



DEPARTMENT OF DEFENCE ESTATE & INFRASTRUCTURE GROUP
PHASE 1 Scoping and Feasibility Report
for the delivery of

[PROJECT NUMBER]

[PROJECT TITLE]

Revision	Revision Details	Issue	Prepared By	Approved By
1.0	<i>[SUBMITTED FOR REVIEW?]</i>	<i>[DD/MM/YY]</i>	<i>[INITIALS]</i>	<i>[INITIALS]</i>



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Project Variation Request

This Report **[does / does not]** require a Project Variation Request.

If an RPV is required, complete the RPV template, PDF it, and include it here.

1 Executive Summary

1.1 Recommendations

DEWPO is requested to approve this report while noting:

Delivery Agent recommends that

Insert Project No. Insert Project Title proceed to Phase 2 **OR** the project be cancelled on the basis that: The [full scope can] **OR** [partial scope will] **OR** [no scope will] be delivered.

- Refer to Table 1 for scope inclusions and exclusions. Including those to be reprogrammed as part of the EWP.

The budget is sufficient **OR** not sufficient and requires increase from \$XXX to \$XXX.

- Refer to Section A Fee Proposal for detailed budget breakdown.

1.2 Scope and Budget Review

[It is important that by the end of Phase 1 we have a sufficient understanding of the scope that we can immediately start design at the commencement of Phase 2 or alternatively be able to tender it externally. A summary of the scope should be provided in this section along with confirmation of stakeholder engagement and the detailed scope should be placed in Section C (note this can be the same as the design brief to the designer). Note the stakeholder engagement should extend to the EMP, local units, EMOS and the Product Service Manager (PSM) as required]

The Estate Works Program Project Brief and budget information provided by NPS is provided at Section D. *[provide additional comment i.e. if this brief has been revised due to a previous phase 1 report recommendation – this is because NPS / EPMO has poor version control of revised Project Briefs]*

During the Phase 1 Scope and Feasibility assessment, the project scope as outlined in Table 1 below was reviewed. The purpose of this review was to confirm the scope of each work request.

The details discussions and comments regarding the scope are summarised in Table 1. *[comments against each work request should include but not be limited to; feasibility, stakeholder priority/urgency, validity (has it already been done, or is the building /asset due to be disposed of or vacated?), etc. If site inspection was not possible, please elaborate as to why not in the comment section.]*

Table 1 Scope of Works Review

Work Request Number	Description	Location	Site Inspection Conducted (Y/N)	Estimated Cost

The above scope has been endorsed by the sponsor / key stakeholder as per the Return Brief provided at Section C.



1.3 Key Risks

The above recommendations are made noting the following Key Risks

- "[Risk – insert the most substantial project risks here]"
- "[Adjacent/Overlapping Works]"
- "[Critical Programme/Seasonality restrictions]"
- "[Procurement Issues]"

1.4 Project Summary

[Outline the purpose for this project and brief overview] [Refer to return Brief]

1.5 Fee Proposal and Project Deliverables

Delivery Agent's project deliverables and applicable fees are provided at Section A.

Initial schedule has been provided in Section A which shows this project can / cannot be delivered within the current financial year. Cash phasing for the project are provided at Section A.

Section B outlines the Design Fee proposal.

1.6 Project Stakeholders

Project stakeholders have been engaged on Select date with [correspondence / or meeting minutes] provided at Section E.

1.7 Risk Review

A Risk Register has been developed to track, mitigate and/or close out the identified project risks. The register incorporates the risks to project delivery provided by Defence in the individual work requests provided as part of the project material and subsequent advice gained during meetings held with Regional and Base personnel during Phase 1.

A summary risk register for high risks only is provided at Section F.

Any additional risks that are identified during the project will be added to the Risk Register for discussion, mitigation and formal close-out.

1.8 Smart Infrastructure

A smart infrastructure assessment as required by the Directorate of Energy Efficiency, Environmental Resource Management and Sustainability has been completed and [does / doesn't] apply for this project.

Justification for this project level assessment is provided at Section G.

1.9 Environmental Checklist

An environmental checklist assessment has been completed and agreed by the Regional Environmental

Officer provided at Section H.

2.0 FPOC

The impact on the net personnel and operating costs (FPOC) from the projects contained in this Phase 1 report is not being assessed.

2.1 Contract Change Proposals

[Delete whichever sentence is not applicable]

No EMOS contract change proposals (CCP) are anticipated arising from the projects contained in this Phase 1 report. Or

The following EMOS contract change proposals are anticipated to be required during the delivery of this project and the full details of the CCPs will be assessed during Phase 2:

[insert anticipated CCPs arising from the project – note a CCP is required whenever our works are likely to impact on the normal services provided by the EMOS i.e. if we are refurbishing a building



then the EMOS is no longer required to clean it during the refurb, or if we are doing particular works in a mess then there will be **some change to way in which the EMOS would have to provide meals or if we are building a new facility then the EMOS will need to maintain it going forward.**

Table 2 Contract Change Requirements

	Service	Required
Operational Services	Cleaning and Housekeeping	Yes / No
	Laundry, Dry Cleaning and Treatment	Yes / No
	Security	Yes / No
	Land Management	Yes / No
	Pest and Vermin Management, Control and Treatment	Yes / No
	Waste Services	Yes / No
	Ranges	Yes / No
	Hospitality and Catering	Yes / No
	Fuel Services (OA/MA)	Yes / No
	Reprographics and Printing.	Yes / No
	Sports and Recreation	Yes / No
	Other type of service? (Please list)	Yes / No
Infrastructure	Estate Upkeep	Yes / No

2.2 Site Selection

[Delete whichever sentence is not applicable]

Site selection is not required for any of the projects included in this Phase 1 report. **Or**

Siting has been identified and discussed with the stakeholders for the following work requests and will require a site selection board during Phase 2:

[insert SSB requirements]

[IF applicable – Provide a statement in consideration of other planning approvals external to Defence, such as National Capital Authority / local council (not Commonwealth owned but if leased land)]

2.3 Generated Work Requests

[Delete if not required] (note: if the project is likely to generate and new work requests (i.e. studies, investigations etc) then we will need to include this paragraph detailing the consultant will need to provide those work requests in the appropriate format such as for a phase 2 only consultancy)

Any work requests arising from this project will be provided in a format consistent with Defence requirements including IDS details and an ERAT risk assessment, suitable to populate an Estate Investment Requirement (EIR) form for submission by the project sponsor. These will be detailed in any tender documentation as requisites with their inclusion a condition of acceptance of any deliverables.

2.4 Procurement Review

2.4.1 Design

*[Assumed in house design. If design/technical services are to be provided externally edit this section to **reflect the recommended approach**]*

It is proposed to use Delivery Agent’s in-house professional services to complete the required design components of the works. The design budgets included in the design fee proposal are based on Delivery Agent’s in-house rates and availability of an appropriate design team.



2.4.2 Delivery

[Assumed traditional delivery through open tender. If another approach is recommended please update this section and provide justification as to why that approach is recommended including any commonwealth procurement rules exceptions as required]

Procurement of a Head Contractor to complete the works will be undertaken through a single stage process on AusTender.

[Delete if IBE does NOT apply] In accordance with the Commonwealth Procurement Rules – Exemption 17 it is proposed that the works are delivered by an Indigenous Business Enterprise (IBE) as a single stage Construct only Tender.

This delivery approach has been *[submitted for approval by]* **OR** *[approved by]* DEWPO as per Section I containing the PFAS and PTP criteria.

2.5 Schedule Review

There are no specific schedule constraints or risks for this project identified during Phase 1. **OR**

The following schedule constraints have been identified:

- **Design duration – due to investigation works**
- Seasonal issues impacting when works can take place
- Sponsor Funded Works Funding Endorsement
- **User constraints, decanting**
- Training exercises causing delayed access.... etc]
- **Contamination**
- Refer to Section A outline or schedule.

2.6 Parliamentary Works Committee Notification

Does not apply for this project as the budget is below the \$2 million threshold. **OR**

The project will need to be notified to the Parliamentary Works Committee for consideration by DEWPO. An outline notification is attached at Section J.



Section A

Fee Proposal

Section B

Design Fee Proposal

Section C

Return Brief/ Stakeholder Endorsement

Section D

Estate Works Program Project Brief

Section E

Stakeholder Communications

Section F

Summary Risk Register

Section G

Smart Infrastructure Preliminary Assessment Matrix

Section H

Environmental Checklist

Section I

PFAS and PTP Extract

Section J

PWC Notification

