

The approved Initial Business Case (IBC) developed by Estate Planning Branch progresses to Capital Facilities & Infrastructure (CFI) Branch for further development of the project. Key activities include developing a Project Development and Delivery Plan (PDDP) that outlines risks associated with the development and delivery of the project, the proposed contracting methodology and procurement requirements.

## PROJECT DEVELOPMENT & DELIVERY PLAN (PDDP)

<p><b>Setup DPP Setup Project &amp; Assign to Project Team. DPP send Project Team link to existing information.</b></p>	<p><b>Download PDDP Template</b> Download from DEQMS and save in relevant folder in Objective. Review its content.</p>	<p><b>Review Existing Information</b> Review all existing project documentation handed over by EP Branch: * Handover Minute * Estate &amp; Infrastructure Requirement (EIR) * Initial Business Case (IBC) * Smart Buyer Workshop outcomes * First Pass Approval documentation</p> <p><b>CIOG</b> CIOG Costing Estimates and CIR Submission.</p>	<p><b>Meet with EP</b> Conduct a handover meeting with the nominated EP point of contact.</p>	<p><b>Send Update to Stakeholders &amp; Sponsors</b> Email key stakeholders to introduce the team and provide an update.</p>	<p><b>Collect Relevant Information</b> Relating to the scope and site. This will help develop the PDDP.</p>	<p><b>Engage Subject Matter Experts</b> Seek preliminary advice and source relevant documentation/standards from SMEs. Eg SDD, CIOG</p>	<p><b>Conduct Initial Risk Assessment and Workshop</b></p> <table border="1"> <tr> <td><b>WHS</b> Conduct initial WHS Risk Assessment</td> <td><b>CIOG</b> Corporate System Impacted Yes / No.</td> <td><b>Simulation</b> Assess Simulation Requirements</td> <td><b>Security</b> Assess Security Requirements</td> <td><b>Design/ Technical</b> Liaise with Engineering Stakeholders</td> <td><b>Environment</b> Liaise with Environment Stakeholders</td> <td><b>Smart Infrastructure</b> Liaise with Smart Infrastructure Stakeholders</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Scope</b></td> <td><b>Time</b></td> <td><b>Operational</b></td> <td><b>Coordination</b></td> <td><b>Commercial / Market</b></td> <td></td> </tr> </table>						<b>WHS</b> Conduct initial WHS Risk Assessment	<b>CIOG</b> Corporate System Impacted Yes / No.	<b>Simulation</b> Assess Simulation Requirements	<b>Security</b> Assess Security Requirements	<b>Design/ Technical</b> Liaise with Engineering Stakeholders	<b>Environment</b> Liaise with Environment Stakeholders	<b>Smart Infrastructure</b> Liaise with Smart Infrastructure Stakeholders	<b>Budget</b>	<b>Scope</b>	<b>Time</b>	<b>Operational</b>	<b>Coordination</b>	<b>Commercial / Market</b>		<p><b>Understand Methodologies</b> Familiarise yourself with the contracting methodologies CFI has available to deliver projects.</p>	<p><b>Draft PDDP</b> Populate the PDDP template or PDDP Part 1 Template.</p>	<p><b>Obtain Executive Review &amp; Approval (ERA) of PDDP</b></p>	<p><b>Project Shell</b> Create a Project Shell</p>	<p><b>Lessons Learnt</b> Conduct LL with DPA on PDDP Development. Setup Lessons Learnt Register.</p>
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Engaging a Project Management/ Contract Administration (PM/CA) and other contractors is key to the successful development of a project. In addition to engaging a PM/CA, the requirements for engaging a Probity Adviser and Legal Adviser will be outlined in the PDDP.

## ENGAGING PLANNING CONSULTANTS

<p><b>Procurements</b> Conduct all Procurement processes in accordance with approved PDDP and the CFI Tender Evaluation &amp; Probity Protocols.</p>	<p><b>CIOG</b> Liaise with the CFI CIOG Liaison Team.  CIOG to commence RFQ submission for PDS Product.</p>	<p><b>Engage Legal</b></p> <table border="1"> <tr> <td> <p><b>Legal Services</b> Engage Legal Services from DELS using the process on DEQMS.</p> </td> <td> <p><b>Records Management</b> Save relevant documents in Objective</p> </td> </tr> </table>	<p><b>Legal Services</b> Engage Legal Services from DELS using the process on DEQMS.</p>	<p><b>Records Management</b> Save relevant documents in Objective</p>	<p><b>Engage Probity</b></p> <table border="1"> <tr> <td> <p><b>Probity Services</b> Conduct the Tender for the Probity Advisor using the DIP "How to Engage" Process and the Procurement Compliance Checklist on DEQMS. DPA can be Probity Advisor for this procurement on request.</p> </td> <td> <p><b>Obtain Section 23 Approval</b></p> </td> <td> <p><b>Records Management</b> Save relevant documents in Objective</p> </td> </tr> </table>	<p><b>Probity Services</b> Conduct the Tender for the Probity Advisor using the DIP "How to Engage" Process and the Procurement Compliance Checklist on DEQMS. DPA can be Probity Advisor for this procurement on request.</p>	<p><b>Obtain Section 23 Approval</b></p>	<p><b>Records Management</b> Save relevant documents in Objective</p>	<p><b>Engage PMCA</b></p> <table border="1"> <tr> <td> <p><b>PMCA Services</b> Conduct the Tender for the PMCA using the DIP "How to Engage" Process and the Procurement Compliance Checklist on DEQMS. <b>WHS - Consultant to provide a draft WHS Plan as part of the tender documents</b></p> </td> <td> <p><b>Obtain Section 23 Approval</b></p> </td> <td> <p><b>Records Management</b> Save relevant documents in Objective</p> </td> </tr> </table>	<p><b>PMCA Services</b> Conduct the Tender for the PMCA using the DIP "How to Engage" Process and the Procurement Compliance Checklist on DEQMS. <b>WHS - Consultant to provide a draft WHS Plan as part of the tender documents</b></p>	<p><b>Obtain Section 23 Approval</b></p>	<p><b>Records Management</b> Save relevant documents in Objective</p>	<p><b>WHS</b> Consultant to finalise WHS Plan.</p>	<p><b>Lessons Learnt</b> Conduct LL with DPA. Update Lessons Learnt Register.</p>
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Once the PMCA is engaged, it is necessary to follow the processes outlined for either engaging a Designer for the Head Contractor Methodology or a Managing Contractor for the Managing Contractor Methodology.

## ENGAGE PLANNING PHASE CONTRACTORS

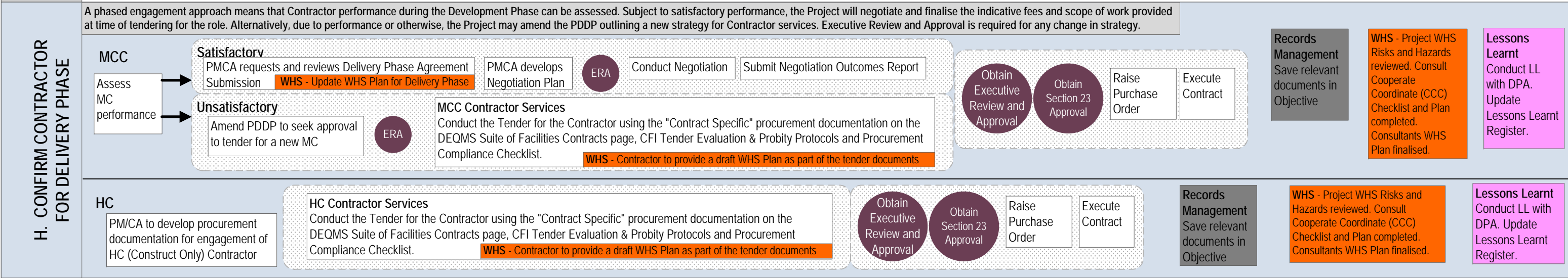
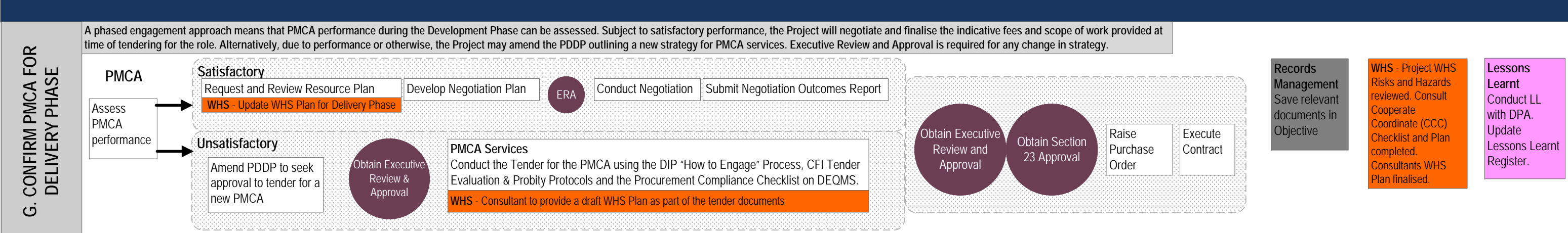
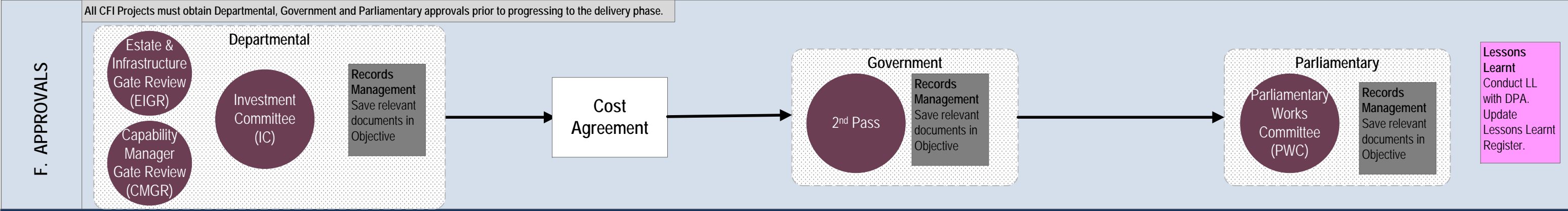
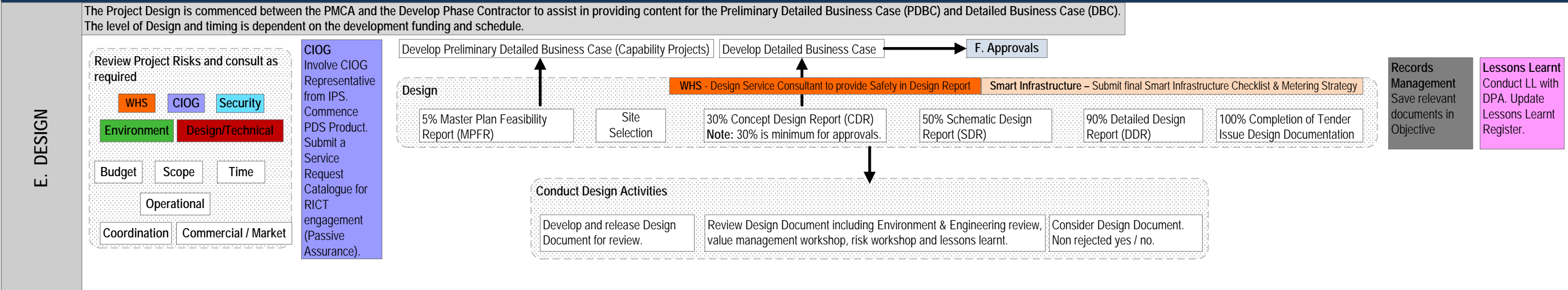
<p><b>PMCA Documentation</b> Provide relevant site &amp; project documentation to PMCA.</p>	<p><b>Stakeholder Workshop</b> Undertake Stakeholder Workshop.</p>	<p><b>User Requirements Brief (URB)</b> PMCA develops URB. <b>CIOG</b> Involve CIOG Representative.</p>	<p><b>Develop Brief</b></p> <table border="1"> <tr> <td> <p><b>Draft Brief</b> For HC Construct Only strategy: PM/CA to develop Brief for the engagement of DSC <b>Environment Requirements</b></p> </td> <td> <p><b>Finalise Brief</b> Finalise Brief ensuring Sponsor &amp; Stakeholder requirements are adequately reflected, including legal &amp; probity review.</p> </td> </tr> <tr> <td> <p><b>Draft Brief</b> For Managing Contractor strategy: PM/CA to develop Brief for engagement of MCC <b>Environment Requirements</b></p> </td> <td></td> </tr> </table>	<p><b>Draft Brief</b> For HC Construct Only strategy: PM/CA to develop Brief for the engagement of DSC <b>Environment Requirements</b></p>	<p><b>Finalise Brief</b> Finalise Brief ensuring Sponsor &amp; Stakeholder requirements are adequately reflected, including legal &amp; probity review.</p>	<p><b>Draft Brief</b> For Managing Contractor strategy: PM/CA to develop Brief for engagement of MCC <b>Environment Requirements</b></p>		<p><b>Engage Develop Phase Contractor</b></p> <table border="1"> <tr> <td> <p><b>Contractor Services</b> Conduct the Tender for the Contractor using the "Contract Specific" procurement documentation on the DEQMS Suite of Facilities Contracts page, CFI Tender Evaluation &amp; Probity Protocols and Procurement Compliance Checklist. <b>WHS - Contractor to provide a draft WHS Plan as part of the tender documents</b></p> </td> <td> <p><b>Obtain Section 23 Approval</b></p> </td> <td> <p><b>Records Management</b> Save relevant documents in Objective</p> </td> </tr> </table>	<p><b>Contractor Services</b> Conduct the Tender for the Contractor using the "Contract Specific" procurement documentation on the DEQMS Suite of Facilities Contracts page, CFI Tender Evaluation &amp; Probity Protocols and Procurement Compliance Checklist. <b>WHS - Contractor to provide a draft WHS Plan as part of the tender documents</b></p>	<p><b>Obtain Section 23 Approval</b></p>	<p><b>Records Management</b> Save relevant documents in Objective</p>	<p><b>Raise Purchase Order</b> Raise PO. DFG will process in ROMAN and load funds against contract</p>	<p><b>WHS - Project WHS Risks and Hazards reviewed. Consult Cooperate Coordinate (CCC) Checklist and Plan completed. Consultants WHS Plan finalised.</b></p>	<p><b>Lessons Learnt</b> Conduct LL with DPA. Update Lessons Learnt Register.</p>
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# CAPITAL FACILITIES & INFRASTRUCTURE CONSTRUCTION DELIVERY (HC & MC) – Version May 19

Approvals

WHS Environment CIOG Records Management

Smart Infrastructure Design / Technical Security Lessons Learnt



Regular project meetings as agreed in the Contract are to be conducted during the Construction (Delivery Phase) of the Project. This enables appropriate management and administration of the Contracts as well as the Project.

### I. UNDERTAKE CONSTRUCTION

<p><b>Finalise Completion of Conditions</b></p> <p>Confirm Conditions Precedent.</p> <p><b>Environment – Provide Environmental Clearance Certificate (ECC) prior to any stage of construction commencing.</b></p> <p>Issue Site Access Letter.</p> <p>Base provides General Notice to Base Personnel. (Contractor to provide details).</p>	<p><b>Mobilise and Establish Site</b></p> <p>Conduct Site Induction.</p> <p>Dilapidation Survey.</p> <p>Establish Site Office, as required.</p> <p><b>Environment – Review performance against EMP and monitor Implementation.</b></p> <p><b>CIOG</b> CIOG will commence ICT delivery product. CFI submit SRC for Passive ICT Compliance Check.</p>	<p><b>Commence Construction</b></p> <p>Management and Administration of Contract, including Variations, Claims &amp; Conduct regular Project Meetings as agreed in Contract.</p> <p>Build Package</p> <p><b>Lessons Learnt</b> LL register updated and provided at project meetings. Send to DPA.</p> <p><b>WHS - Regular Project Meetings</b> are to incorporate DEQMS WHS Template documents WHS Consultation Checklist – WHS Standard Meeting Agenda Template – WHS Risk &amp; Action Log – WHS Written assurance templates.</p>	<p><b>Records Management</b> Save relevant documents in Objective</p>
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As the project or stage nears completion the commissioning process is initiated.

### J. MANAGE COMMISSIONING

<p><b>Project Officer</b> Ensure that PMCA Commissioning Handover and Takeover Project Plans produced in draft form in the Development Phase are finalised and endorsed by required parties, including regional staff and Other Contractors.</p>	<p><b>Issue 1st Notice of Completion</b></p> <table border="1"> <tr> <td><b>Construction Contractor</b> Issue First Notice of Completion of the Works or Stage 28 days prior to anticipated Completion.</td> <td><b>PMCA</b> Generate a Notification to all Stakeholders.</td> <td><b>PMCA</b> Check for Defects by Delivery Phase Contractor.</td> <td><b>Construction Contractor</b> Conduct tests and inspections required by the Contract for the Works Stage.</td> </tr> </table>	<b>Construction Contractor</b> Issue First Notice of Completion of the Works or Stage 28 days prior to anticipated Completion.	<b>PMCA</b> Generate a Notification to all Stakeholders.	<b>PMCA</b> Check for Defects by Delivery Phase Contractor.	<b>Construction Contractor</b> Conduct tests and inspections required by the Contract for the Works Stage.	<p><b>Issue 2nd Notice of Completion</b></p> <table border="1"> <tr> <td><b>Construction Contractor</b> Issue Second Notice of Completion of the Works or Stage 14 days prior to anticipated Completion</td> <td><b>PMCA</b> No later than 14 days after receiving Second Notice, PMCA is to inspect the Works or the Stage</td> <td><b>PMCA</b> Confirm Works or Stage Completed with Deliver Phase Contractor.</td> </tr> </table>	<b>Construction Contractor</b> Issue Second Notice of Completion of the Works or Stage 14 days prior to anticipated Completion	<b>PMCA</b> No later than 14 days after receiving Second Notice, PMCA is to inspect the Works or the Stage	<b>PMCA</b> Confirm Works or Stage Completed with Deliver Phase Contractor.	<p><b>Issue Completion Correspondence</b></p> <table border="1"> <tr> <td><b>PMCA</b> Issue Completion (including Asset Rollout) Correspondence referring to date of Completion and list any minor Defects requiring rectification</td> <td><b>Project Officer</b> Manage Asset Rollout requirement, nominally within 14 days of completion. The Asset Rollout Pack to be completed for each and every stage of works. Provide Completed Rollout Pack for Notice of Completion Stage.</td> <td><b>Construction Contractor</b> DLP Commencement for Works or Stage - Release First Approved Security for the Works or for each and every Stage, as required by the Contract (nominally within 14 days of Completion).</td> <td><b>Regional Staff and EMOS</b> Contractor prepare for Operation and Maintenance from operation and maintenance information provided above. Amend EMOS contracts as required and access NPOC.</td> </tr> <tr> <td colspan="2"><b>Smart Infrastructure – Submit As-Constructed Metering Strategy and Achieved Construction Waste Recycling and Reuse Percentage</b></td> <td colspan="2"><b>Lessons Learnt</b> LL register updated and provided at project meetings. Send to DPA.</td> </tr> </table>	<b>PMCA</b> Issue Completion (including Asset Rollout) Correspondence referring to date of Completion and list any minor Defects requiring rectification	<b>Project Officer</b> Manage Asset Rollout requirement, nominally within 14 days of completion. The Asset Rollout Pack to be completed for each and every stage of works. Provide Completed Rollout Pack for Notice of Completion Stage.	<b>Construction Contractor</b> DLP Commencement for Works or Stage - Release First Approved Security for the Works or for each and every Stage, as required by the Contract (nominally within 14 days of Completion).	<b>Regional Staff and EMOS</b> Contractor prepare for Operation and Maintenance from operation and maintenance information provided above. Amend EMOS contracts as required and access NPOC.	<b>Smart Infrastructure – Submit As-Constructed Metering Strategy and Achieved Construction Waste Recycling and Reuse Percentage</b>		<b>Lessons Learnt</b> LL register updated and provided at project meetings. Send to DPA.	
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This process commences after the construction has been completed to ensure the effective transition to Service Delivery Division.

### K. CONDUCT HANDOVER & TAKEOVER

<p><b>Handover to Project Officer</b></p> <table border="1"> <tr> <td><b>Construction Contractor</b> Hands Over the Works or the Stage (including keys etc) to CFI</td> <td><b>CFI Officer or appropriately cleared representative of CFI</b> Receives keys</td> <td><b>CFI Officer</b> Confirms Data and Manuals Provided to Service Delivery Division SDD.</td> </tr> </table>	<b>Construction Contractor</b> Hands Over the Works or the Stage (including keys etc) to CFI	<b>CFI Officer or appropriately cleared representative of CFI</b> Receives keys	<b>CFI Officer</b> Confirms Data and Manuals Provided to Service Delivery Division SDD.	<p><b>Handover to Regional Representative</b></p> <table border="1"> <tr> <td><b>Regional Representative</b> Receives keys and provides to the EMOS Contractor.</td> <td><b>Regional Representative</b> Review HOTO Checklist.</td> </tr> <tr> <td colspan="2"><b>WHS - Consideration of WHS Risks for end user</b></td> </tr> </table>	<b>Regional Representative</b> Receives keys and provides to the EMOS Contractor.	<b>Regional Representative</b> Review HOTO Checklist.	<b>WHS - Consideration of WHS Risks for end user</b>		<p><b>Conduct Takeover</b></p> <table border="1"> <tr> <td><b>EMOS</b> Commence Operation and Maintenance</td> <td><b>EMOS</b> Identify Damage and Defects.</td> <td><b>EMOS – If Damage</b> Repair Damage.</td> <td><b>Construction Contractor – If Defects</b> Manage Defects.</td> <td><b>Construction Contractor</b> Complete Post Activity Report as per Contract.</td> <td><b>Security – DSA Service DS&amp;VS</b> will conduct a Compliance Review and provide a Certificate of Compliance for Security.</td> <td><b>PMCA</b> Monitors and confirms all Defects closed out and rectified promptly, extend DLP periods as required.</td> <td><b>Lessons Learnt</b> LL register updated and provided at project meetings. Send to DPA.</td> </tr> <tr> <td colspan="2"><b>CIOG – RICT</b> Regional ICT Passive Compliance Check.</td> <td colspan="4"><b>CIOG – DAY 1 OF DLP</b> CIOG/IPS install active ICT requirements. IPS Conduct ICT User Acceptance Testing and ongoing maintenance.</td> <td colspan="2"><b>Environment - Environment Construction Contractor</b> Complete Post Activity Report requirements of the ECC (usually no later than 2 months after completion)</td> </tr> </table>	<b>EMOS</b> Commence Operation and Maintenance	<b>EMOS</b> Identify Damage and Defects.	<b>EMOS – If Damage</b> Repair Damage.	<b>Construction Contractor – If Defects</b> Manage Defects.	<b>Construction Contractor</b> Complete Post Activity Report as per Contract.	<b>Security – DSA Service DS&amp;VS</b> will conduct a Compliance Review and provide a Certificate of Compliance for Security.	<b>PMCA</b> Monitors and confirms all Defects closed out and rectified promptly, extend DLP periods as required.	<b>Lessons Learnt</b> LL register updated and provided at project meetings. Send to DPA.	<b>CIOG – RICT</b> Regional ICT Passive Compliance Check.		<b>CIOG – DAY 1 OF DLP</b> CIOG/IPS install active ICT requirements. IPS Conduct ICT User Acceptance Testing and ongoing maintenance.				<b>Environment - Environment Construction Contractor</b> Complete Post Activity Report requirements of the ECC (usually no later than 2 months after completion)	
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The final stage of the project once the Defect Liability Period (DPL) has ended.

### L. CONDUCT CLOSURE

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