EWP & EMOS

(R) Responsible authorities are those who manage the activity

(A) Accountable authorities are those who are charged with making 'the final decision' and who have ownership of the activity

(C) Consulted authorities are those who are consulted before and during the activity

(I) Informed authorities are those who are informed before, during and/or at the end of the activity

Note SME list is not limited to listed

	Base Manager	Estate Management & Planning	Environment & Sustainability	Stakeholder / Contact details in requirement	Project Support Services	EMOS Manager	EMOS Estate Appraisal	PDS/EMOS (Project Manager)	NPS (Program Manager)	SME WH&S SDD Staff	SME CIOG	SME DEEP	SME DS SV	SME Air Field Eng	SME Live Fire Ranges	SME Estate Planning (EP)	Groups & Services	CFI DPP	DEPU/DEWPO/EP/PD/ Other
Liaise with external stakeholder (e.g. State and Local Government, Community Groups), service providers regarding estate planning and stewardship	I	R	R			R					I	I	I	I	I	I			I (PD)
Engage Infrastructure Division for Land Planning and Property Disposals / Acquisitions	C	R	C			C										I			I (PD)
Issue Resolution																			
Support BM to resolve issue locally	C	R	R			R													A (ESD)
Assess issue and Escalate if necessary	A/R	C	I			C			C							I			A (ESD)
Resolve escalation issue	C	C	I			I			C							I			A (ESD)
Policy Development & Implementation																			
Identify requirement to develop or amend policy to support service delivery	C	C	C			C					C	C	C	C	C	I			A/R (PD's)
Stakeholder engagement for policy input that impacts Service Delivery Division	C	C	C			C					C	C	C	C	C	I			A (ESD)
Interpretation and method for policy implementation	C	C	C			C					C	C	C	C	C	I			A (ESD)
DSD/BM Monthly project/planning/issue resolution update	C	R	R																DSD
Annual Cycle/Other																			
Present Estate Works Program Brief annually (cycle commencement)	C	C			I	I			R										A (DEWPO)
Review HRU future/strategic requirements	R	C		R					R								I		A (DEWPO)
Annual Base Reviews	R	C		R	I	I	C		R								I		A (DEWPO)
Zone Annual Review	I	R			I	I		I	R								I		A (DEWPO)
Regional Estate Works Program Forum (REWPF)	C	R	I		C	I		R	R	C									A (DEWPO)
Estate Investment Request (EIR)																			
Support Annual development of EIR	C	C	C	R		C	C		C	C	C	C	C	C	C				A (DEWPO)
Final Review of EIR's submitted by HRU/Sponsor iaw policy	R	R	I	R					C							I			A (DEWPO)
Process (sign/compliant) EIR's throughout the bid cycle iaw policy	R	R		R					R										A (DEWPO)
Estate Appraisal (Desk Top & Physical)																			
Issue scheduled Annual Desk Top & Physical appraisals		C					R		I										A (DEPU)
Conduct EA - Desk Top/Physical	R	C	C	C	C	C	R	C	I	C	I	I	I	I	I				A (DEPU)
Building Criticality Review	C	I		C		I	R				I	I	I	I	I				A (DEPU)
Project Planning																			
Initial grouping of individual EWP recommendations into projects		C					I	I	R								C		A (DEWPO)
Review Project bundles	I	C	I			I	I	I	R								C		A (DEWPO)
Match project releases to budget		I							R										A (DEWPO)
Schedule project releases		I							R								C		A (DEWPO)
Allocate project to delivery agent		I							R								I		A (DEWPO)
Phase 1 – Scope and Feasibility																			
Kick Off Meeting - Project clarification	C	C	C	C	C	C		R	I	C	I	I	I	I	I	I			A (DEWPO)
HOTO - Project Planning and Stakeholder Engagement	I	C	C	I	C	I		R		I	I	I	I	I	I				A (DEWPO)
Phase 1 Scope Endorsement	I	C	I	R				R	R		I	I	I	I	I				A (DEWPO)
Project Variation	I	C		R				R	R										A (DEWPO)
Project Schedule	I	I		R				R	R										A (DEWPO)
Phase 2 – Design																			
Phase 2 - Kick Off Meeting	I	C	C	R	C	C		R	I	I	I	I	I	I	I				A (DEWPO)
HOTO - Design	I	C	C	R	I			R		I	I	I	I	I	I				A (DEWPO)
30% Concept Design Meeting																			
30% Review Meeting	I	C	C	R	C	C		R	I	I	I	I	I	I	I				A (DEWPO)
Site Selection Board	C	C	C	C				R								R			A (EP)
Project Schedule	I	I		R				R	R										A (DEWPO)
90% Final Design Meeting																			
Project Schedule	I	I		R				R	R										A (DEWPO)
Tender Board (by exception only i.e. High Profile/Sensitivity/Complexity/Defence Risk)																			
90% Review Meeting	I	C	C	R	C	I		R		I	I	I	I	I	I				A (DEWPO)
Phase 2 Endorsement to proceed		C		R				R	R		I	I	I	I	I				A (DEWPO)
Project Variation		C		R/C				R	R										A (DEWPO)
Project Schedule	I	I		R				R	R										A (DEWPO)
Tender Board Member		C						R											A (DEWPO)
Phase 3 TEBR Endorsement to proceed		C		I				R	R		I	I	I	I	I				A (DEWPO)
Tender Industry Briefing																			
Site Industry Briefings	I	I		I	I	I		R			I	I	I	I	I				A (DEWPO)
Phase 3 – Construction																			
Start-up Meeting	I	C	I	I	I	I		R		I	I	I	I	I	I				A (DEWPO)
Project Variation		C		R/C				R	R										A (DEWPO)
Physical Construction	I	C	I	I	C	I		R			I	I	I	I	I				A (DEWPO)
Weekly/Fortnightly/Monthly Coordination/Control Meeting	I	C H/M/L	I	I		I		R		I	I	I	I	I	I				A (DEWPO)
Project Schedule	I	I		R				R	R										A (DEWPO)
Hand Over Take Over (HOTO)																			
Defects Liability Period (DLP)	I	C	I	I	C	I		R	I										A (DEWPO)
28 days prior to DLP end date, EMOS advised and confirmed their readiness to commence maintenance at the end of DLP	I	C		I	C	I		R											A (DEWPO)
Acceptance	I	R	I	I	R			R	I										A (DEWPO)
Lessons Learned Workshop	C	C		C	I	I		R	I										A (DEWPO)
Post Occupancy / Set to Work Evaluation		I		C	R	R		R											A (DEWPO)
Assurance	R	C	C																A (DEPU)