|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consultant PQC: Performance Report** | | | | | | | | | | | |
|  | Consultant: |  | | | | | | | | | |
| Project name: |  | | | | | | | | | |
| Project number: |  | | | | | | | | | |
| Commission type: | Survey and site investigation | | Design and documentation | | | | | Project management | Cost management | Compliance |
| Service activity (e.g. building design, structural): |  | | | | | | | | | |
| Consultant representative: |  | | | | | | | | | |
| Review date: |  | Status: | | | | % Complete as at | | | | |
| Commission commencement date: |  | | | | |  | | | | |
| Original agreed commission completion: |  | | | | |
| Original agreed fee: | $ | | | | |
|  | | | | | | | | | | | |
|  | | | **Unsatisfactory** – e.g. during this reporting period the consultant’s work had significant errors, omissions or attracted many/serious complaints related to this aspect of commission outputs, or the consultant demonstrated an ability to interpret the Terms of Reference, was behind schedule, or was generally not available/responsive in regards to issues relating to the commission (attach supporting documentation). (Note – use of this column may adversely impact the consultant’s future opportunities to submit proposals). | | | | | | | | |
|  | | **Adequate** - eg during this reporting period the consultant’s work had no significant errors or omission and attracted few/minor complaints related to this aspect of commission outputs, and the consultant demonstrated an adequate ability to interpret the Terms of Reference, met agreed milestones and was generally available/responsive in regard to issues relating to the commission. | | | | | | |
|  | |  | **Superior** - eg during this reporting period the consultant’s work was exemplary and attracted considerable praise with no/inconsequential complaints related to this aspect of the commission, and the consultant demonstrated an exceptional ability to interpret the Terms of Reference, was ahead of schedule, proactive in regard to issues relating to the commission, and the consultant’s availability/responsiveness was exemplary. | | | | | |
|  | | If considered 'Superior' provide comments here or as a separate attachment | | | |
|  | **Compliance** | |  | |  |  | |  | | | |
| **Support for local industry** | |  | |  |  | |  | | | |
| **Resources** | |  | |  |  | |  | | | |
| **Function** | |  | |  |  | |  | | | |
| **Time** | |  | |  |  | |  | | | |
| **Cost** | |  | |  |  | |  | | | |
| **Quality of documentation** | |  | |  |  | |  | | | |
| **Value adding** | |  | |  |  | |  | | | |
| **Communication** | |  | |  |  | |  | | | |
| **Management systems  if not applicable** | |  | |  |  | |  | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | **Yes** (Attach supporting documentation outlining details, status, final outcome, and/or dollar amounts where known). | | | | | | | | |
|  | | **No** |  | | | | | |
| During this reporting period, has the consultant demonstrated any signs of managerial stress? | |  | |  |
| Are you aware of any adverse contractual, legal, administrative or similar issues involving this consultant on this or any other commission? | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consultant PQC: Performance Report** | | | | | |
| Consultant: | |  | | | |
| Project name: | |  | | | |
|  | |  | | | |
|  | Sign-off by agency officer administering this consultant commission (required unless officer has been delegated the authority to sign-off report as the agency management officer). | Comments (optional): | | | |
| Name: | | | |
| Signature: | | | Date: |
|  | | | | |
| Sign-off by the agency management officer (required). | Comments (optional): | | | |
| Name: | | | |
| Signature: | | | Date: |
| Has the report been issued to the consultant? | Yes  No | | Date: | |
|  | | | | | |
|  | Sign-off by consultant representative (required). | Comments (optional): | | | |
| Name: | | | |
| Signature: | | | Date: |
|  | | | | | |
|  | Forward completed report and attachments to: | | [PQCRegistrar@hpw.qld.gov.au](mailto:PQCRegistrar@hpw.qld.gov.au) | | |
|  | **Privacy Notice**  The Department of Energy and Public Works is collecting the information on this form for the purpose of reviewing the consultant’s technical and management performance, and compliance with contractual, statutory and prequalification requirements. In accordance with the Queensland Government's Prequalification (PQC) System, consultants engaged through the PQC System are required to contribute to the completion of performance reports on the service they provide.  The Department of Energy and Public Works may share this information with other relevant government and industry entities for the purpose of reviewing or monitoring the consultant’s performance.  This information will not otherwise be disclosed to any other third party without the consultant’s consent, unless authorised or required by law. | | | | |