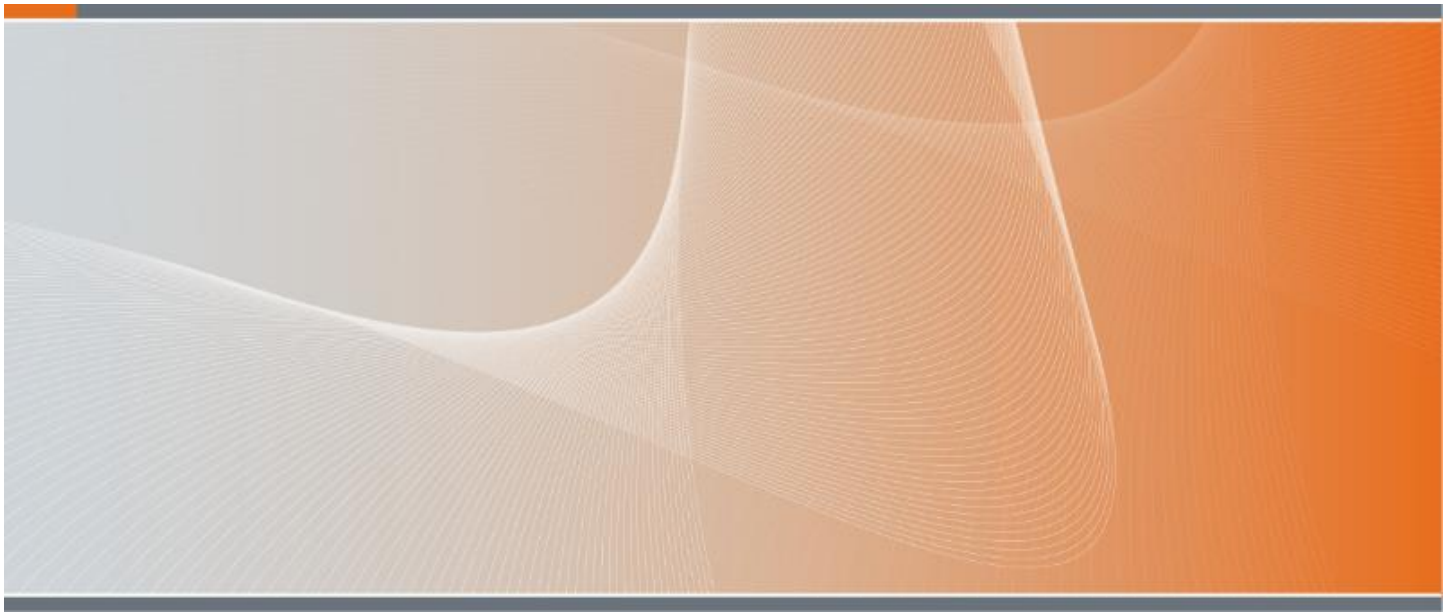
1.1.2 ESTATE APPRAISAL (EA) INSTRUCTION: SCHEDULED EA



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Glossary

Acronym	Name	Acronym	Name
AS/NZS	Australian Standard/New Zealand Standard	EUMS	Estate Upkeep Maintenance Schedule
BM	Base Manager	EU	Estate Upkeep
BCA	Building Code of Australia	FIC	Finance and Investment Committee
CF	Contribution Factor	GEMS	Garrison Estate Management System
CR	Criticality Rating	HRU	Head of Resident Unit
DEPU	Directorate Estate Planning and Upkeep	IMS	Information management system
DEWPO	Directorate Estate Works Program Office	MFPE	Manual of Fire Protection Engineering
DFI	Defence Fuel Installation	N/A	Not Applicable
E&IG	Estate & Infrastructure Group	O&M	Operation and Maintenance
EA	Estate Appraisal	PBSM	Performance-based or scheduled maintenance
EMOS	Estate Maintenance and Operation Services	WO	Work Order
ERAT	Estate Risk Assessment Tool	WHS	Workplace Health and Safety
ERIM	Estate Register Information Model		

Contents

1 Context

1.1 Purpose of this Instruction

1.1.1 The intent of this instruction is to detail the process for undertaking Scheduled Estate Appraisal (EA) activities in accordance with the EA Framework. Scheduled EAs are physical appraisals scheduled during EA Planning to meet appraisal frequency requirements.

1.1.2 The EA Framework supports the Defence Estate Strategy 2016/36 and operates within the One Estate Framework. The EA Framework describes the EA Process, recognising that EA is an integral part of Defence's overall estate management approach, as illustrated in **Error! Reference source not found.**.

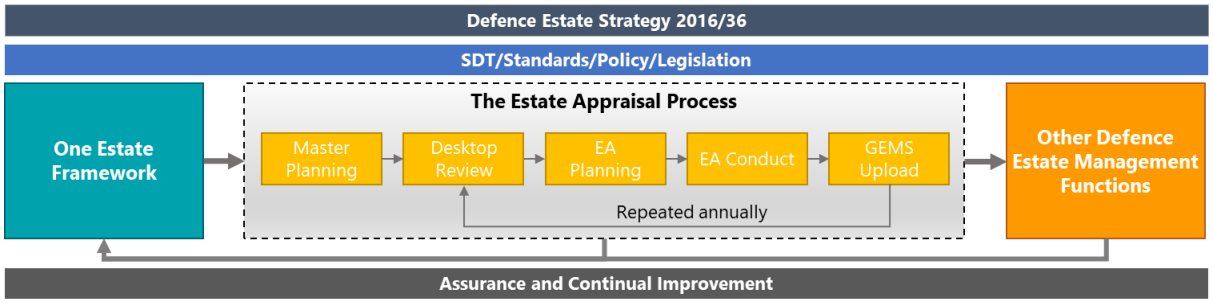

Figure 1 The EA framework and interfaces with other estate management functions

1.1.3 The EA Policy, the EA Plan and the EA Instructions (of which this document is one) are collectively referred to as the EA Framework, which describes how EA is to be carried out across the Defence Estate. The hierarchy of these documents is shown in Figure 2.

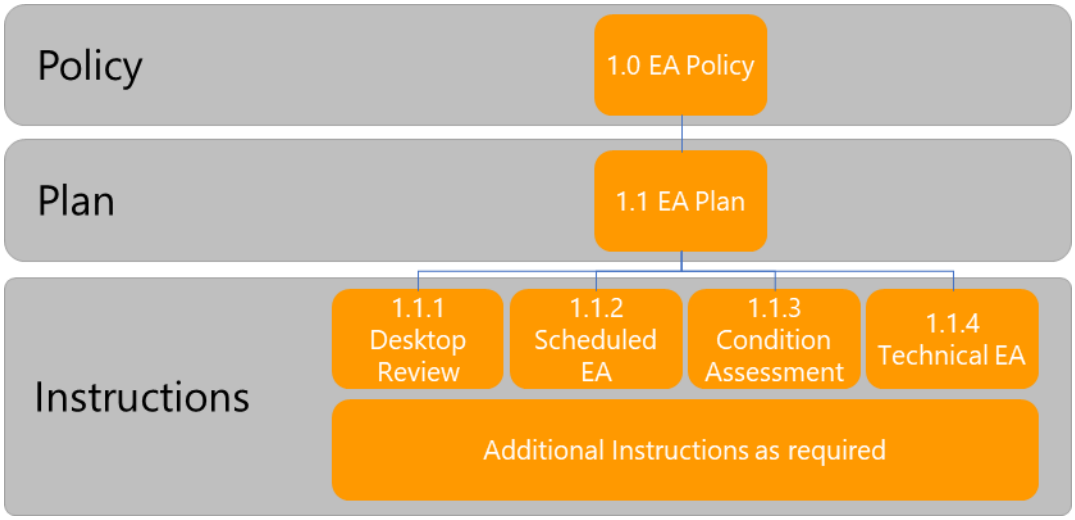

Figure 2 The EA Framework

1.1.4 The EA Framework consists of the:

- EA Policy – which provides the context and principles of EA in Defence;
- EA Plan – which clarifies roles and responsibilities, identifies stakeholder management outcomes and presents the overall broad process for how EA is to be undertaken and the outcomes expected; and
- EA Instructions (of which this document is one) – which provide detailed instructions specific to an asset class or type of appraisal where required. This

can include where legislation relates to a specific asset type resulting in additional appraisal requirements.

1.1.5 Scheduled EA is a physical appraisal on all items on the estate (as per the Estate Register Information Model (ERIM)) in accordance with frequency and scope requirements prescribed in legislation and the *1.1 EA Plan*. These appraisals are scheduled during the Plan EA activity, also described in the *1.1 EA Plan*.

1.2 Scope of Scheduled EA

1.2.1 Scheduled EA applies to all assets which do not undergo any Performance Based or Scheduled Maintenance (PBSM). This contrasts the Condition Assessments which apply to equipment and infrastructure that undergo PBSM.

1.2.2 The intent is that Scheduled EA will capture appraisals for all assets that are not appraised through Condition Assessment during maintenance, or through Appraisals by Others. The scope, requirements and relevant instructions for other appraisal types are outlined in *1.1 EA Plan*.

1.2.3 As a guide, Table 1 below, outlines the typical estate classes under the ERIM which fall under either Scheduled EA or Condition Assessment.

Table 1 Estate Class 1 scope for Scheduled EA and Condition Assessment

Scheduled EA	**Condition Assessment**
Building	Equipment
Hazard	Equipment System
Land Parcel	Infrastructure
Land Space	Infrastructure System
Level	
Precinct	
Property	
Space	
Equipment*	
Equipment System*	
Infrastructure*	
Infrastructure System*	

* Highlights where there are no PBSM plans

1.2.4 The schedule for Scheduled EA is an output from the annual Desktop review and EA Planning activities, which are described in detail in *1.1 EA Plan* and relevant instructions.

1.2.5 The output from Scheduled EA is estate data uploaded to GEMS for use by wider Defence in the management of the estate.

1.2.1 Scheduled EA is completed by the EMOS contractors and is typically visual only and does not include any intrusive investigations or testing (including non-destructive testing). If the EMOS contractors identify a requirement for an intrusive or specialist investigation, then this should be raised as a Survey and Quote (SnQ) with supporting justification to DEPU. Depending on the urgency of the remediation, the SnQ should only be to conduct an investigation to identify the issue, and not to perform any remediation.

1.2.2 The attributes and measuring points described in Section 4 of this document must be collected for each appraisal activity for upload into GEMS. The ERIM contains a detailed definition of the attributes and measuring points.

1.3 Applicability

1.3.1 This instruction is applicable for EMOS contractors and specialist subcontractors undertaking Scheduled EA on elements of the Defence Estate.

1.3.2 A number of elements of the process used for Scheduled EA are also applicable for other appraisal types, such as Technical EA. These are identified in the relevant instructions for these appraisal types. The determination and scheduling of appraisals occur during the EA Planning activity, and the schedule should be retained in GEMS.

1.3.3 This instruction applies to all Defence assets that have appraisals scheduled as part of the EA Planning activity.

1.4 Relevant EA Instructions

1.4.1 Due to the different properties and appraisal requirements of some asset types, specific guidance is provided for relevant estate classes in the EA Instructions included as Appendix 5 to *1.1 EA Plan*. These instructions include appraisal requirements for Natural Assets, Linear Assets, Training Areas and others as listed in Appendix 5.

2 Scheduled EA Approach

2.1 Approach

2.1.1 The core activity of the assessors is to determine the current condition, functionality and compliance of an asset or system. The EMOS contractors may also identify the requirement to raise a work order to address deficiencies identified as part of their assessment. Depending on asset criticality and the deficiencies impact on safety and capability of the establishment, either an Alternate Proposal (AP) or ZM03 work order should be raised. Detailed information on when an AP or ZM03 is to be raised is described in Section 2.7 and Section 6 of the *1.1 EA Plan*.

2.1.2 Conduct of Scheduled EA under this instruction consists of:

- Mobilisation – engage stakeholders, provide relevant information and coordinate the conduct of the physical appraisals;
- Conduct EA – identify changes to estate data (attributes) and detail work orders for rectification and mitigation actions; and
- Report and Upload to GEMS – report against the EA Schedule and provide updated estate data for upload to GEMS.

2.1.3 Scheduled EA consists of a number subprocesses, as shown in Figure 3.

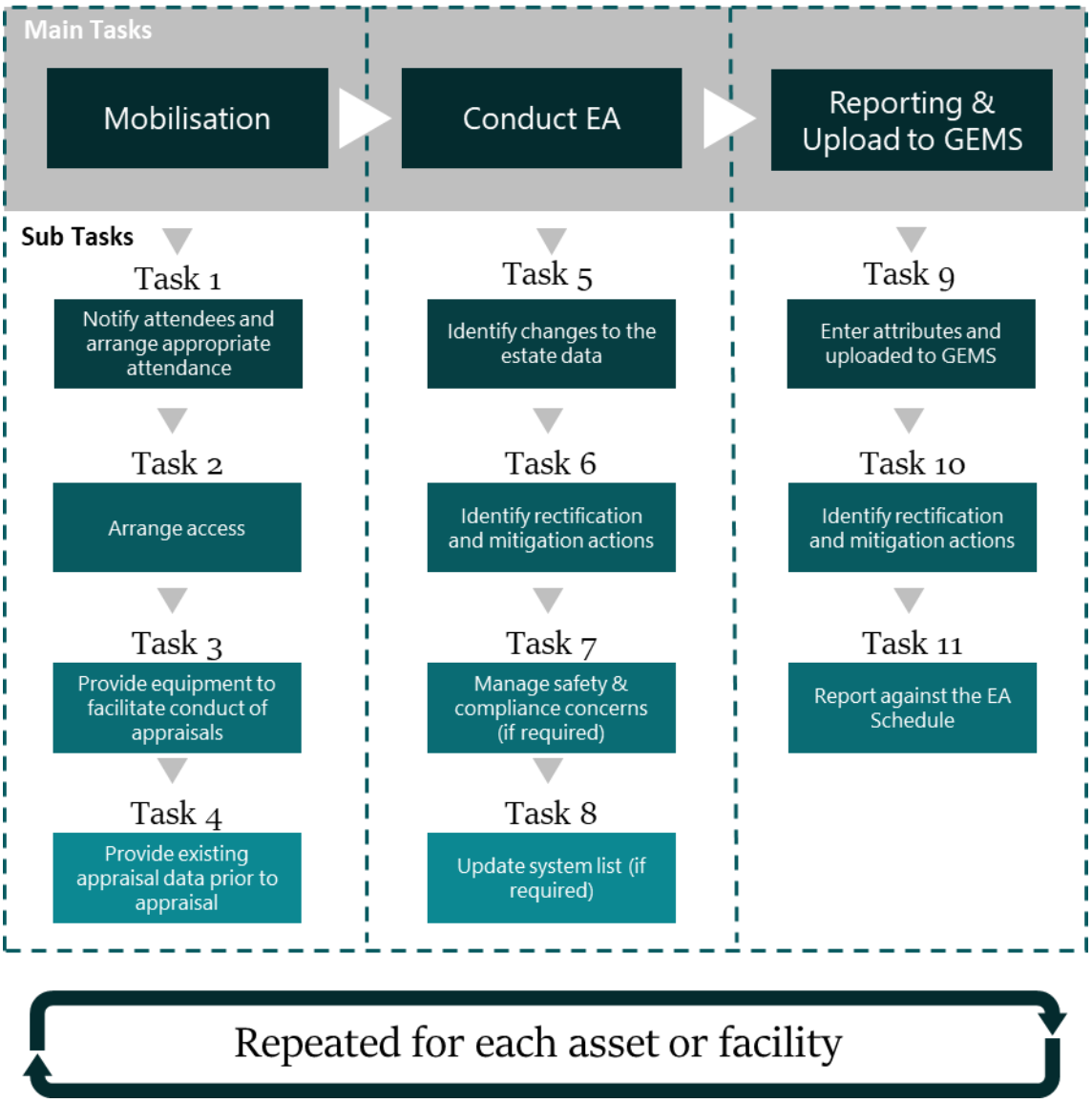

Figure 3 The Scheduled EA process

2.2 Deliverables

2.2.1 The primary inputs and outputs for Scheduled EA activities are outlined in Table 2.

Table 2: Scheduled EA deliverables list

Program	**Artefacts**
Inputs	▪ EA Master Planning ▪ Appraisal Plan ▪ Asset information, including maintenance and performance history ▪ Existing asset appraisal data
Outputs	▪ Collection of EA attributes and measuring points ▪ Work orders ▪ Alternate Proposals for issues that have an immediate impact on capability or safety ▪ SnQ for additional investigations (if required) ▪ EA Schedule reporting

2.3 Process Enablers

2.3.1 There are a number of enablers for the conduct of Scheduled EA, including information inputs, personnel qualifications and systems.

2.3.2 Information inputs to Scheduled EA include:

- EA Master planning – 4- to 8-year master plan to align EA activity to the needs of capability managers and their own maintenance activities, including a longer-term schedule of EA activity describing the mix of ongoing Condition Assessments, annual desktop reviews and prescribed frequency physical appraisals. This exercise will contribute to a risk-based prioritisation of EA;
- Desktop Review – confirmation of changes occurring on the estate and their impact on asset existence and usage for incorporation into EA Planning. The Desktop review should confirm criticality rating, target condition, target functionality and fitness for purpose;
- Appraisal plan – schedule of EA activity that incorporates the inputs from master planning and Desktop reviews;
- Asset information – including maintenance history, incidents and compliance requirements. This includes information in EMOS contractors' own Information Management System (IMS) and GEMS;
- Existing appraisal data – existing attributes to be provided for review against the current state of the asset, including all attributes for appraisal and work orders from previous appraisals; and
- Standards and legislated requirements – applicable documents for compliance assessment based on asset type (ERIM), including Defence policy, heritage and environment and training area management plans, risk registers, applicable legislation and manufacturers specifications.

2.4 Resources

2.4.1 Personnel are required to be suitably qualified for conducting Estate Appraisals, including:

- Hold knowledge and expertise on asset classes where there are compliance requirements;
- Have undertaken professional development to enable the appropriate conduct of EA as per appraisal requirements; and
- Have undertaken professional development to understand the use of contractor systems.

The professional development framework for EA is described in *1.1 EA Plan*.

2.4.2 Where suitably qualified personnel are not available or specific expertise is required on individual asset classes, the EMOS contractors are to procure suitably qualified subcontractors.

2.4.3 EMOS contractors' IMS required to manage estate data and upload appraisal outputs to GEMS.

3 Instruction Process Detail

3.1 Mobilisation

3.1.1 Notify stakeholders and arrange for appropriate attendance in support of the appraisal:

- Issue stakeholder notification to base stakeholders. Relevant stakeholders are to be provided with the opportunity to input to appraisal activities, including providing feedback on asset performance and fitness for purpose;
- All parties required to support effective and comprehensive Scheduled EA are to be notified with adequate notice prior to undertaking the appraisal, nominally ten (10) business days. For example, this could include operator or maintainer contractors familiar with the performance of the asset.
- Notify required attendees for asset types that have mandated support requirements. These include, but are not limited to:

Table 3 Required attendees for Defence asset types

Asset Type	**Attendees**
Defence Health facilities	Joint Health Command
Defence Catering facilities	MSP Catering Contractor
Defence HV/LV assets	HV Network Controller
Defence Fuel Installations	Defence DFI Operating Agent & FSB
Defence Explosive areas	Thales / BAM
Defence Accommodation facilities	EMOS Housekeeping
Defence Restricted Land Spaces	BGIS Land Management

3.1.2 Arrange access:

- Coordinate with Base support staff or estate and Facilities staff, as required. This should include Base Manager, HRUs and capability manager as relevant. This is of particular importance for Highly Critical and Critical assets where disruption to services or activities is to be avoided.
- Coordinate access to assets where required directly with the building occupants or HRU's; in most cases, not with the BM as schedules, access availability and POC's change frequently with little warning.
- Some facilities or hazardous areas require pre-arranged access times or swipe access. Access is to be arranged before appraisal. Where access cannot be arranged for the scheduled appraisal, the appraisal is to be rescheduled in consultation with the EA Manager and Base support staff. The EA Schedule may be adjusted to backfill appraisals where there is a need to maintain the overall schedule.

3.1.3 Provide equipment to facilitate the conduct of appraisals:

- Confirm Health & Safety approach and Safe Work Method Statement, organise PPE, training and access using specialist support where necessary; and

- Where internal resources are not appropriate, available or applicable, procure and manage specialist assessments in accordance with the agreed EA schedule.

3.1.4 Provide existing appraisal data before the conduct of the appraisal:

- Outcomes of the annual Desktop review, as described in Section 2.3.2;
- Asset information, as described in Section 2.3.2;
- Existing appraisal data, as described in Section 2.3.2, including maintenance and performance history, to identify any history of defects that need to be assessed; and
- Standards and legislated requirements, as described in Section 2.3.2.

3.2 Conduct EA

3.2.1 Carry out the assessment for the selected assets to identify changes to the estate data, with consideration that:

- Appraisals are to be conducted in accordance with the guidance for specific assets types and locations, as detailed in the EA Instructions described in 1.4;
- Scheduled EAs are visual appraisals only. Knowledge of assets performance and maintenance history is to be applied from the assessment of records described above and engagement of relevant stakeholders; and
- Appraisal attributes are outlined in Section 4. Estate Profile Ratings Instructions for appraisal attributes are detailed in Appendix 9 of *1.1 EA Plan*.

3.2.2 Identify rectification and mitigation actions aimed at resolving the gap between target performance standard and the observed performance profile. Existing rectification and mitigation actions are to be reviewed and updated. These are captured as either Alternate Proposal (AP) or ZM03 work orders. depending on the criticality of the asset and its impact to safety and the capability of the establishment. Detailed information on when an AP or ZM03 is to be raised is described in Section 2.7 and Section 6 of the *1.1 EA Plan*.

3.2.3 The EMOS contractors may also identify the need for a more detailed, intrusive or specialist investigation. If this is the case, it should be raised as a Survey and Quote (SnQ) with supporting justification to DEPU. Depending on the urgency of the remediation, the SnQ should only be to conduct the investigation to identify the issue, and not to perform any remediation.

3.2.4 Manage safety and compliance concerns (if required). The assessor is to use Work Health and Safety (WHS) Legislation as the overarching guidelines in addressing health & safety concerns on site, followed by EMOS WHS management processes. Broadly, this should consist of:

- Where there is an immediate safety or compliance concern with the condition of an appraised system, the system will first be made safe with subsequent work to be identified;
- Identify to building occupants and person immediately in control of the site;
- Escalate to BM; and
- Notify the EA Program Manager within the required notice period.

3.2.5 Additional risk dimensions are to be captured as part of the appraisal. Risk dimensions are as per the Estate Risk Assessment Tool (ERAT), and treatment of risks is detailed in *1.1 EA Plan*. Risk dimensions include capability, legislative compliance, environment and heritage, Financial efficiency, personnel and reputation.

3.2.6 Update system list (if required) where there are additional assets or missing assets:

- Confirm that the in-scope assets for appraisal exist and record any missing or additional assets;
- Where in-scope assets for appraisal do not exist or are made redundant, record these systems and inform the relevant stakeholder in-charge of the asset, and the GEMS team;
- If additional assets not captured in GEMS are identified, then asset attributes are to be captured, as per the EA Data Model, and EA is to be conducted on the asset. Asset attributes are to be captured by determining the asset class, looking up attributes required for the asset class (i.e. GEMS descriptors, e.g. size, length, finish, other), capturing the relevant attributes, then conducting EA on the asset. The assets are to be added to GEMS, including the captured attributes and appraisal outputs.

3.2.7 If the EMOS contractors identify an issue which will have an immediate impact on the operation of the facility in terms of safety or capability, then an output from the scheduled EA activity should be an Alternate Proposal (AP) for DEPU's determination and approval. DEPU will make an appropriate determination which may be that the works should be submitted in the EWP, in which case the EMOS contractor must submit a work order.

3.3 Reporting and Upload to GEMS

3.3.1 Enter attributes and upload to GEMS (as per Attributes list in Section 4)

- Information management is key to the success of the EA function as the Estate Data is pivotal to the management and maintenance of the Defence Estate; and
- The assessor is to manage EA information in accordance with the requirements of the EA Policy and ensure that it is collated in a format suitable to upload into GEMS. Appraisal Attributes as per the EA Data Model in Section 4 are to be presented in a format ready for upload to GEMS.

3.3.2 Completion of scheduled physical appraisals is to be reported against the EA Schedule and provided for upload to GEMS.

3.3.3 Report on Scheduled EA activity to meet reporting requirements. Ongoing reporting on Scheduled EA outcomes is required as per EA Reporting requirements outlined in *1.1 EA Plan*.

4 Attributes and Measuring Points

4.1 Attributes and measuring points for collection

4.1.1 The attributes and measuring points described in Table 4 must be collected for each physical appraisal activity for upload into GEMS. The ERIM contains the detailed definition of the attributes and measuring points.

4.1.2 Where appraisal of an attribute returns a null result, i.e. where no remedial works are required, positive confirmation of the null result is required to be input to GEMS.

4.1.3 Assessment of compliance is included as a required attribute in Table 4 below. It should be noted that it is not the intent of Scheduled EA to determine overall compliance of Defence Infrastructure against legislation, codes or standards. Assessments of this type are specialised activities that require subject matter expertise and detailed site investigations. The purpose of compliance assessments as part of Scheduled EA is only to determine any potential compliance issues which may require further investigation.

4.1.4 GEMS does not currently allow for the collection of a number of attributes described in the table below, denoted with an asterisk (*). Where the attributes are not yet available in GEMS, the EMOS contractors are requested to capture the relevant information related to these attributes and retain them in their respective IMS to enable a potential future migration to GEMS.

Table 4 Requisite attributes and measuring points to be collected as part of Physical Appraisals

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
Asset Identification *(Note: output value only)*	▪ State	▪ State	▪ *See ERIM*	▪ *See ERIM*
	▪ E&IG Region	▪ E&IG Region		
	▪ Establishment ID	▪ E&IG Region		
	▪ Major Base/Site in Establishment ID	▪ This field has been developed for the FIP RPM. The purpose is to link a major base with its associated properties and other properties addressed as part of the major base.		
	▪ Major Base/Size Population	▪ This field has been developed for the FIP RPM. It is the population size of the major base/site in the Establishment ID (where there is a major base/site)		
	▪ Property Name	▪ Property Name		
	▪ Asset ID	▪ Asset Identification Number (mapped to current Structure)		
	▪ Asset Name	▪ Asset Name (mapped to current Structure)		
	▪ Estate Class	▪ IAW BCA		
	▪ Current Use	▪ Current Use of Asset		
	▪ Service/Group	▪ This field has been developed for the FIP RPM. It is the Service/Group, which is the largest occupant at the major base/site in the Establishment ID (where there is a major base/site). Categories used in the FIP RPM are		

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
		Navy, Army, Air Force, Joint, Training Areas and Ranges, Reserve and Cadet or Leased.		
	▪ Criticality	▪ Measure of the importance of an asset to Defence outcomes (reflects the risk to capability, safety, legislative compliance including Defence security policy, environment and heritage and personnel).	▪ List	▪ 1 – Highly Critical ▪ 2 – Critical ▪ 3 – Support ▪ 4 – General Purpose ▪ 5 – Low Importance
Target Asset Performance *(Note: output value only)*	▪ Condition – Target	▪ Assigned Condition – the standard of condition at which the asset should be performing	▪ List	▪ 1 to 5
	▪ Performance – Target	▪ Assigned Functionality Performance Standard – the standard of performance at which the asset should be performing	▪ List	▪ 1 to 5
Asset Assessment	▪ Condition – Assessed	▪ Assessed Condition - the standard of condition at which the asset is performing	▪ List	▪ 1-5 scale, as described in Appendix 9 to *1.1 EA Plan*. At a high level, the ratings are: o 1 – Maximum. As new, no signs of wear and tear. o 2 – High. Minor signs of deterioration that do not detract from overall appearance or impact on integrity are acceptable. o 3 – Standard. Some deterioration acceptable with non-critical impacts on integrity.

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
				○ 4 – Minimum. Visual appearance unimportant, significant signs of deterioration acceptable. ▪ 5 – Mothballed. The appearance is unimportant, external fabric must only be secure and safe.
	▪ Functionality – Assessed	▪ Assessed Functionality - the standard of condition at which the asset is performing	▪ List	▪ 1-5 scale, as described in Appendix 9 to *1.1 EA Plan*. At a high level, the ratings are: ○ 1 – Maximum: Must be fully functional at all times. ○ 2 – High: Mostly fully functional, minor functional issues are acceptable. ○ 3 – Standard: Some functional issues acceptable. ○ 4 – Minimum: Can be made functional if required. ○ 5 – Mothballed: Not functional/operational.
	▪ Remaining Life – Assessed*	▪ Assessment of remaining functional life (i.e. not design life) to inform refresh or replacement requirements	▪ Numeric	▪ N/A
	▪ Remaining Life – Date assessed*	▪ Date of remaining life assessment to ensure the field is updated correctly over time	▪ Date	▪ Date
	▪ Fitness for Purpose – Assessed*	▪ Accurately reflect the fitness for purpose of the asset to support capability in its current use	▪ List	▪ 1-4 scale, as described in Appendix 9 to *1.1 EA Plan*. At a high level, the ratings are:

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
				○ 1 – Fully Fit for Purpose. ○ 2 – Mostly Fit for Purpose. ○ 3 – Partially Fit for Purpose. ○ 4 – Unfit for Purpose.
	▪ Fitness for Purpose – Change*	▪ Explanation of change of use that has resulted in asset no longer being fit for purpose	▪ Short text	▪ N/A
	▪ Environmental Factors*	▪ Identify where there are environmental effects impact the life of assets, for example, salt in the air or acidity in the ground.	▪ List	▪ Yes/No, as described in Appendix 9 to *1.1 EA Plan*. The environmental factors include: ○ High salinity ○ Extreme Temperature ○ Bushfire Hazard Area ○ Flooding ○ Vibrations ○ Other
	▪ Environmental impact description *	▪ Provide detail of the asset element that is being impacted by the environmental factors and recommendations to address the hazard. If "Other" selected in the Environmental Factors, then provide detail of the Environmental factor here.	▪ Long text	▪ E.g. High salinity environment contributing to corrosion of steel frame – recommend detailed investigation
	▪ Is there a known Compliance issue*	▪ An assessment is made on whether an asset is compliant, with reference to the Building Code of Australia (BCA), Manual of Fire Protection Engineering	▪ List	▪ Yes ▪ No ▪ Not assessed

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
		(MFPE), WHS, environmental and heritage obligations, and any other known compliance		
	▪ Compliance type	▪ If non-compliant, a reference to the Legislation, Regulation, Standard or Policy to which the current state is non-compliant.	▪ Short text	▪ E.g. BCA, MFPE, WHS, MIEE, etc.
	▪ Non-compliance Description	▪ If non-compliant, a description of the non-compliance	▪ Long text	N/A
Prioritisation Calculation *(Note: System Generated)*	▪ Target Condition - Score	▪ Assigned Condition Performance Standard Score - 1 to 5	▪ List	▪ See *Condition – Assessed*
	▪ Target Functionality - Score	▪ Assigned Functionality Performance Standard Score - 1 to 5	▪ List	▪ See *Functionality – Assessed*
	▪ Assessed Condition - Score	▪ Assessed Condition Performance Score - 1 to 5	▪ List	▪ See *Condition – Assessed*
	▪ Assessed Functionality - Score	▪ Assessed Functionality Performance Standard Score - 1 to 5	▪ List	▪ See *Functionality – Assessed*
	▪ Condition	▪ Difference between Assigned and Assessed	▪ Numeric	▪ N/A
	▪ Functionality	▪ Difference between Assigned and Assessed Functionality	▪ Numeric	▪ N/A
	▪ Value for Money Consequence - Score	▪ Impact of Delaying Work Score - 1 to 5	▪ Numeric	▪ [Require description of these 1-5 values from GEMS or EMOS]
	▪ Risk Impact	▪ The sum of the weighted differing (delta) scores for integrity and Compliance and the raw scores for	▪ Numeric	▪ N/A

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
		impact on non-compliance and Value for Money		
	▪ Prioritisation Score	▪ Weighted risk impact - Integrity, Functionality, Compliance and Value for Money to add to 100%	▪ Numeric	▪ N/A
	▪ Asset Impairment*	▪ Asset Impairment calculation for input to FIC	▪ Numeric	▪ Dollar figure ($)
Work Order Information	▪ Reason	▪ Reason for Work Order	▪ Short text	▪ E.g. maintenance, change in capability, change in compliance or end of life replacement
	▪ Proposed Action / Trade Type	▪ Operational solution, responsive maintenance, or nomination of trade type	▪ Short text	▪ Sentence of what the work entails
	▪ Description	▪ Description of Work to be Performed (free text)	▪ Long text	▪ Description of work ▪ Risk assessment ▪ Commentary *(note that this requires confirmation from DEPU)*
	▪ Intended Year	▪ Description of Work to be Performed (free text)	▪ Numeric	▪ Year
	▪ Planned Cost	▪ Approximate Cost of Work (+/- 50%)	▪ Numeric	▪ Cost ($)
	▪ Low design and complexity*	▪ The remedial work is considered a typical activity for a suitably qualified tradesperson. The delivery of the remedial activity will pose little to no disruption to operations	▪ List	▪ Yes ▪ No

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
	▪ Asset Requires Significant Capital Works	▪ For consideration as a stand-alone project or included in the next midterm refresh or base redevelopment project - generate a report for EP Branch (DEIP and the planning directorates)	▪ List	▪ Yes ▪ No
WHS Assessment	▪ Is there a Safety Impact?	▪ Hazard and risk assessment of the Estate to clearly understand the risk to workplace health and safety and identify any deficiencies	▪ List	▪ Yes ▪ No
	▪ Potential Hazard	▪ What is the potential hazard?	▪ Long text	▪ N/A
	▪ Potential Harm	▪ What harm can the hazard cause?	▪ Long text	▪ N/A
	▪ WHS Consequence Rating	▪ Consequence of identified safety hazard	▪ List	As per ERAT: ▪ Severe ▪ Major ▪ Moderate ▪ Minor ▪ Negligible
	▪ WHS Likelihood Rating	▪ Likelihood of identified safety hazard occurring	▪ List	As per ERAT: ▪ Almost Certain ▪ Likely ▪ Possible ▪ Unlikely ▪ Rare
	▪ Risk Level	▪ System generated based on risk matrix	▪ List	As per ERAT – 'Low (30)' to 'Very High (2)'
Risk Assessment*	▪ Is there a Risk Impact to:	▪ Across the risk dimensions described in the ERAT.	▪ List	▪ Defence Capability ▪ Legislative Compliance

Outputs	Attributes and measuring points	Description	GEMS Data Format	GEMS Data Values
				▪ Environment and Heritage ▪ Financial Efficiency ▪ Personnel ▪ Reputation
	▪ Potential Hazard Description	▪ What is the potential hazard?	▪ Long text	▪ N/A
	▪ Consequence Rating	▪ Consequence of identified hazard	▪ List	As per ERAT which contains descriptors for each risk dimension: ▪ Severe ▪ Major ▪ Moderate ▪ Minor ▪ Negligible
	▪ Likelihood Rating	▪ Likelihood of identified safety hazard occurring	▪ List	As per ERAT: ▪ Almost Certain ▪ Likely ▪ Possible ▪ Unlikely ▪ Rare
	▪ Risk Level	▪ System generated based on risk matrix	▪ List	▪ As per ERAT – 'Low (30)' to 'Very High (2)'

*** New attributes – not currently available on GEMS**

5 Stakeholders

5.1 Stakeholders and management requirements

5.1.1 The key stakeholder groups for Scheduled EA, and the importance of these stakeholders, to effectively manage and deliver Scheduled EA is outlined in Table 5 Scheduled EA stakeholder groupsTable 5 below.

Table 5 Scheduled EA stakeholder groups

Stakeholder	Interest
Directorate Estate Planning & Upkeep (DEPU)	Client and sponsor of EA.
EMOS contractors (Spotless, BGIS and Broadspectrum)	Largely responsible for Scheduled EA and Condition Assessment and provision of EA data to enable wider estate management activities. EA data may also be used by the EMOS contractors themselves to enable preventative maintenance activities.
Base Managers (BMs),	BMs provide site-specific knowledge at each location and may attend the appraisal entry and exit briefs. The BMs are also actively engaged by the EMOS contractors as part of the Desktop reviews during which several attributes such as fitness for purpose and criticality ratings are determined.
E&IG Zone Estate Management and Planning (EM&P)	The EM&P team are local subject matter experts and provide Zone and location specific planning advice and information for the development of base plans. EM&P staff also provide information on Estate planning, development and compliance advice. The EM&P team are the co-chair of the Desktop review workshop alongside the EMOS contractors. The EM&P team are to be actively engaged by the EMOS contractors as part of the Desktop review during which several attributes such as fitness for purpose, criticality ratings and risk assessments are determined.
Head of Resident Units (HRUs)	The HRUs are required to provide access to individual buildings, attend site visits in their respective areas and highlight any building issues that they know. They will also be invited to attend entry and exit briefs. HRUs are also actively engaged by the EMOS contractors as part of the Desktop reviews during which a number of attributes are determined, such as fitness for purpose and criticality ratings.
NPS Contractors	Receive work orders raised by the EMOS contractors. They are responsible for bundling and programming works for the delivery of the PDS contractors.
Senior Australian Defence Force Officer (SADFO)	The ADF authority for Base Orders, Instructions and Plans, and is primarily responsible for the delivery of base capability and compliance.

5.2 Stakeholders for specific estate elements

5.2.1 Some asset types have mandated support requirements, and the associated stakeholders must be notified or attend appraisals. These stakeholders are described in Section 3.1.1.