Procedure  Community Project Proposal

1.07.3

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Assets &amp; Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Manager</td>
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</table>

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Introduction

The community has an important role in helping Council identify and deliver new and/or improvement projects. Bega Valley Shire Council (BVSC) recognises and values the important role and contribution of committees, community groups and volunteers in the management, operation and maintenance of Council infrastructure, civil assets and facilities.

This contribution often includes proposals to repair, refurbish, extend or improve existing infrastructure or assets, or to provide new infrastructure and assets.

BVSC has a number of strategic and operational plans that outline the current and future priorities of infrastructure, civil assets and facilities. For example, Asset Management Plans identify current assets, their condition and when they will need to be replaced. The Long Term Financial Strategy outlines how Council will pay for the replacement or upgrade of those assets.

New proposals for infrastructure, civil assets or facilities, regardless of the project size, that require Council involvement need to be considered in context of all project elements including funding, personnel, procurement, WH&S and ongoing maintenance. It is also important to consider how the proposed works link and add value to other Council projects, particularly the maintenance and replacement of existing assets. All proposals will be reported and/or considered by Council.

Committees, community groups and volunteers often seek funding and grant opportunities to support their project proposal. It is critical that people talk with Officers prior to applying for funding to do work on Council assets. This ensures that the amount being sought is sufficient to complete the works, that internal or other funds are not already ear marked for the project and that there is a level of coordination in applications to prevent already approved projects competing with new projects for the same grants.

This procedure applies to the full spectrum of projects from small scale projects to larger scale, more complex projects (the full Development Application process). This ensures that all relevant project issues are considered and addressed, even if it is a Council project subject to exemption from the formal Development Application process.

Objective

This procedure details how BVSC will manage project proposals by committees and community groups for the development and delivery of community infrastructure, civil assets and facilities.

The objective is to provide a clear and consistent approach for Council Officers, committees and community groups across the broad range of project types, scale, funding sources and delivery methods.

The procedure also provides a framework to ensure all necessary legislative requirements, approvals, standards, issues and safeguards are addressed during the development and delivery of projects. These include:

- Consultation and engagement with stakeholders;
- Planning and technical considerations;
- Environmental, cultural and heritage management;
- Accessibility and fit for purpose;
- Meeting of regulatory and other Standards;
- Procurement and financial management;
- Risk management and Workplace Health & Safety; and
• Approval processes.

Project proposal classification

The scale and the nature of the project proposal will influence how simplified or involved the above procedure will be.

Small scale projects, with low / no technical / heritage / environmental / indigenous / accessibility / stakeholder issues and exempt / not requiring a Development Application will require only an abridge process.

For mid-sized projects with some technical / heritage / environmental / indigenous / accessibility /stakeholder issues the process will be modified accordingly.

Major proposals involving significant Council funding and/or involving complex technical / heritage / environmental / indigenous / accessibility / stakeholder issues and/or requiring a Development Application will necessitate a more involved process.

Typically committee / community projects will be classified as follows:

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<th>Project cost: $5-$50K</th>
<th>Project cost: &gt; $50K</th>
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<td>No / minor issues / risks</td>
<td>Minor Project</td>
<td>Minor Project</td>
</tr>
<tr>
<td>Some minor / medium issues / risks</td>
<td>Minor Project</td>
<td>Medium Project</td>
</tr>
<tr>
<td>Several medium / some major issues / risks</td>
<td>Medium Project</td>
<td>Major Project</td>
</tr>
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</table>

In all cases the same four steps will apply to each project, tailored according to the specifics of the individual project – Project Proposal, Project Development, Project Delivery and Project Finalisation.

A Council contact will be allocated to all projects.
Procedure

The procedure is outlined in the flowchart at Attachment A and consists of the following four steps:

Step 1 – Project Proposal

Submission of a Community Project Proposal form initiates the project for consideration by Council.

The level of information required needs to be sufficient to enable the merits and issues of the proposal to be adequately considered by Officers, before going to Council usually on a quarterly basis. This initial assessment by Officers seeks to minimise wasted effort (or expense) on proposals that may not obtain approval due to funding, planning or other reasons.

Project proposals are to be submitted using the Community Project Proposal Form provided at Attachment A and submitted to council@begavalley.nsw.gov.au

The Community Project Proposal Form is designed to achieve the following outcomes:

• Consistency of procedure, and information required, for all committee and community group initiated community infrastructure, civil assets and facility projects;
• Assist committee and community groups to prepare proposals for Council consideration;
• Minimise the requirement for Council to seek additional information;
• Assist Council to consider the merits of the proposals;
• Prevent work on detailed proposals that cannot proceed (or need to be significantly modified) due to funding, planning, technical or other reasons;
• Identify other funding opportunities for proposals;
• Determine project management and/or project delivery responsibilities by the community group, Council and/or contractors; and
• Consider possible links and relationships with other facilities and programs.

Submission of a Community Project Proposal does not guarantee approval. On occasions projects deemed as suitable, may for a number of reasons including available resources, not be able to proceed in the first instance.

Advice and assistance in the completion of the Community Project Proposal Form is available from Council staff by calling (02) 6499 2222.

Step 2 – Project Development

Project Development is a fundamental step, taking the proposal from a concept / outline, to being fully scoped, designed and documented, with all relevant consultation undertaken, issues addressed and approvals obtained, ready to commence delivery / construction (Step 3).

Subject to the nature of the project, Step 2 may range from very simple all the way to being very involved and include the requirement for a full review of environment factors (REF) and/or Development Application with external agency approvals.

Fully understanding the cost of the project is important and can determine how the timelines of the project. Larger projects may require a Quantity Surveyor to provide accurate whole of project costings, while smaller projects may only need quotes for contractors and/or materials. The value of in-kind support should not be underestimated; however in kind support from people with the required project expertise (designers, builders etc.) does not remove the requirements of REF, DA or other legislative requirements.
The identification and application for funding and grants is a critical stage of the project development. Once the full project costs are understood appropriate funding and/or grant monies need to be identified before a project can proceed.

BVSC staff can provide guidance on the Project Development requirements, as they apply to each project proposal.

The Project Development Checklist provided at Attachment D lists the range of items that BVSC staff will consider in consultation with the Project Manager and community group.

For projects requiring a Development Application the completion of Step 2 is achieved with the issue of the Development Approval and Construction Certificate.

For projects not requiring a Development Application the completion of Step 2 is subject to the completion of an REF if required and Council’s approval.

**Step 3 – Project Delivery**

Project Delivery involves the procurement and construction activities associated with the project. Project Delivery also involves project and site WHS and environmental management.

Prior to commencement of procurement and construction activities, a Project Plan is required that includes details (as a minimum):

- Roles and responsibilities of key personnel involved in the delivery of the projects e.g. Project Manager, Site Manager, Site Safety Officer, Procurement Officer, Volunteer Co-ordinator;
- Procurement procedures (refer to Council Procurement Policy and Procedures);
- Volunteer management (refer to Council Volunteer Policy and Procedures);
- WH&S procedures will meet all legislative requirements as well as Council’s policies and procedures;
- Accessibility requirements;
- Environmental, cultural and heritage management (if applicable);
- Traffic and pedestrian management (if applicable); and
- Quality management (i.e. technical inspection and certification).

The Project Management Plan must be submitted to Council for approval prior to the commencement of any works or procurement of materials.

The Project Plan will address how it is proposed to manage the delivery of the project. This will depend on the nature and complexity of the project, the project delivery methodology (i.e. by BVSC, contractors, volunteers, combination), and the relative skills and experience of the key personnel.

The following is provided as a guide to the typical roles and responsibilities of key personnel during the project delivery stage. Some roles may be carried out by others (e.g. BVSC staff or contractors), some roles may be carried out by one person or multiple persons, and some roles may not be required at all.

**Project Manager**

The Project Manager is responsible for the delivery of the project in accordance with the project plan and has overall responsibility of all aspects of the project. While some of these responsibilities may be delegated and performed by other key personnel, as listed below, the Project Manager is still ultimately responsible to ensure these roles are being performed in a timely and responsible manner.
The Project Manager needs to have general project management, administration and coordination skills to perform this role. The role does not necessarily require technical / trade / construction skills, however this is an advantage.

The Project Manager’s specific roles include:

- Principal point of contact for the project;
- Management and coordination of the project through the whole development and delivery process i.e. the 4 steps of this procedure;
- Administration, documentation, reporting and acquittal of the project;
- Delivery of the project on time, to budget and to specification (i.e. quality); and
- Ensure all relevant insurances are in place and current.

**Site Foreman/Construction Manager**

The Site Foreman / Construction Manager are responsible for the technical / construction / physical delivery of the project on site.

Dependent on the nature of the project it is preferable that the Site Foreman / Construction Manager have a relevant trade / construction background.

**Safety Officer**

The Safety Officer is responsible for all safety aspects of the project. The safety officer should have an understanding of all relevant legislative obligations in relation to work health and safety as well as the ability to assist the Project Manager in ensuring (as reasonably practicable) that the project does not put at risk the health and safety of any person.

Dependent on the nature of the project it is preferable that the Safety Officer has relevant experience, qualification or competency in managing the specific WHS issues that relate to the project.

Refer to Council’s WHS Policy and Procedures for specific roles. In addition they will include:

- Documenting safe systems of work;
- Conducting site inductions;
- Ensure workers have appropriate skills, experience, current licences and certifications; and
- Ensure site safety management plans are in place.

**Volunteer Coordinator**

Responsible for the coordination and administration of all volunteer workers associated with the project.

Refer to Council Volunteer Policy and Procedures for specific roles.

**Procurement Officer**

Responsible for all procurement, purchasing and financial aspects of the project.

Refer to Council Procurement Policy and Procedures for specific roles.

**Step 4 – Project Finalisation**

Project Finalisation involves the important “housekeeping” aspects of the project, including inspection, handover, financial acquittals, documentation (i.e. instruction manuals and warranties), Council asset register actions etc.

A Project Finalisation Checklist is provided at Attachment E.
Procedure Management

BVSC staff can assist community groups in the development of proposals and progressing projects throughout their development and delivery.

Each project will be allocated to a Council Officer on submission who will become the groups contact point for the proposal.

Attachments

A  Project Proposal, Assessment & Delivery Flowchart
B  Community Project Proposal Form
C  Project Assessment Checklist
D  Project Development Checklist
E  Project Finalisation Checklist
F  Community Project Proposal Application Form
Attachment A: Project Proposal, Assessment, Delivery and Finalisation Flowcharts

**Project Proposal**

1. Inquiry/Community Interest
2. Submission of Community Project Proposal Form
3. Assessment of proposal by Council Officer
   - Additional information required
     - Yes
     - No
4. Presented to Council with Officer recommendation
   - Additional consultation required
     - Yes
     - No
5. Advise community group of Council decision
6. Contact with community group
   - Yes
Project Delivery

REF Approved

Yes

Yes

Yes

DA Submission approved

Yes
Procedure 1.07.3 Community Project Proposal
Version: 4
Issued: 7 January 2019
Next review: November 2020

1. Project ready for implementation
2. Develop detailed project plan/documentation including compliance with policies/consent conditions and communications plan
3. Confirm who is to do the works
   Procurement policy will apply
4. Tender
   - Yes
   - No
5. Construction team/Manager appointment
6. Finalise start date/timelines
7. Deliver project

Tender documents/advertise
Project Finalisation

1. Project delivered
2. Work through Project Finalisation Checklist/DA consent requirements (if applicable)
3. Rectify faults and issues
4. Official opening / handover
5. Add to Council asset register
Attachment B - Community Project Proposal Application Form

To download a fillable copy of the form please click on this link: Community Project Proposal Form
## Project Assessment Checklist

All proposals will be assessed by Council Officers and a recommendation made to Council on a quarterly basis.1

### Project Classification

The project proposal is identified as a Minor Project / Medium Project / Major Project.
- The overall project proposal value is

### Strategic Planning

- The proposal links to a Council adopted strategy
- The proposal links to an AMP
- The proposed works are already on Council’s workplace
- Budget has been allocated for proposal works

### Community Partnership

- Community group involved in proposal
- Council has successfully previously worked with the group
- Community group has relevant skills, background to undertake project
- Funding has been secured for proposed works
- Funding is required from Council for proposed works

### Legislative/Industry Upgrade

- Proposal based on change to legislation (regulation or industry standard)
- Evidence of requirement for proposed work
- Peak or Regulatory body involved

### Risk

- Proposal based on risk or safety factor
- Proposal due to incident that occurred
- Risk assessment has been completed and included with proposal

### Other mitigating factors/Issues to be considered

Click here to enter text.

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1 Projects that are time sensitive due to risk and safety, funding opportunities or other unforeseen events may go to the next possible Council Meeting or approved under delegation of the General Manager within existing financial delegation limits. Any project approved under delegation will be reported to Council in the next quarter.
## Project Development Checklist

### Design and Specification

Ensure design and specification is developed and detailed to an appropriate level to ensure it can be (1) accurately quoted on and (2) actually built/constructed. In preparing the design and specification the following should be included:

- Compliance with relevant Australian Standards, Building Code of Australia, BVSC Standards etc
- Life cycle/whole of life/operation/maintenance considerations
- Allowance for future expansion/multi use/change of use
- Constructability

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>N/A</th>
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<td>Compliance with relevant Australian Standards, Building Code of Australia, BVSC Standards etc</td>
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<tr>
<td>Allowance for future expansion/multi use/change of use</td>
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<td>☐</td>
</tr>
<tr>
<td>Constructability</td>
<td>☐</td>
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### Other Technical Considerations

The detailed development of the project may need to include the following:

- Site survey
- Geotechnical investigation
- Engineering services (location, capacity and connections)
- Underground engineering service locations/dial before you dig (if project involves investigation)
- Statement of Environmental Effects/Review of Environmental Factors (REF)
- Heritage assessment
- Indigenous assessment
- Access for all assessment
- On site sewerage management plan
- Asbestos assessment
- Bushfire assessment

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Site survey</td>
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<tr>
<td>Geotechnical investigation</td>
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<td>Underground engineering service locations/dial before you dig (if project involves investigation)</td>
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<td>Statement of Environmental Effects/Review of Environmental Factors (REF)</td>
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<td>Heritage assessment</td>
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<td>Indigenous assessment</td>
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<td>Access for all assessment</td>
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<td>☐</td>
</tr>
<tr>
<td>Bushfire assessment</td>
<td>☐</td>
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### Stakeholder Consultations, inputs and approvals

The detailed development of the project may need to include consultation with approval from the following:

**BVSC Internal**

- Planning & Environment Group (planning, environment, heritage, access)
- Review of Environmental Factors
- Development Application
- Council liaison officer confirmed (where DA is required)
- Transport & Utilities Group (engineering, water, waste, roads, civil assets)
- Community, Relations & Leisure Group (halls, cemeteries, parks, recreational grounds, community buildings, communications)

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<th>Requirement</th>
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<td>Review of Environmental Factors</td>
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<td>Development Application</td>
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<td>Community, Relations &amp; Leisure Group (halls, cemeteries, parks, recreational grounds, community buildings, communications)</td>
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### External Agencies

- Essential Energy
- Telstra and other telecommunications suppliers
- Roads & Maritime Services
- NSW Office of Environment & Heritage
- National Parks and Wildlife
- Southern Rivers Catchment Management Authority
- Local Aboriginal Land Council (Eden, Bega & Merrimans)

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<td>Telecommunications suppliers</td>
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<td>Roads &amp; Maritime Services</td>
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<td>NSW Office of Environment &amp; Heritage</td>
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<td>National Parks and Wildlife</td>
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<td>Southern Rivers Catchment Management Authority</td>
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<td>Local Aboriginal Land Council (Eden, Bega &amp; Merrimans)</td>
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### Community Stakeholders

- User groups
- Adjacent property owners/tenants
- Chamber of Commerce/Community Association
- Land care Group
- Friends of..... group

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<tr>
<th>Stakeholder</th>
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<td>User groups</td>
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<td>Adjacent property owners/tenants</td>
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<tr>
<td>Chamber of Commerce/Community Association</td>
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<td>Land care Group</td>
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<tr>
<td>Friends of..... group</td>
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### Project Budget Development

The detailed development of the project budget may need to include allowance for the following:

### Project Development Costs

- BVSC fees and charges (eg DA, headwork’s)
- Supply authority fees
- Consultant fees (eg engineer, architect, heritage, environmental)
- Specialist costs (eg survey, service location, rest inspection, asbestos, electrical, plumbing)
- Preliminary and detailed design costs (quantity surveying)

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<td>Supply authority fees</td>
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<td>Consultant fees</td>
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<td>Specialist costs</td>
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<tr>
<td>Preliminary and detailed design costs</td>
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### Project Delivery Costs

- Preliminary activities (eg demolition, relocation, temporary facilities, signage, advertising)
- Site establishment (eg fencing, signage, traffic/pedestrian management, environmental controls, site amenities, site safety)
- Tradesmen/contractor costs
- Materials costs
- Equipment hire costs
- Consultant/specialist costs
- Furniture and fittings
- Landscaping
- Contingency

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<th>Cost Item</th>
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<tr>
<td>Site establishment</td>
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<tr>
<td>Tradesmen/contractor costs</td>
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<tr>
<td>Materials costs</td>
<td>☐ Yes</td>
<td>☐ N/A</td>
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<tr>
<td>Equipment hire costs</td>
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<td>Consultant/specialist costs</td>
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<tr>
<td>Furniture and fittings</td>
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<td>Landscaping</td>
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<td>☐ N/A</td>
</tr>
<tr>
<td>Contingency</td>
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<td>☐ N/A</td>
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### Program Development

The detailed development of the project program may need to include allowance for the following:
- Approvals and permits (DA – 100 days)
- Long lead time items (eg materials, equipment, specialist contractors)
- In kind support & volunteer labour
- Season (eg wet weather, bushfire, whale watching, tides)
- School holidays/tourist peaks
- Major events (eg shows, festivals, markets)

<table>
<thead>
<tr>
<th></th>
<th>☐ Yes ☐ N/A</th>
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<tr>
<td>Approvals and permits (DA – 100 days)</td>
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<tr>
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## Project Development Checklist

### Practical Completion

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<th>Description</th>
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<tbody>
<tr>
<td>Works are in all “practical aspects” complete-equivalent of DA certificate of Occupancy</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Defect list of all remaining (minor) defects, as at Practical Completion, are documented (prior to Practical Completion, preliminary inspections are conducted and defects/omissions/ incomplete work identified)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Contractor notified of remaining (minor) defects to be rectified prior to final payment</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Release of 50% of retention/security/bank guarantee if applicable</td>
<td>☐</td>
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### Handover

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<tbody>
<tr>
<td>Ensure Contractor/Tradesmen provide all:</td>
<td>☐</td>
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</tr>
<tr>
<td>Keys</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Operating instructions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Guarantees and warranties</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Plant servicing requirements</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Certifications</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>As constructed/built drawings</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>User/Operator/Maintainer training</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All documents are to be passed on to the BVSC contact.</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

### Administrative Actions

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project Manager is to complete the following on Practical Completion/Handover:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Media release/opening ceremony (where appropriate)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Financial acquittal</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Key documentation provided to BVSC Project Officer</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Key lessons learnt documented and provided to BVSC project officer</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The BVSC contact is to complete the following on Practical Completion/Handover:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Asset register updated</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Plans register updated</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Key lessons learnt recorded</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Key documentation filed/archived</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Process improvements actioned where appropriate</td>
<td>☐</td>
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</table>

### Defects Liability Period (DLP)

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Specified on Special Conditions of Contract/Contract Schedules – normally 12 months (minimum 3 months/maximum 3 years)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All defects rectified in “reasonable” period, or by another using retention monies</td>
<td>☐</td>
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</tbody>
</table>
### Final Certificate

**Equivalent of DA Final Certificate**

- Undertake final defect inspection at least one month prior to end of defect liability period to allow sufficient time to get fixed before DLP runs out
- Release of remaining 50% of retention/security/bank guarantee
- Contract finished/Project closed

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake final defect inspection</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Release of remaining 50% of retention/security/bank guarantee</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Contract finished/Project closed</td>
<td>☐</td>
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