DELIVERY PHASE ACTIVITIES Continued – Capital Funds

I. CONSTRUCTION AND CONTRACT MANAGEMENT

- Confirm completion of conditions precedent of access to Site have been achieved by Contractor
- Environment - Gain an Environmental Clearance Certificate (ECC)
- Mobilisation and Site Establishment
- Commence Construction
- Project Officer to 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.

II. COMMISSIONING, COMPLETION & MANAGEMENT

- Construction Contractor
  - Issues First Notice of Completion of the Works or Stage (28 days prior to anticipated Completion) and then 14 days prior to anticipated Completion
- Construction Contractor
  - Holds those tests and inspections required by the Contract for the Works or Stage
- PMCA
  - PMCA to inspect
  - No later than 14 days after receiving second notice, is to inspect the Works or the Stage

PMCA Assesses

a) Whether or not the Works or the stage is, complete except for minor Defects:
   (i) which do not prevent the Works or the Stage from being reasonably capable of being used for the intended purpose of the Works or Stage; and
   (ii) which can be corrected without prejudicing the convenient use of the Works or the Stage.

b) Whether or not those tests which are required by the Contract were carried out and passed before the Works or Stage reach Completion?

If Yes to all PMCA to issue Completion (including Asset Rollout) Correspondence referring to date of Completion and list any minor Defects requiring rectification

III. HANDOVER & TAKEOVER

- Construction Contractor
  - Hands Over the Works or the Stage (including keys etc) to CFI
- CFI Officer or appropriately cleared representative of CFI Receives keys
- DS Region
  - Takes over the keys providing them to the EMOS Contractor

IV. CLOSURE ACTIVITIES

- Construction Contractor and/or PMCA
  - Conduct Post Occupancy Evaluation and Report
- PMCA
  - Complete Project Finalisation Report as required by Contract
- Project Officer and Director
  - Review Project Finalisation Report ensuring its completeness. Cross check financials against Defence Records, provide to DGCFI for consideration and recommendation for approval
- Project Officer
  - Final Asset Rollout
  - Not Rejected
  - Project Officer Finalisation and reporting of lessons learnt back to PWC

V. COMPLETION MANAGEMENT

- Management and Administration of Contract, including Variations and Claims
- Conduct regular Project Meetings as agreed in Contract

VI. ICT

- ICT - CIOG Project Manager
  - Install ICT Requirements, User Acceptance, Compliance Certificate and ongoing maintenance

VII. WHS

- WHS - Regional DSA
  - Conduct a Compliance Review and provide a Certificate of Compliance for Security.

VIII. Security

- Security - Regional DSA
  - Regional DSA will conduct a Compliance Review and provide a Certificate of Compliance for Security.

IX. Project Officer

- Manage Asset Rollout requirement, nominally within 14 days of completion. The Asset Rollout Pack to be completed for each and every stage of works.

X. DLP

- 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) DCC advice to be sought.