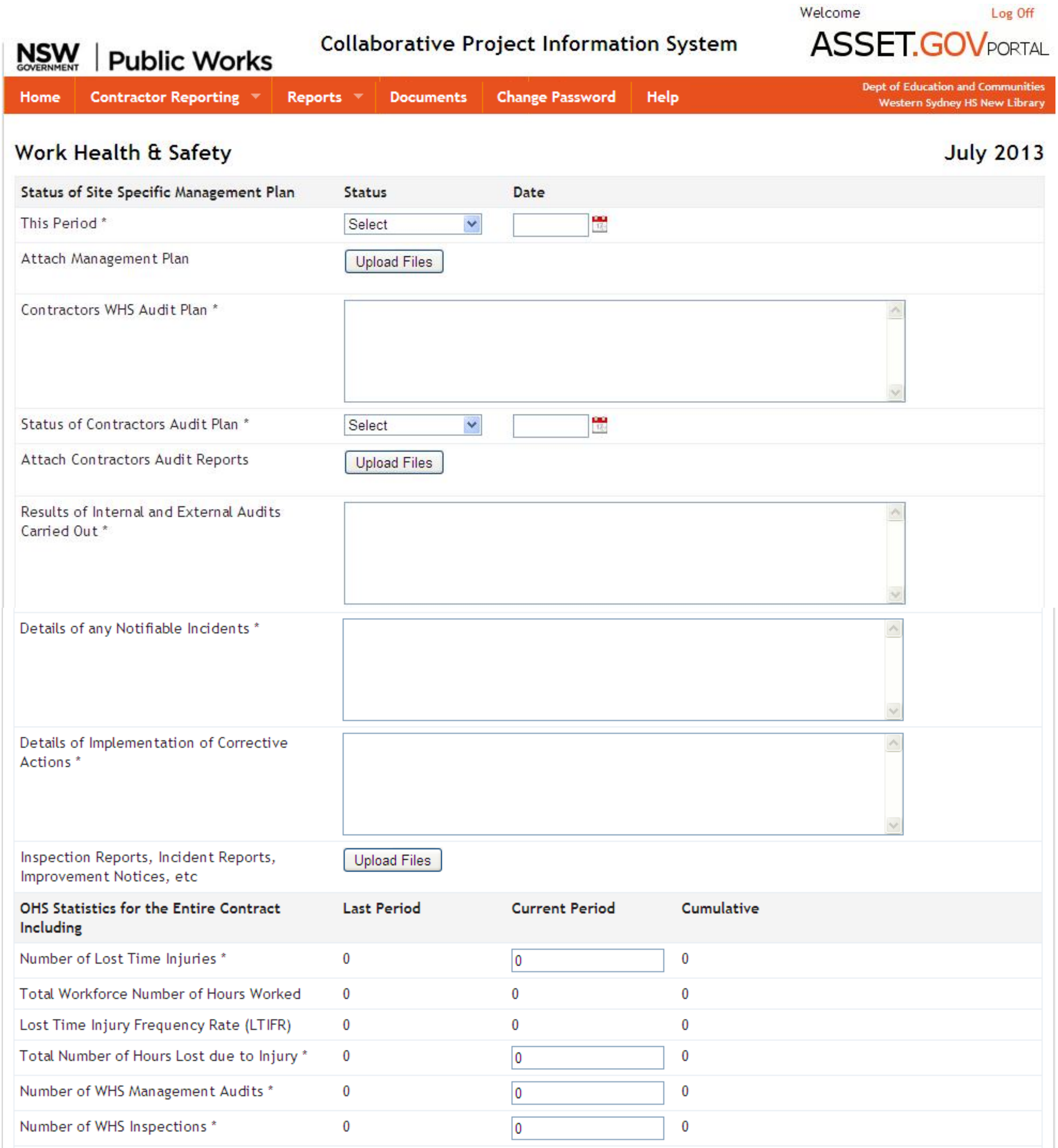
13.2.25	Submit Button	Once all data has been entered and files uploaded click SUBMIT. A message will appear at the top of the screen indicating that the entered data has been successfully saved. The data can be edited up until the AP has carried out verification of your data or the verification period expires. All data is then "read only" until the next reporting period opens To edit data select the Environmental option from the Contractor 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 Section 1.3 Project Selection) then select "Work Health Safety" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in Section 14.2 below.

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



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.

SUBMIT

Work Health Safety Reporting Data Entry Screen

14.2 WHS Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
STATUS OF SITE SPECIFIC MANAGEMENT PLAN		
14.2.1	This Period – 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 Site Specific Management Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
14.2.2	This Period – Date*	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. If there is no change to the last period date leave as is.
14.2.3	Attach Management Plan – Upload Files	Upload the Site Specific 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 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 *Refer to Section 20 “Documents” for further instruction/information on uploading files.*

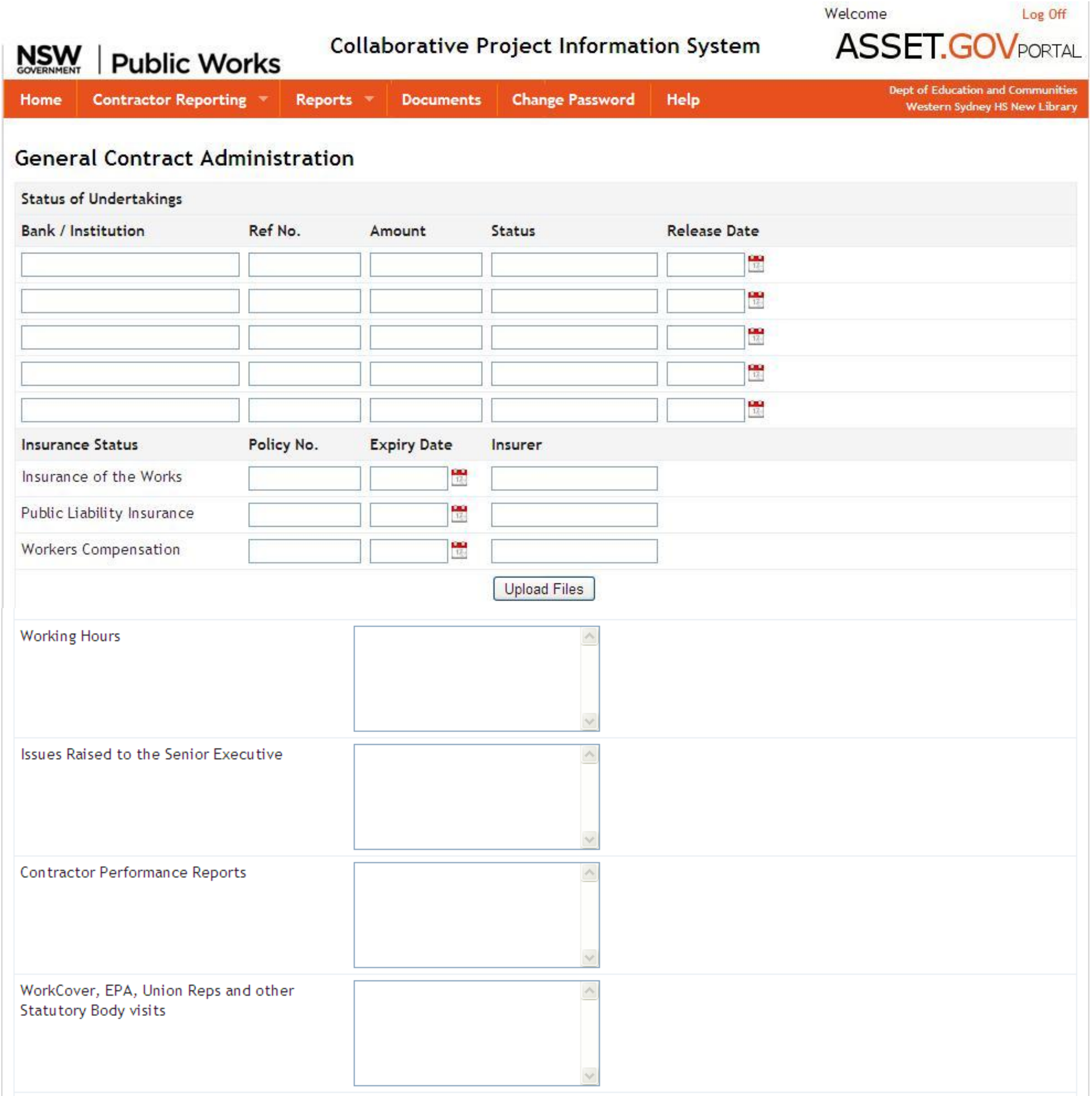
		Note: if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
14.2.4	Contractors WHS Audit plan*	Enter details of planned audits and dates for carrying out audits including names and qualifications of Auditors, in compliance with WHS Guidelines. The system will automatically display the previous data. Note: this field will be blank in the first reporting period. *Note: data entered in this field will appear in Section 4 of the Contract Report.*
14.2.5	Status of Contractors Audit Plan - 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 Audit Plan from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
14.2.6	Status of Contractors Audit Plan - DATE*	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. If there is no change to the last period date leave as is.
14.2.7	Attach Contractors Audit Reports – Upload Files	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 Pl_Self Audit Rpt *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
14.2.8	Results of Internal and External Audits Carried Out*	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. *Note: data entered in this field will appear in Section 4 of the Contract Report.*
14.2.9	Details of any Notifiable Incidents*	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. *Note: data entered in this field will appear in Section 4 of the Contract Report.*
14.2.10	Details of Implementation of Corrective Actions*	Enter details of any new safety risks or concerns including mitigation measures implemented during the current reporting period. *Note: data entered in this field will appear in Section 4 of the Contract Report.*

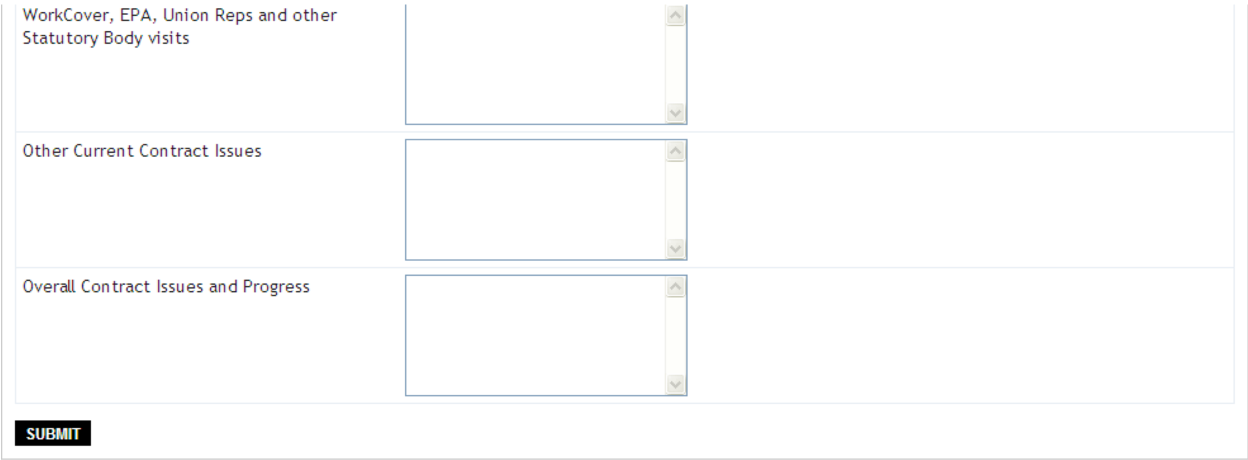
14.2.11	Inspection Reports, Incident Reports, Improvement Notices etc – Upload Files	Upload any Inspection Reports, Incident Reports and/or Improvement Notices etc. Refer to Step 14.2.3 for Upload Instructions. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > WHS > Insp_Incid Rpt_Notices *Refer to Section 20 "Documents" for further instruction/information.*
OHS STATISTICS FOR THE ENTIRE CONTRACT		
• The **Last Period** column displays the data that was entered into the "Current Period" field for the previous month. Note: this field will be blank in the first reporting period. • The **Cumulative LTD** column displays a cumulative life to date total of all data entered into the "Current Period" field. Note: this field will be blank in the first reporting period.		
14.2.12	Number of Lost Time Injuries*	Enter the number of incidents resulting in a minimum of 8 hours of lost time. If NIL enter 0.
14.2.13	Total Workforce Number of Hours worked	System generated field that displays the number of hours worked as entered in Employment Reporting Step 13.2.13 in Section 13.2.
14.2.14	Lost Time Injury Frequency Rate (LTIFR)	System generated field that displays the current LTIFR based on the above two fields. *The LTIFR is calculated from the Number of lost time injuries x 1,000,000 / Total number of hour's works in period.*
14.2.15	Total number of Hours lost due to Injury*	Enter the total number of hours lost due to injury during the current reporting period. If NIL enter 0.
14.2.16	Number of WHS Management Audits*	Enter the total number of WHS Management Audits carried out during the current reporting period. If NIL enter 0.
14.2.17	Number of WHS Inspections*	Enter the total number of WHS Inspections carried out during the current reporting period. If NIL enter 0.
14.2.18	Number of WHS Corrective Actions*	Enter the total number of WHS Corrective Actions during the current reporting period. If NIL enter 0.
14.2.19	Number of WHS Corrective Actions Closed*	Enter the total number of WHS Corrective Actions closed during the current reporting period. If NIL enter 0.
14.2.20	Number of WorkCover Visits/Inspections*	Enter the total number of WorkCover visits and/or inspections during the current reporting period. If NIL enter 0.
14.2.21	Number of Notifications to WorkCover*	Enter the total number of Notifications issued to WorkCover during the current reporting period. If NIL enter 0.
14.2.22	No of Improvement Notices or fines from WorkCover*	Enter the total number of Improvement Notices and/or fines received from WorkCover during the current reporting period. If NIL enter 0.
14.2.23	Submit Button	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 Work Health Safety option from the Contractor Reporting Menu, overwrite data and click **SUBMIT**.

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 Section 1.3 Project Selection) then select “General Contract Administration” from the “Contractor Reporting” Menu. Complete the required data entry fields outlined in Section 15.2 below.





General Contract Administration Reporting Data Entry Screen

15.2 General Contract Administration Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
STATUS OF UNDERTAKINGS		
15.2.1	Bank / Institution	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. 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 above steps for each Undertaking.		
INSURANCE STATUS		
Insurance of the Works		
15.2.6	Policy No.	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. 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 Liability Insurance		
15.2.9	Policy No.	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. 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		
15.2.12	Policy No.	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. Enter the Policy Number of the Insurance Policy for the Works.

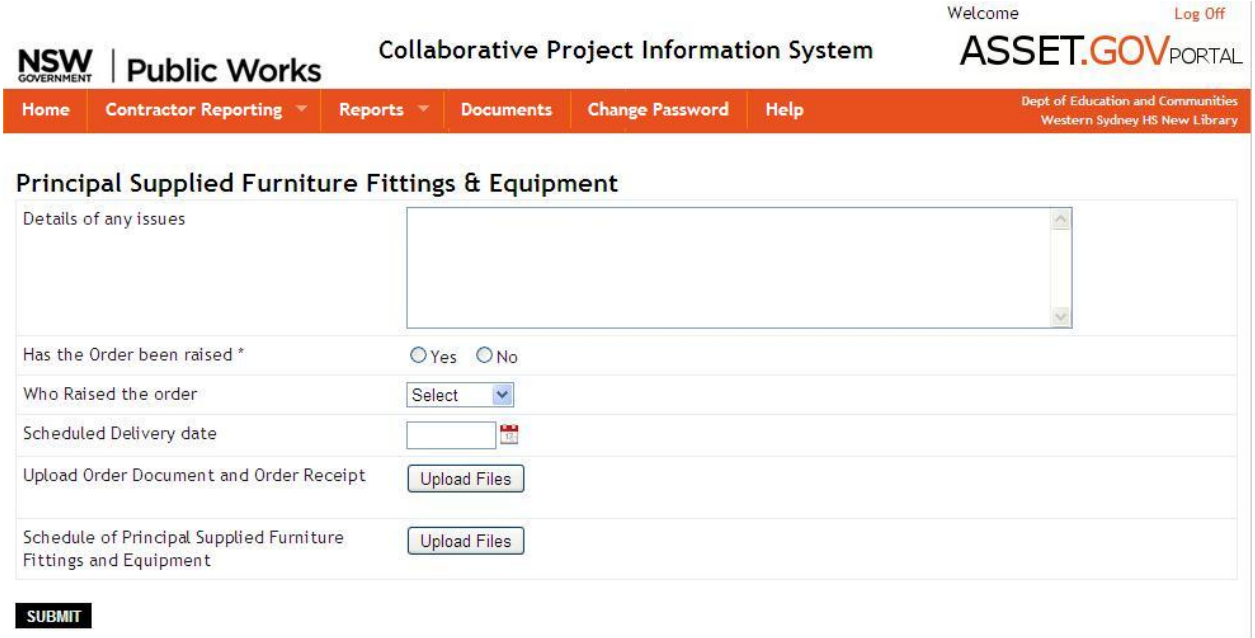
15.2.13	Expiry Date	Click the calendar icon and select the date the Insurance Policy expires.
15.2.14	Insurer	Enter the name of the Insurer.
15.2.15	Insurance – Upload Files	Upload Insurance Policies:- i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open xvii. Click Start to upload the file xviii. When 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 > Ins_Wty_Work Comp **Files uploaded here will also appear under the Warranties section on Contractor Submissions (data entry screen).** *Refer to Section 20 “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.
LONG SERVICE LEVY		
15.2.16	Amount Paid	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. Enter the Long Service Levy amount paid.
15.2.17	Date Paid	Click the calendar icon and select the date the Long Service Levy was paid.
15.2.18	Long Service Levy – Upload Files	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 *Refer to Section 20 “Documents” for further instruction/information on uploading files.*
GENERAL CONTRACT ADMINISTRATION		
15.2.19	Working Hours	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). *Note: data entered in this field will appear in Section 11 of the*

		Contract Report.
15.2.20	Issues Raised to the Senior Executive	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). *Note: data entered in this field will appear in Section 11 of the Contract Report.*
15.2.21	Contractor Performance Reports	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 Contract Report.*
15.2.22	WorkCover, EPA, Union Reps and other Statutory Body visits	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. *Note: data entered in this field will appear in Section 11 of the Contract Report.*
15.2.23	Other Current Contract Issues	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 Contract Report.*
15.2.24	Overall Contract Issues and Progress	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 overall contract issues, risks and detail of progress. *Note: data entered in this field will appear in Section 1 of the Contract Report.*
15.2.25	Submit Button	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 General Contract Administration option from 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 Section 1.3 Project Selection) then select "Principal Supplied Furniture Fittings & Equipment" from the "Contractor Reporting" Menu. Complete the required data entry fields outlined in Section 16.2 below.



Principal Supplied Furniture Fittings & Equipment Reporting Data Entry Screen

16.2 Furniture Fittings & Equipment Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
16.2.1	Details of any issues	Enter any issues arising with the Principle supplied furniture, fittings and 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. • Client • Contractor
16.2.4	Scheduled Delivery date	Click the calendar icon and select the scheduled delivery date.
16.2.5	Upload Order Document and Order Receipt – Upload Files	Upload Order Document and Receipt:- i. Click Upload Files ii. Click Add Files iii. Navigate to the location of the saved file, select the file and click Open xix. Click Start to upload the file xx. 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

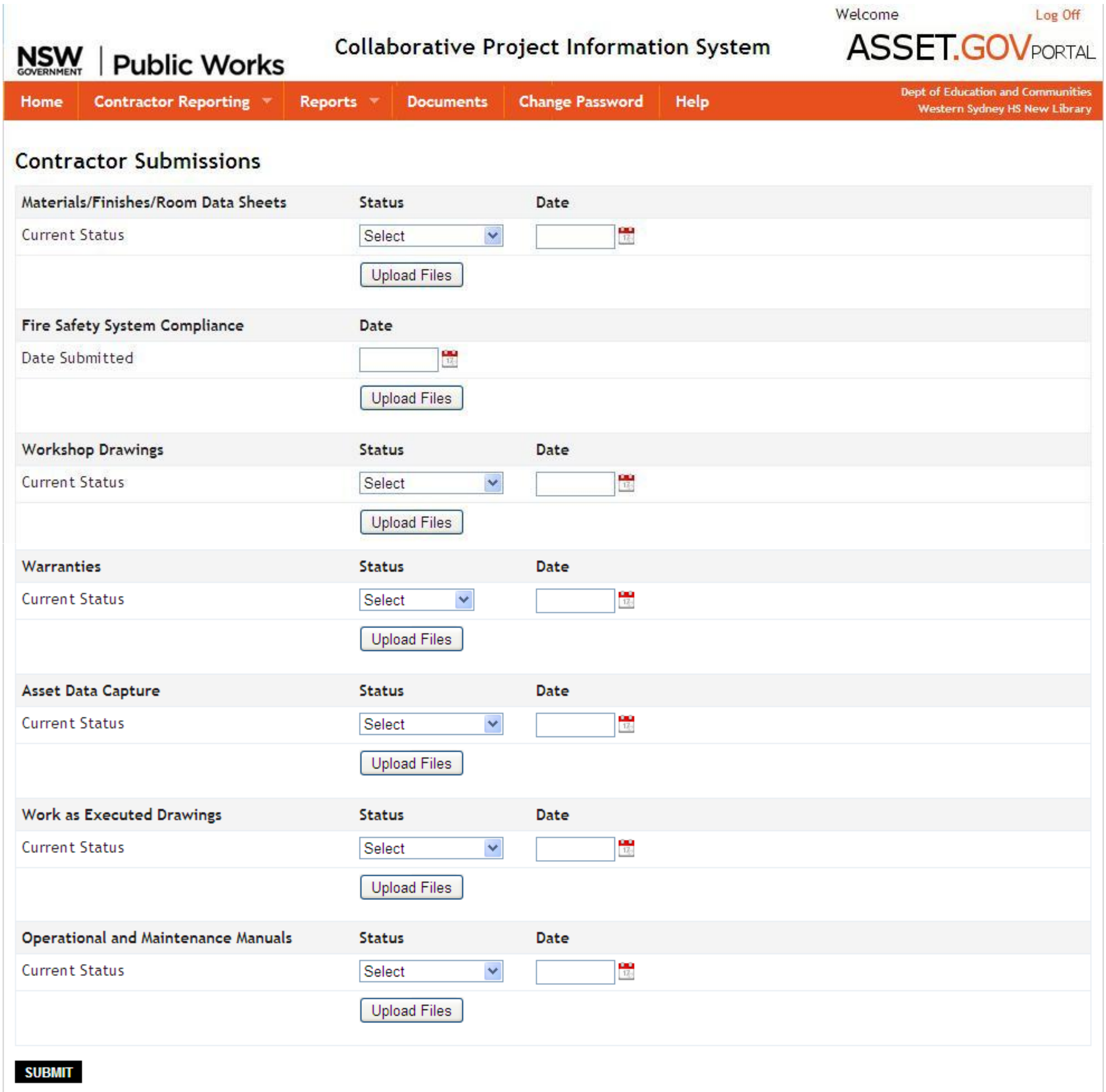
		"Project Name" > Implementation > PROJ RPT > PAYMT ORDER > Furniture Order *Refer to [Section 20](#) "Documents" for further instruction/information on uploading files.* **Note:** if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.
16.2.6	Schedule of Principal Furniture Fittings and Equipment – Upload Files	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 [Section 20](#) "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 Section 1.3 Project Selection) then select “Environmental” from the “Contractor Reporting” Menu. Complete the required data entry fields outlined in Section 17.2 below.

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



Contractor Submissions Reporting Data Entry Screen

17.2 Contractor Submissions Data Entry Fields

STEP	FIELD NAME	DATA ENTRY REQUIRED
MATERIALS/FINISHES/ROOM DATA SHEETS		
17.2.1	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 Materials/Finishes/Room Data Sheets Schedule from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
17.2.2	Current Date – Date	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. If there is no change to the date leave as is.
17.2.3	Materials/Finishes/Room Data Sheets – Upload Files	Upload the Materials/Finishes/Room Data Sheets Schedule:- 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.* **Note:** if a file is incorrectly uploaded and requires deleting, contact the Public Works Project Manager to arrange removal of the file.

FIRE SAFETY SYSTEM COMPLIANCE		
17.2.4	Date Submitted	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. If there is no change to the date leave as is.
17.2.5	Fire Safety System Compliance – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
WORKSHOP 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.
17.2.7	Current Date – Date	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. If there is no change to the date leave as is.
17.2.8	Workshop Drawings – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*

WARRANTIES		
17.2.9	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 Warranties from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
17.2.10	Current Date – Date	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. If there is no change to the date leave as is.
17.2.11	Warranties – Upload Files	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 Section 20 “Documents” for further instruction/information on uploading 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).***
ASSET DATA CAPTURE		
17.2.12	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 Asset Data Capture from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
17.2.13	Current Date – Date	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. If there is no change to the date leave as is.

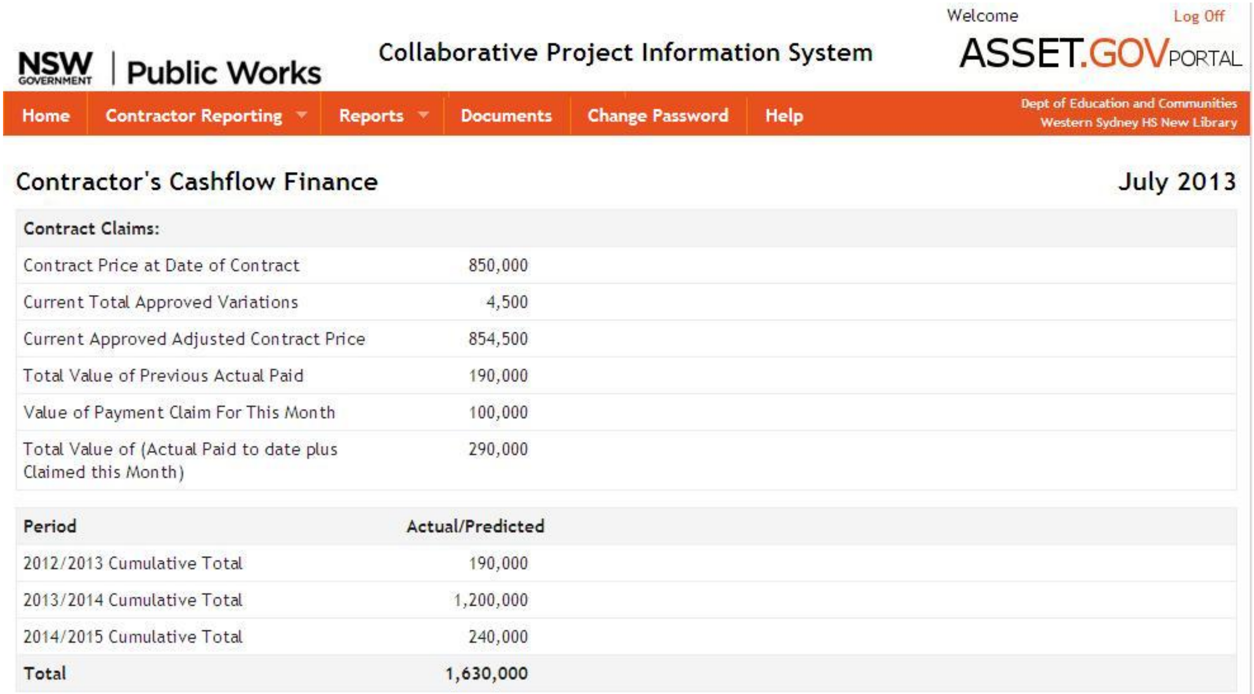
17.2.14	Asset Data Capture – Upload Files	Upload the Asset Data Capture. Refer to Step 17.2.3 for Upload Instructions. The uploaded file is now available in the Documents area in folder "Project Name" > Implementation > PROJ RPT > SCHEDULES > Asset Data Capt *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
WORK AS EXECUTED DRAWINGS		
17.2.15	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 Works as Executed Drawings from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
17.2.16	Current Date – Date	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. If there is no change to the date leave as is.
17.2.17	Works as Executed Drawings – Upload Files	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 *Refer to Section 20 "Documents" for further instruction/information on uploading files.*
OPERATIONAL AND MAINTENANCE MANUALS		
17.2.18	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 Operational and Maintenance Manuals from the drop down box e.g. • Under Preparation • Submitted • Acknowledged If there is no change to the status leave as is.
17.2.19	Current Date – Date	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. If there is no change to the date leave as is.

17.2.20	Operational and Maintenance Manuals – Upload Files	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 “Project Name” > Finalisation > Completion > Maint Manuals *Refer to Section 20 “Documents” for further instruction/information on uploading files.*
17.2.21	Submit Button	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 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 Contractor Reporting Menu, overwrite data and click SUBMIT.

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 Section 1.3 Project Selection) then select "Finance" from the "Contractor Reporting" Menu. The displayed fields are outlined in Section 18.2 below.

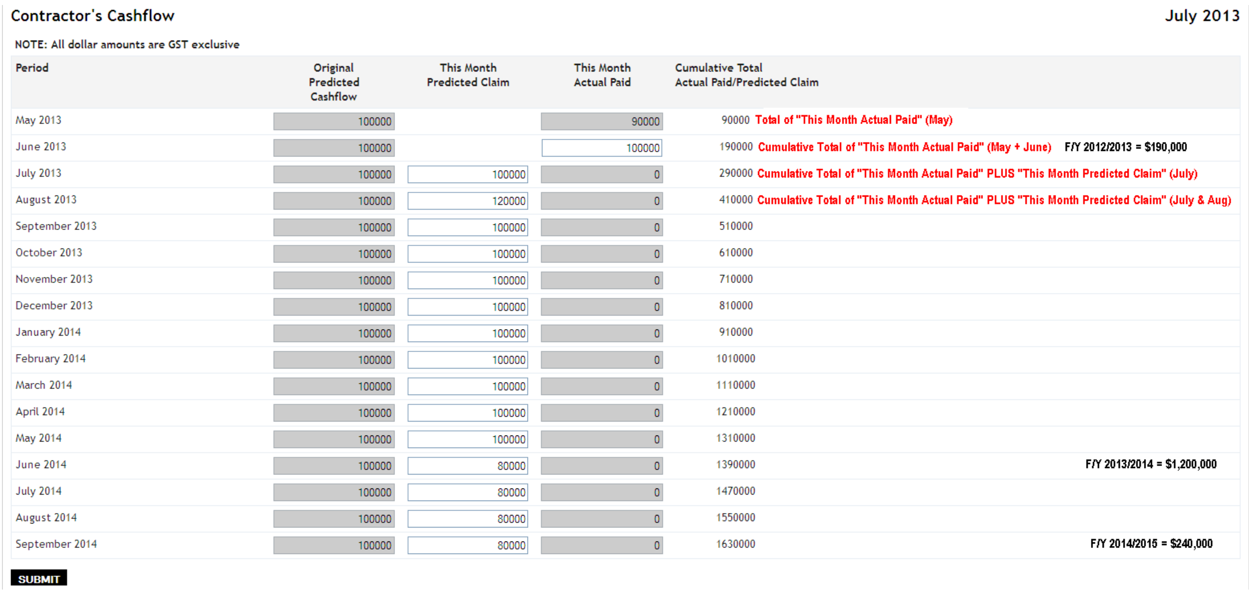


Contractor's Cashflow Finance Screen

18.2 Finance – Contractor Cashflow Fields

STEP	FIELD NAME	SYSTEM CALCULATED FIELDS
CONTRACT 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 Section 10.3.
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 Section 12.2. 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 Section 12.2.
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 Section 12.2.
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

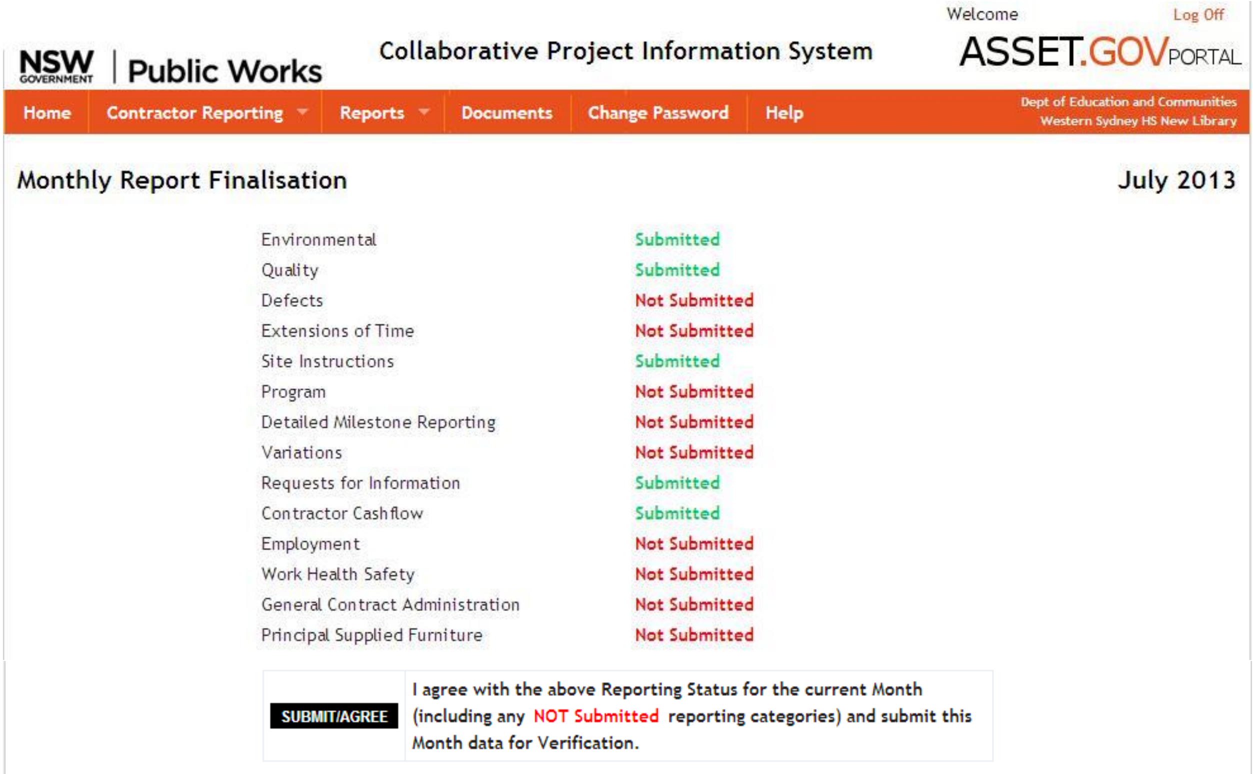
19 CONTRACTOR REPORTING FINALISATION

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.



Contractor Monthly Reporting Finalisation screen

After clicking the **SUBMIT/AGREE** button the following text will appear at the bottom of the screen to indicate 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
MONTHLY REPORT FINALISATION		
19.2.1	Environmental	**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. Refer to Section 3.
19.2.2	Quality	**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. Refer to Section 4.

19.2.3	Extensions of Time	**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. Refer to Section 6.
19.2.4	Site Instructions	**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 current reporting period. Refer to Section 7.
19.2.5	Program	**Submitted** will display if data has been entered into Program Reporting for the current reporting period. **Not Submitted** will display if Program Reporting has not been updated for the current reporting period. Refer to Section 8.
19.2.6	Detailed Milestone Reporting	**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. Refer to Section 9.
19.2.7	Variations	**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. Refer to Section 10.
19.2.8	Requests for Information	**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. Refer to Section 11.
19.2.9	Contractor Cashflow	**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. Refer to Section 12.
19.2.10	Employment	**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. Refer to Section 13.
19.2.11	Work Health Safety	**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. Refer to Section 14.
19.2.12	General Contract Administration	**Submitted** will display if data has been entered into General Contract Administration Reporting for the current reporting period. **Not Submitted** will display if the General Contract Administration Reporting has not been updated for the current reporting period. Refer to Section 15.
19.2.13	Principal Supplied Furniture	**Submitted** will display if data has been entered into the Principal Supplied Furniture Reporting for the current reporting period. **Not Submitted** will display if the Principal Supplied Reporting has not been updated for the current reporting period. Refer to Section 16.
19.2.14	SUBMIT/AGREE	I agree with the above Reporting Status for the current Month (including any **NOT Submitted** reporting categories) and submit 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 step 20.2), viewed and/or downloaded (refer to step 20.3) directly from within the Documents area.

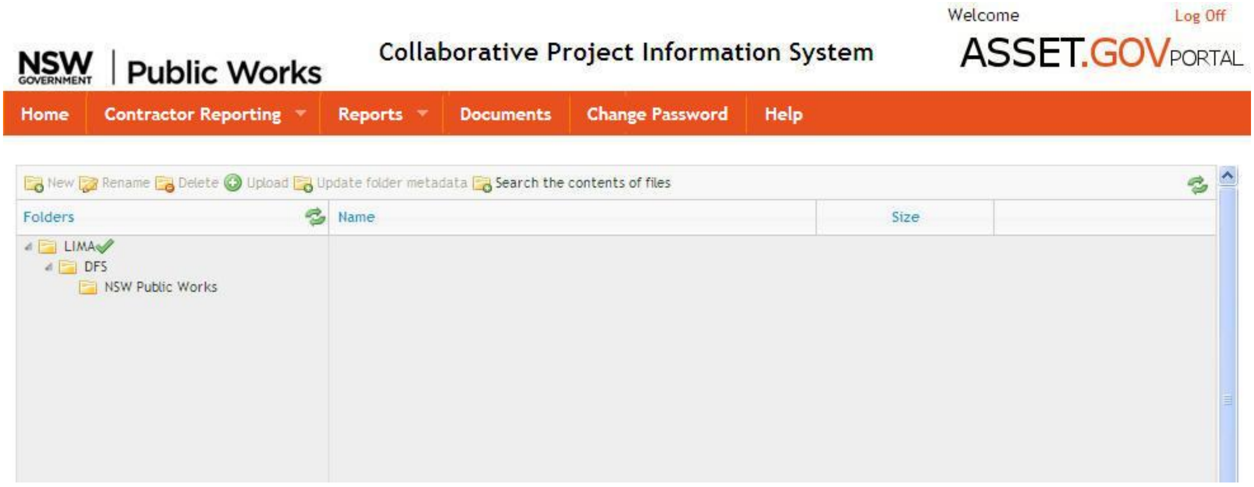
To add Metadata to an existing uploaded file refer to step 20.4.

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

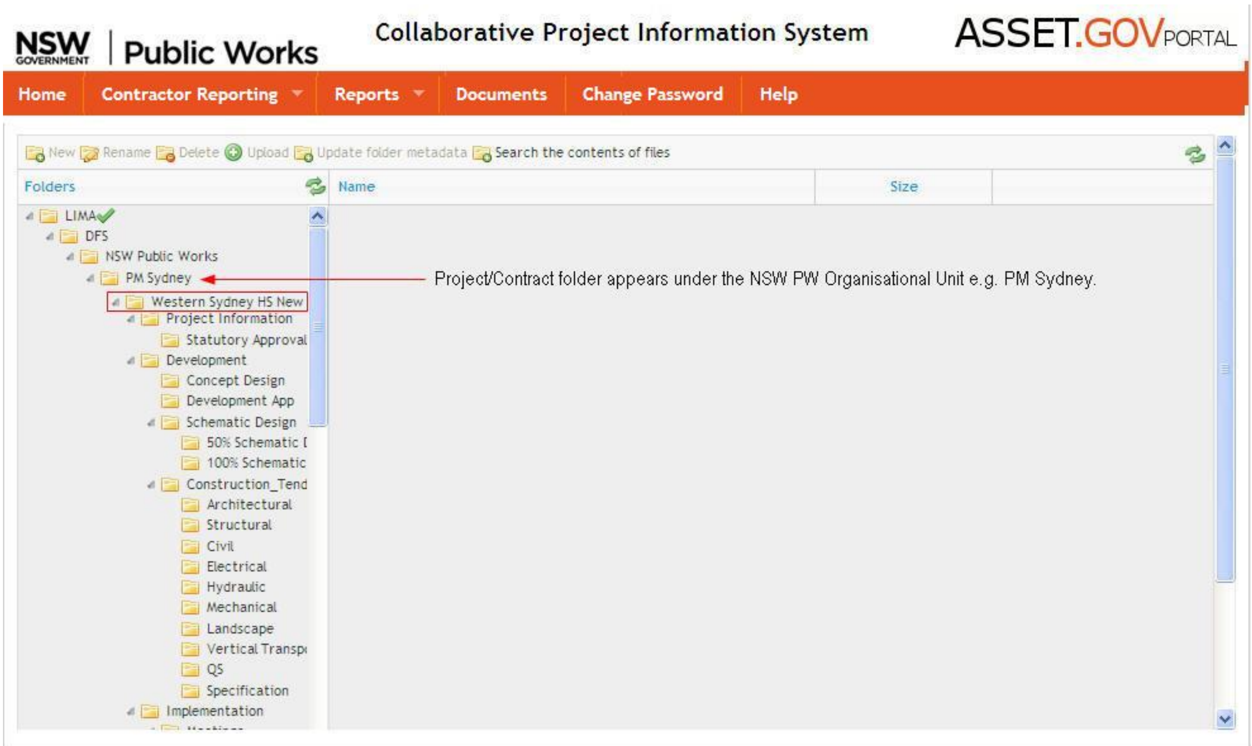
20.1 Accessing the Documents Area

After logging in, select the Client and Project if necessary (refer to Section 1.3 Project Selection) then click on “Documents” from the menu banner.

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



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

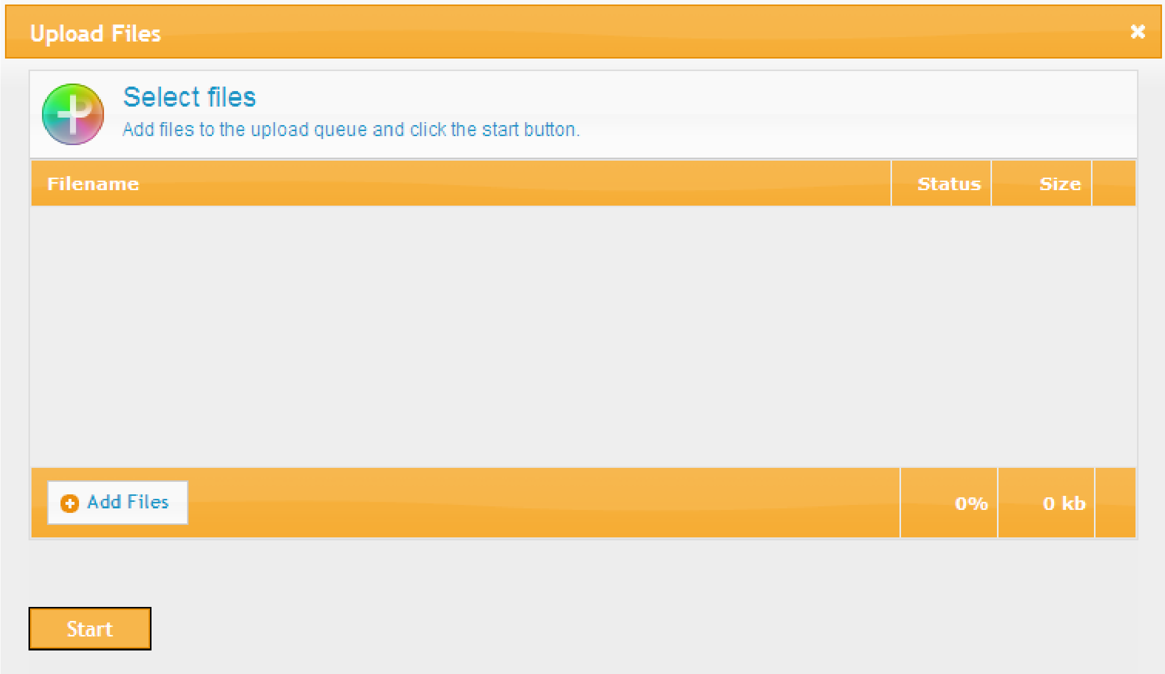


Refer to 20.6 Project Folder Structure for the complete folder structure.

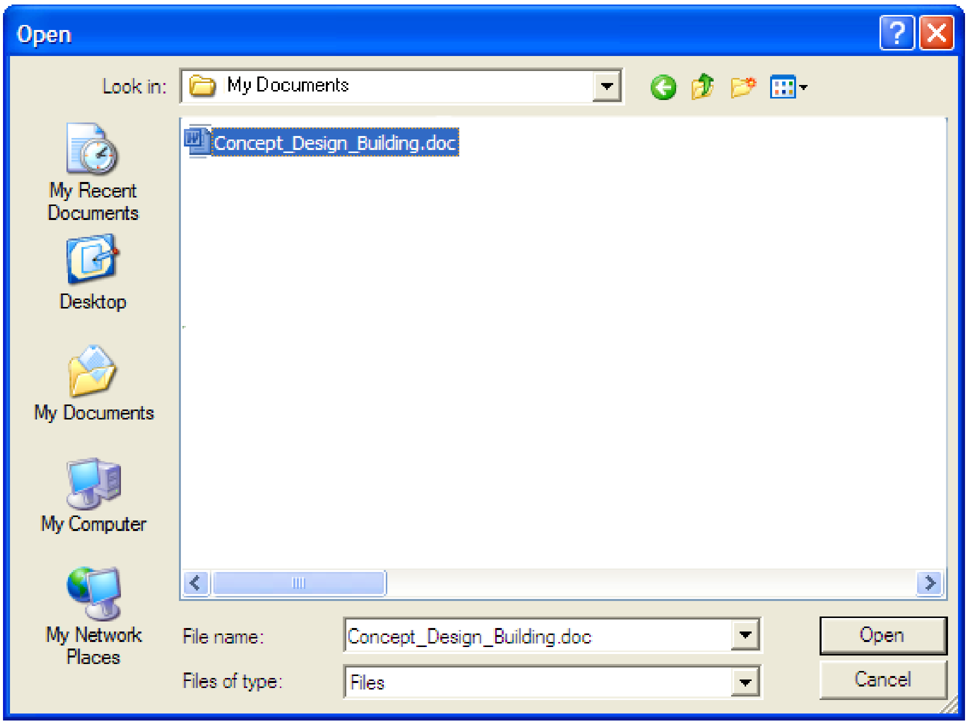
20.2 Uploading Files to a Folder in the Documents Area

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 indicating this is now the active folder.

20.2.2 Click Upload in the Menu banner to open the Upload Files dialog box.

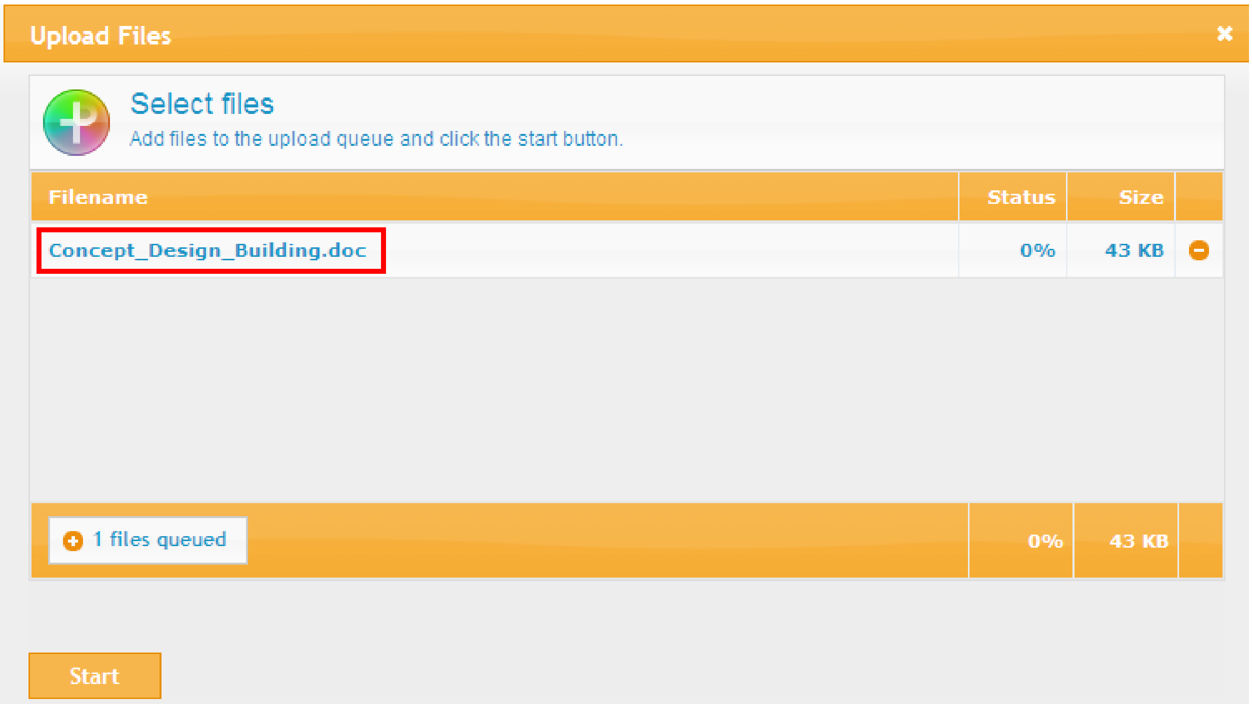


20.2.3 Click Add Files and the Open dialog box will open. Navigate to the directory/location (e.g. on your hard drive) of the file to be uploaded and click on it to select and highlight it.

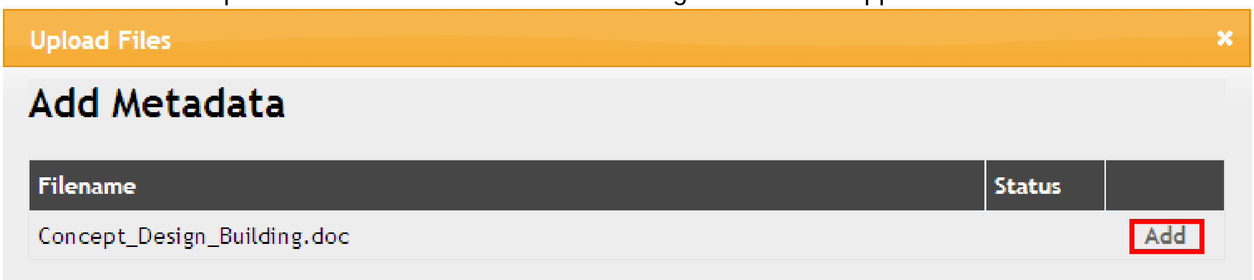


Note: multiple files can be selected and uploaded at the same time. Hold the “Ctrl” key when selecting files to highlight and select files.

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

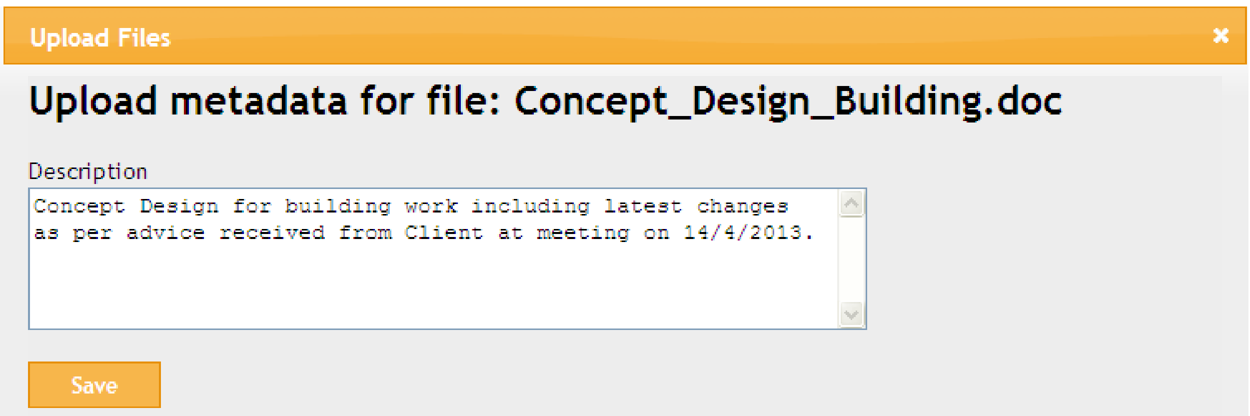


20.2.5 Click Start to upload the file. The Add Metadata dialog box will then appear.

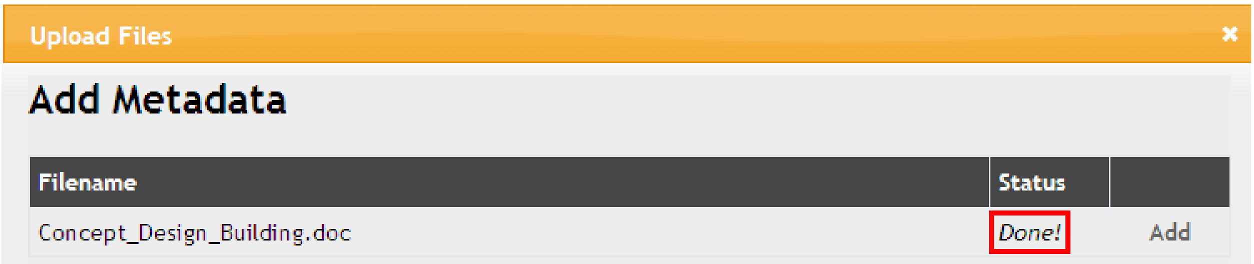


20.2.6 To add metadata to the file click Add. If no metadata is required to be added to the file click ✖.

20.2.7 Enter the metadata/information for the file into the Description field.

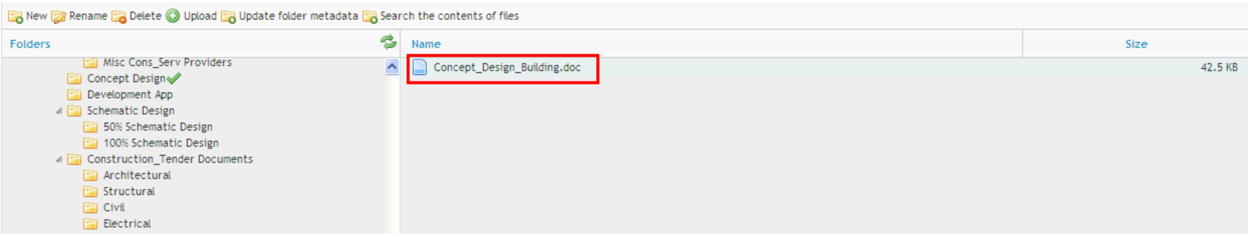


20.2.8 When finished click Save. "Done!" will appear in the Status field indicating the metadata/information has been added to the file.



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.



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. Civil indicating this is now the active folder.

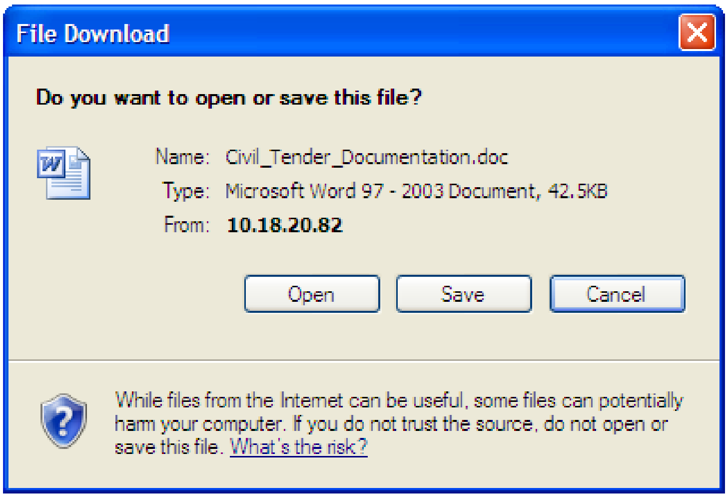
20.3.2 Files available for download will appear in the file list.

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

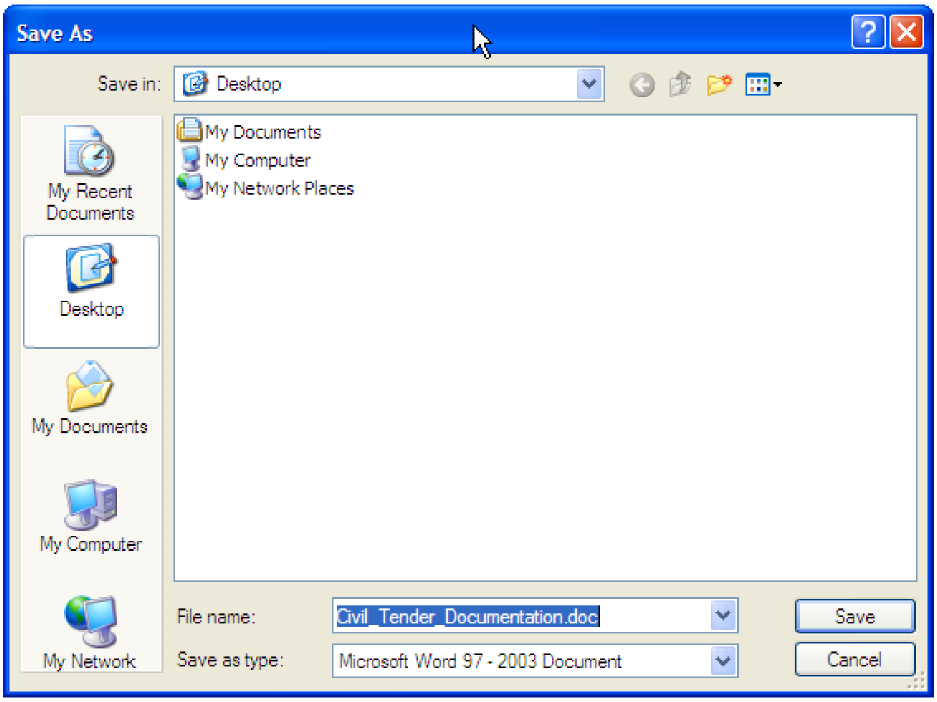
(ii) click the download icon

20.3.4 The File Download dialog box will then appear



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 Section 20.5 File Versions in the Documents Area.

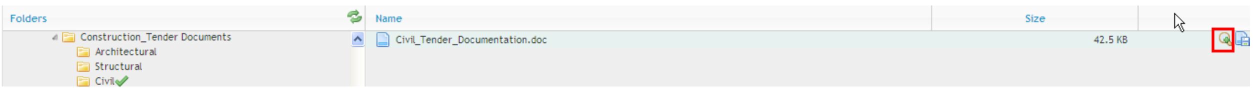
20.3.5 Click Open to view the file in its source application or alternatively to save a copy of the file click Save Save and the Save As dialog box will open allowing you to navigate to the location on your PC where you wish to save the file.



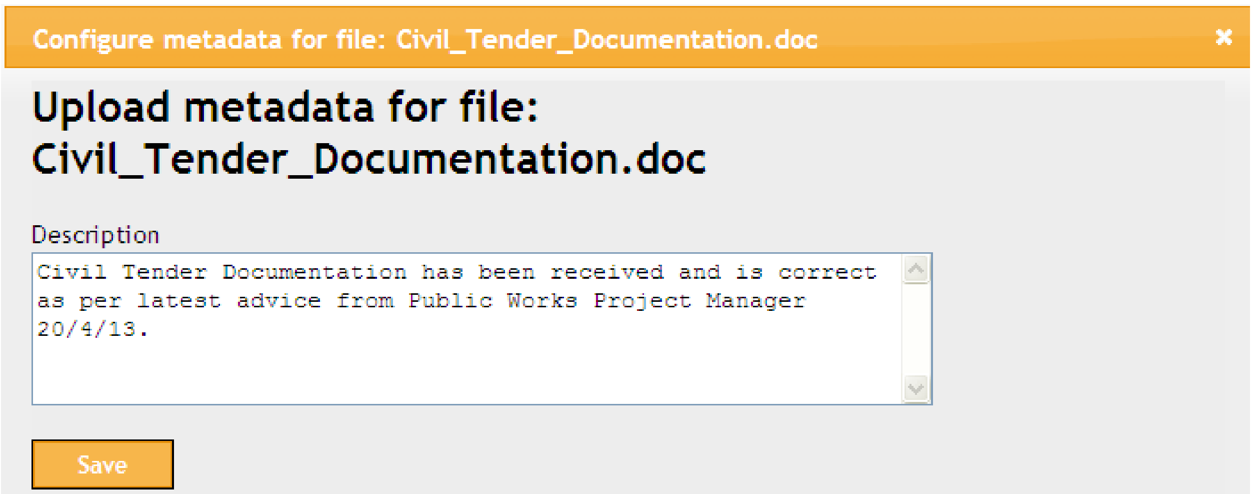
20.4 Adding Meta Data to a File in the Documents Area

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 indicating this is now the active folder.

20.4.2 Click next to the file that the metadata is to be added to.



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.



20.4.4 Click Save.

20.4.5 Click to close the Configure Metadata dialog box.

20.4.6 To view existing metadata applied to files click next to the file name.

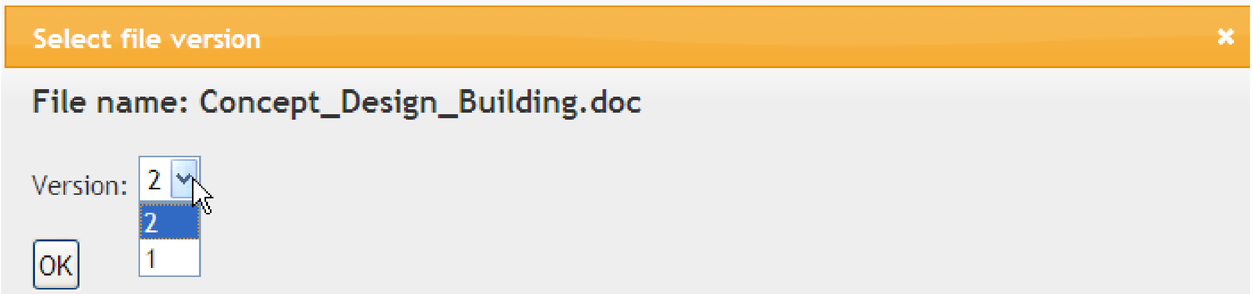
20.5 File Versions in the Documents Area

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.

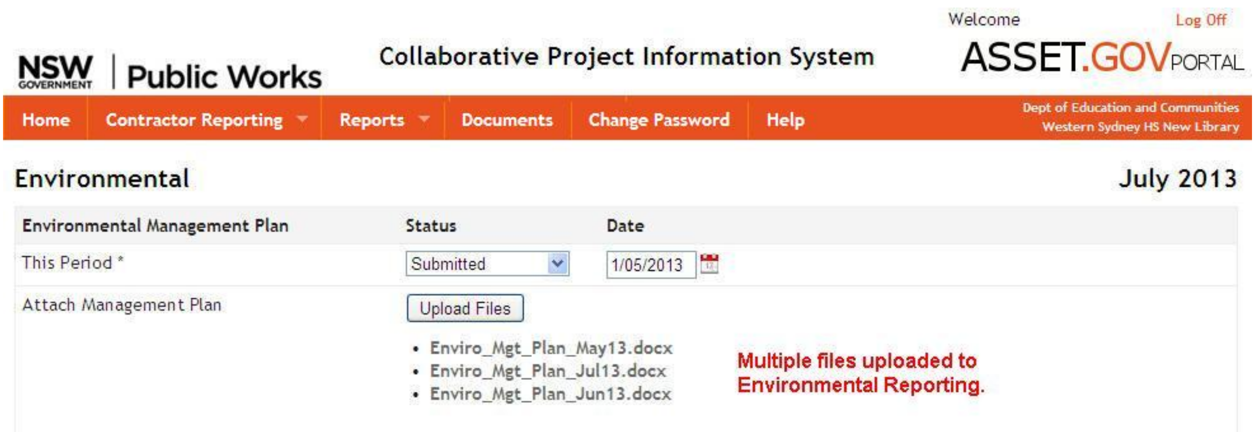


20.5.5 Open or save the file as outlined in Steps 20.3.4 and 20.3.5.

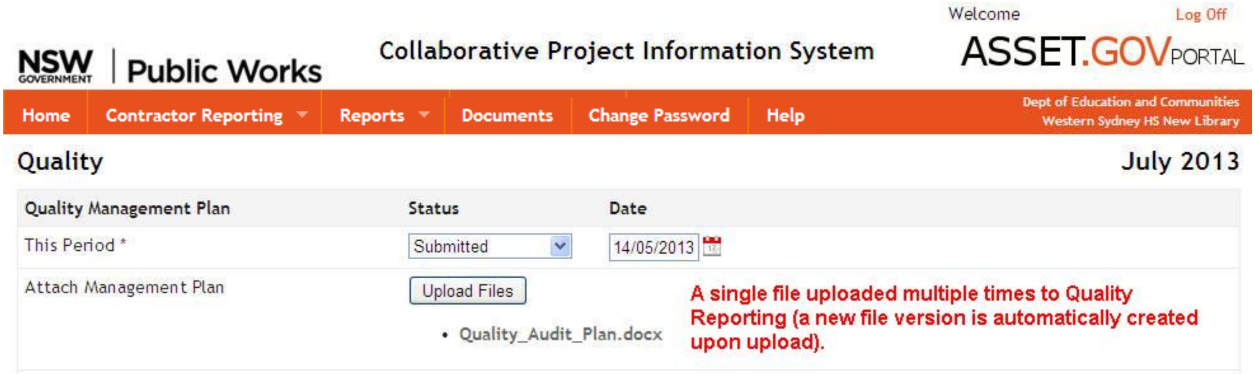
20.6 File Versions in Contractor Reporting Data Entry Screens

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. .



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



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 Name					X	
+	Project Information				X	
	+	Statutory Approvals			X	X
+	Development				X	
	+	Concept Design			X	X
	+	Development App			X	X
	+	Schematic Design			X	X
		+	50% Schematic Design		X	X
		+	100% Schematic Design		X	X
	+	Construction_Tender Documents			X	X
		+	Architectural		X	X
		+	Structural		X	X
		+	Civil		X	X
		+	Electrical		X	X
		+	Hydraulic		X	X
		+	Mechanical		X	X
		+	Landscape		X	X
		+	Vertical Transport		X	X
		+	QS		X	X
		+	Specification		X	X
+	Implementation				X	
	+	Meetings			X	X
		+	GC21 meetings		X	X
	+	PROJ RPT			X	
		+	GC21 Reports		X	X
		+	WHS		X	
			+	Mgt Pl	X	X
			+	Audit Pl_Self Audit Rpt	X	X
			+	Mgt Rpt	X	X
			+	Insp_Incid Rpt_Notices	X	X
		+	ENV		X	
			+	Mgt Pl	X	X
			+	Audit Pl_3rd Party Audits_Self Audits	X	X
			+	Insp_Incid Rpt_Notices	X	X
			+	EIS	X	X
			+	WRAPP	X	X
			+	Waste Disposal Cert	X	X
		+	QUALITY		X	
			+	Mgt Pl	X	X
			+	Audit Pl_Self Audits	X	X
			+	Insp Cert Rpt	X	X
		+	EMPLT		X	
			+	Training Mgt Pl	X	X
			+	Aboriginal Particip Mgt Pl	X	X
			+	Industr Rel Mgt Pl	X	X
			+	PED Register	X	X
			+	Sub Contr Register	X	X
		+	COMPL CERT		X	
			+	Fire Safety	X	X
			+	BCA	X	X
			PAYMT ORDER		X	
			+	Long Service Levy	X	X
			+	Furniture Ord	X	X
		+	SCHEDULES		X	
			+	Furn and Equip	X	X
			+	Material Finish Colour	X	X
			+	Asset Data Capt	X	X
			Ins_Wty_Work Comp		X	X
			Gantt Charts		X	X
			Work Shop Drwng		X	X
			QS Assessment		X	X

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

Doc = document
Info = Information
Corres = correspondence
Cons = Consultant

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

21 CONTRACT REPORT

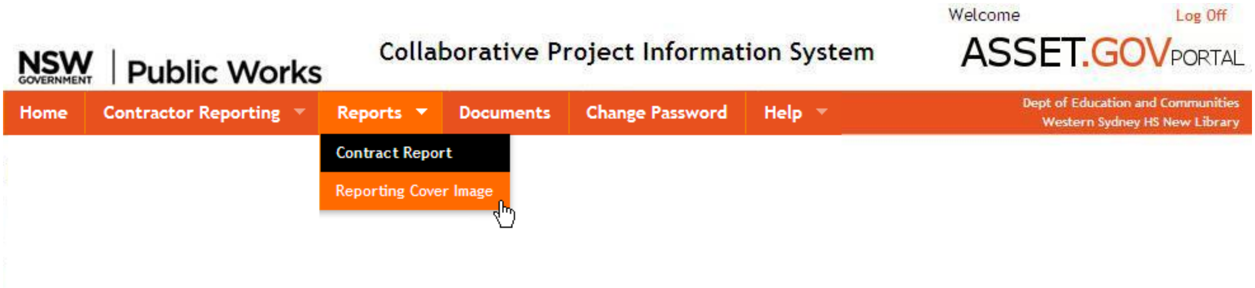
The Contract Report displays data that has been entered into the Contractor Reporting screens for the current month and cumulative data (where applicable) as a formatted Microsoft Word 2010 document (refer to sample Contract Report at Appendix 1).

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.

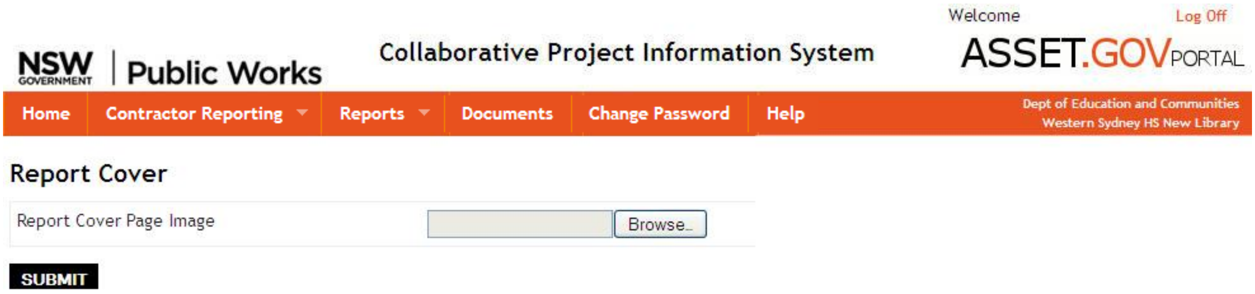
21.1 Selecting the Reporting Cover Image for the Contract Report

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”.

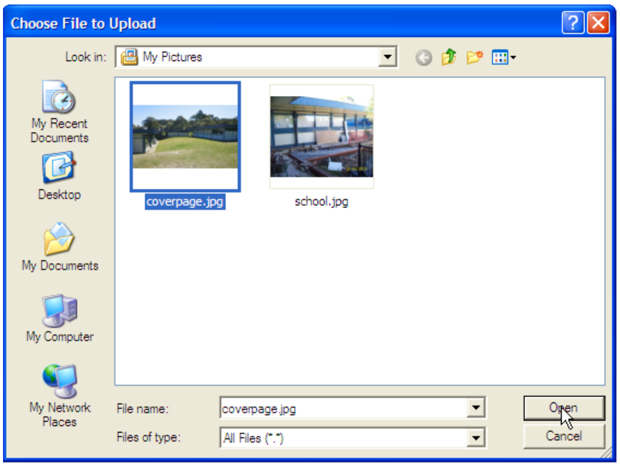


21.1.2 Click Browse... to open the Choose File to Upload dialog box and navigate to the location of the saved photo.

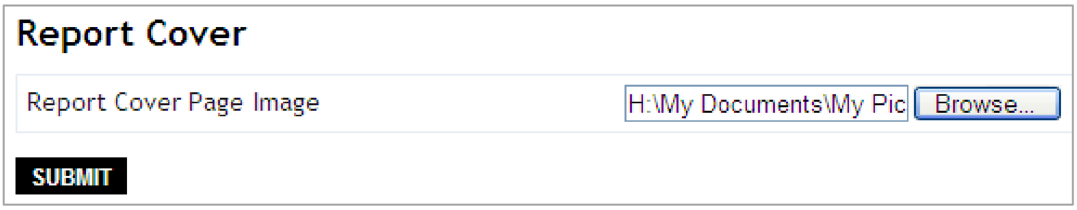


Note: if the photo you require has previously been uploaded to the “Documents” area you can download it and save it locally e.g. on your hard drive (refer to Downloading / Viewing Files in the Documents Area) to use as the Reporting Cover Image.

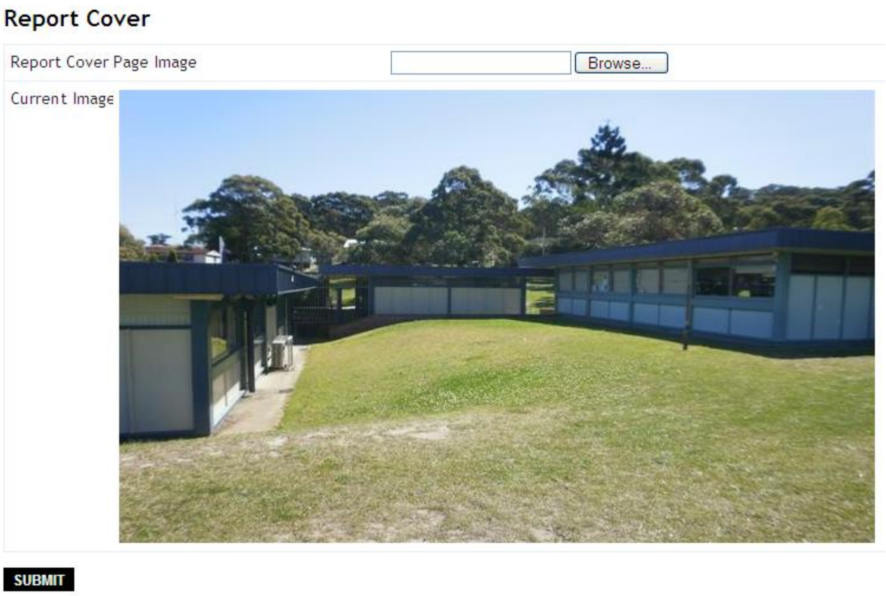
21.1.3 Locate the file, click on it to select it then click Open.



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



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



To select a different photo repeat the above process.

If the selected image is correct generate the Contract Report.

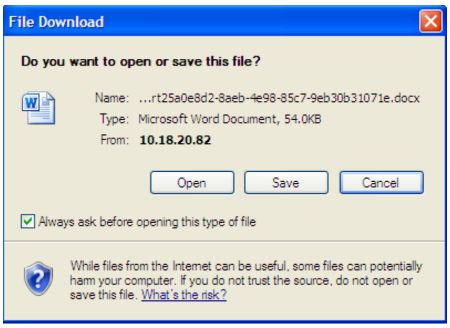
21.2 Generating the Contract Report

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)

or

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.



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

NSW GOVERNMENT | 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 Completion Date	Current Approved Contractual Completion Date	Predicted Completion Date
Milestone 1			

Milestones Not Completed

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

Milestone 1 Trade Breakdown

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%
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

Period	Original Predicted Cashflow	This Month Predicted Claim	This Month Actual Paid	Cumulative Total Actual Paid / Predicted Claim
June 2013				
July 2013				
August 2013				
September 2013				
October 2013				
November 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 WorkCover	0	0	0

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 Audits	0	0	0
Number of Environmental Inspections	0	0	0
Number of Environmental Corrective Actions	0	0	0
Number of Environmental Corrective Actions Closed	0	0	0
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 Compliance	Not Submitted	
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

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

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

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

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