

DILGP panel of pre-approved LGIP reviewers

Buyers guide: DSDIP-2641-14

SEPTEMBER 2015

Glossary

DILGP	Department of Infrastructure, Local Government and Planning
LGIP	Local government infrastructure plan

The arrangement

Background

It is a statutory requirement for DILGP to establish a panel of pre-approved contractors to undertake the review of draft LGIPs in accordance with Statutory Guideline 04/14 – Making and amending local planning instruments (MALPI), and Statutory Guideline 03/14 – Local government infrastructure plans (or subsequent versions of the guidelines).

The prescribed review process for a draft LGIP includes steps where an independent reviewer is appointed by a local government to review its draft LGIP and report back to the local government. The LGIP guideline includes a checklist and report template to be completed by the appointed reviewer.

The relevant local government will forward the draft LGIP as well as the documents completed by the appointed reviewer to the Minister for his consideration and approval of the relevant step of the LGIP review.

Term

The arrangement commenced on 1 September 2014 for an initial period of 12 months. At the discretion of DILGP, the appointment of a contractor to the panel may be extended in writing up to a total of three years from the date of commencement. In 2015 the appointment of contractors to the panel has been extended to 31 August 2017.

Purpose

The purpose of this arrangement is to establish a panel from which local government will identify and appoint a contractor to conduct an objective review of their draft LGIP in accordance with the provisions of the *Sustainable Planning Act 2009*, Statutory guideline 04/2014 – Making and amending local planning instruments and Statutory guideline 03/2014 – Local government infrastructure plans (or relevant provisions that apply under subsequent changes to the legislation).

Scope

The role of DILGP is limited to setting up a Reviewer Panel (panel) consisting of pre-approved contractors.

Local government will be directly responsible to identify and appoint a reviewer from the panel without the involvement of the state.

For its consideration, a local government may invite submissions for the review of its LGIP from more than one reviewer appointed to the panel.

- Local government is responsible to appoint a reviewer from the panel by applying their own relevant procurement processes
- A reviewer will be paid for their services by the appointing local government
- A reviewer from the panel that is appointed by local government, is responsible for the objective compliance review of a draft LGIP in accordance with the processes prescribed under the *Sustainable Planning Act 2009*, Statutory guideline 04/2014 – Making and amending local planning instruments and Statutory guideline 03/2014 – Local government infrastructure plans (or subsequent versions of the guidelines).

Who can use the arrangement

The following eligible customers may use this arrangement:

- local government.

How to use this arrangement

Local government is required to use only a reviewer included in this arrangement. Local government should follow their own policies and procedures with regards to the number of quotes required for the likely value of the procurement.

Important

Contractors appointed to the reviewer panel do not all share the same level of skills, experience or background. Local government using this arrangement is responsible for making their own assessment of a contractor's suitability for a particular engagement by undertaking appropriate assessment of quotation, due diligence, the risks involved and the required value for money.

Criteria that a local government should consider in its assessment to determine a contractor's suitability in the context of their own circumstances include:

- experience in the drafting of LGIPs;
- knowledge of the provisions of the *Sustainable Planning Act 2009*, Statutory guideline 04/2014 – Making and amending local planning instruments and Statutory guideline 03/2014 – Local government infrastructure plans (or subsequent versions of the guidelines).

Insurance

Each contractor under this arrangement is required to hold and maintain public liability insurance to a minimum value of \$10 million.

Professional indemnity insurance was not deemed a requirement of the arrangement, however several contractors hold professional indemnity insurance and have provided details of their level of cover.

Payment terms

A local government (customer) that appoints a contractor under this arrangement is responsible for payment of fees in accordance with the contractual terms between the customer and contractor.

Providers under the arrangement

This arrangement is a panel consisting of the following 14 contractors (listed in alphabetical order):

Buckley Vann Pty Ltd	
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Notes	Approved sub-contractors: <ul style="list-style-type: none"> • Bligh Tanner Pty Ltd • Bitzios Consulting
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Flanagan Consulting Group

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GHD Pty Ltd

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Insite SJC Pty Ltd

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Integrated Infrastructure Planning Pty Ltd

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M1 Consulting

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Parsons Brinkerhoff Australia Pty Ltd	
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PIE Solutions Pty Ltd	
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Strategic Asset Management Pty Ltd	
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