

## SPONSOR FUNDED WORKS PROCESS

Process Steps	Additional Guidance
<p>1. Sponsoring Group or Service representative drafts an EIR in consultation with Zone EM&amp;P and Base Support Staff.</p>	<ul style="list-style-type: none"> <li>• Where proposals relate to works on Training Areas, DOTAM is to be engaged in addition to BM &amp; Zone consultation.</li> <li>• EM&amp;P to review proposed delivery timeline against scope of work and is to manage sponsor expectations from the outset.</li> <li>• EIR with an estimate of &lt;\$5000.00 submit a MWA to BSC.</li> </ul>
<p>2. Sponsor completes form contained in SFW Budget Transfer Workbook (BTW) in consultation with their local Finance Team and approaches Group ASF for endorsement WRT the BTW</p>	<ul style="list-style-type: none"> <li>• The BTW checks transfer values against budget currently recorded in BORIS for the coding string(s) entered to the form to ensure budget coverage for the transfer. Error checks will flag where this is not the case. Requests should only be sent and will only be actioned where the BTF shows no errors.</li> <li>• If not supported by ASF, process stops.</li> <li>• At this stage the ASF will acknowledge the EIR estimated amount +/- 50%.</li> <li>• Further endorsements during the project lifecycle will be required noting funding may be required over multiple FYs.</li> </ul>
<p>3. Sponsor provides EIR, BTW, ASF-Group endorsement and any other supporting documentation to Zone EM&amp;P for EIR endorsement.</p>	
<p>4. EM&amp;P review requirement and either forward to the relevant Base Manager with all supporting documentation for approval or rejects to the sponsor if the required documentation is not provided or errors show within the BTW.</p>	<ul style="list-style-type: none"> <li>• EM&amp;P provide initial critical assessment of feasibility against existing requirements, base and zone plans, local understanding of future intentions, etc.</li> <li>• EM&amp;P to confirm data in Budget Transfer Workbook is included and sponsor has signed EIR</li> <li>• A sponsor funded EIR that doesn't pass this feasibility assessment is returned to the sponsor.</li> </ul>
<p>5. Base Manager provides final assurance checks, approves the EIR and either forwards to the EIG EIR mailbox with all</p>	<ul style="list-style-type: none"> <li>• Base Manager provides a further critical assessment of feasibility against impact to base and</li> </ul>

<p>supporting documentation for DEWPO consideration or rejects to the sponsor.</p>	<p>alignment to command imperatives and local understanding of future intentions, etc.</p> <ul style="list-style-type: none"> <li>• A sponsor funded EIR that doesn't pass this feasibility assessment is returned to the sponsor.</li> </ul>
<p>6. If compliant and all documentation is provided, NPS triage the SF EIR data into the EWP Repository and provide to DEWPO for approval or otherwise. If not compliant, NPS reject to Base Manager for rectification.</p> <p>EIR's with an estimated value of under \$50,000 are sent to DEPU to be delivered as an alternate proposal.</p>	<ul style="list-style-type: none"> <li>• If submitted EIR isn't compliant or not accompanied by all supporting documentation it is rejected to the relevant BM or authority for rectification.</li> </ul>
<p>7. DEWPO</p> <ul style="list-style-type: none"> <li>• Reviews the EIR and determines project acceptance into the EWP</li> <li>• Determines initial budget transfer based on EIR complexity of scope, estimated value and the time of FY that the EIR was submitted</li> <li>• Notification of initial budget transfer required provided back to Sponsor &amp; ASF for final agreement. BTW returned to sponsor with request to update financials. Sponsor ASF advised to unhide and refresh C210 in BTW in their final review.</li> <li>• Sponsor to ensure, where a PdSCP is required, that this has been completed.</li> <li>• Once agreed: endorses to DG-ESD (or representative) for approval with estimated values &lt;\$500k</li> <li>• Endorses to DEPSEC for approval estimated values &gt;\$500k or</li> <li>• Reject's EIR to the sponsor.</li> </ul>	<ul style="list-style-type: none"> <li>• In the event that DEWPO is considering disapproval or DEPSEC disapproves, DEWPO will engage directly with the sponsor.</li> <li>• Each EIR is reviewed on a case by case basis with regards to the budget transfer schedule and is at the discretion of Director DEWPO as to how much budget will be accepted in the FY. If commitment for outer year funds transfer is required ASF will need to acknowledge this at this time. No commitment for outer years and the process stops.</li> <li>• E&amp;IG will only accept funds in the FY that they will be expensed.</li> <li>• DEWPO has no influence on approval turn-around times from DG-ESD or DEPSEC E&amp;IG</li> <li>• DEWPO and DFG-EW will not check for whether a PdSCP is required and if so, if one has been completed. This is considered to be covered by the Sponsor ASF endorsement.</li> </ul>
<p>8. Once approved, DEWPO provides direction to NPS to raise a project, allocate to a Delivery Agent and advise the sponsor and other key stakeholders</p> <p>Concurrently, DEWPO engages the embedded SDD Finance Team to commence the budget transfer of the initial requested amount.</p>	<ul style="list-style-type: none"> <li>• There are a number of administrative processes to be undertaken between approval and project commissioning. Sponsors should be aware that the transition from approval to project commencement will take a period of time that varies dependent on available resources, complexity of project and a number of other factors in various environments, e.g. DEWPO, NPS, PDS, EMOS,</li> </ul>

	GEMS Sustainment, PO Creations
9. Delivery Agent undertakes project in accordance with standard EWP business processes.	
10. NPS monitors, provides governance oversight and reports to DEWPO in accordance with standard EWP business practices	
11. Variations to project (whether latent conditions, scope changes or phases being completed. If there is an increase in cost, DEWPO will re-engage with the Sponsor/ASF to get approval and updated Budget Transfer Workbook for the subsequent budget transfer.	<ul style="list-style-type: none"> <li>• DEWPO has no influence on approval turn-around times from the ASF.</li> <li>• If the project cost exceeds \$2.0m at the end of the design phase the project will need to be approved by the Public Works Committee (PWC). If the PWC does not approve the works the project ends at Phase 2.</li> </ul>
<p>12. Commissioning, Handover &amp; Takeover (CHOTO) – the latest version of the CHOTO Lists can be accessed on DEQMS via <a href="http://intranet.defence.gov.au/estatemangement/lifecycle">http://intranet.defence.gov.au/estatemangement/lifecycle</a></p> <p>At project completion the assets will be handed over to the E&amp;IG Zone by the delivery agent and transferred into Maintenance and Operation.</p> <p>The delivery agent is required to submit a CHOTO report which will be made available to the Sponsor and Estate Upkeep/EMOS including:</p> <ul style="list-style-type: none"> <li>• Compliant Estate Data Tool</li> <li>• Manuals</li> <li>• Relevant updated drawings (NSIMS compliant)</li> <li>• Warranties</li> <li>• Certification of Compliance</li> <li>• Environmental Clearance Certificates</li> </ul>	

### 13. Budget Transfers

The table below is a **guide** to assist sponsors in determining how much budget DEWPO will request on receipt of the EIR. Each EIR will be reviewed on a case by case basis is at the Director DEWPO's discretion based on a review of the scope of works.

Q1 – July 1 to September 30

Q2 – October 1 to December 31

Q3 – January 1 to March 31

Q4 – April 1 to June 30

Delivery Agent	Value	Q1	Q2	Q3	Q4
EMOS	\$0.50-\$0.100k	50%	25%	Case by Case	0
	\$0.100 - \$0.200k	25%	10%	0	0
	>\$0.200k	10%	0	0	0

PDS	\$0.50 - \$0.500k	2.50%	1.25%	0	0
	\$0.500k - \$1.0m	1.25%	0.75%	0	0
	\$1.0m - \$2.5m	0.75%	0.10%	0	0
	>\$2.5m	Case by Case	0	0	0

- a. The key tenant is that E&IG will not accept a budget transfer when it is known that the budget will not be expensed in the current FY. If this were to occur DEWPO would be liable to fund the DELTA in a future FY, thus impacting on the broader EWP budget to the detriment of BPF endorsed projects.
- b. The use of Sponsor's budget codes on Purchase Orders raised to facilitate SFW is not a viable option, as it does not allow for DEWPO to capture all costs and rate of effort for the execution of projects. Therefore all SFW projects are undertaken through the use of the DEWPO Cost Centre Code post budget transfer through DFG.
- c. Where a Product Service Change Proposal is required to be raised by the losing unit to unlock budget to transfer to DEWPO, the Sponsor must take into account the length of time it takes for this form to be completed. Please allow an additional 8 weeks. The EIR is not to be submitted until the PdS-CP is completed. The PdS-CP should be raised for the total value of the EIR estimate, noting that the full amount will not be transferred at project commencement.

#### 14. EIR receipt cut off

DEWPO will not accept EIRs that are submitted from 01 February of each year that request delivery within that FY unless they come with the budget transfer workbook identifying funds for the following FY. If a legitimate operational or capability requirement exists Director DEWPO will consider how to schedule such works in consultation with the Sponsor.

#### 15. Delivery Schedules

Although the delivery schedule is based on the scope of work, EMOS & PDS have provided a **guide** to how long each Phase of a project may take to deliver as follows:

- a. **EMOS**
  - Quotation period – 6-12 weeks
  - Delivery phase – 6-48 weeks
- b. **PDS**
  - Phase 1 Scope & Feasibility (provides an initial screen of the requirement and provides broad advise the sponsor on risk, cost & schedule) – 8-12 weeks
  - Phase 2 design (provides detailed scope definition and design with +/- 10% cost estimate & delivery milestones) – 6-9 months
  - Phase 3 TEBR process (PDS approach market (open or limited tender), assess tenders and recommend preferred tender to DEWPO) – 8-12 weeks
  - Phase 3 delivery – (construction period including commissioning, handover, takeover, latent conditions and scope changes) 6-36 months
- c. DEWPO has no influence on the time it takes to provide the requirements above, it should be noted that each phase has to be approved by the Sponsor, ASF & then DEWPO before the next phase can commence.

16. **Budget Transfer Workbook – guidance notes**

- a. There are two components to the workbook (separate tabs):
  1. The **Budget Transfer Form (BTF)**; and
  2. A **BORIS C210** report capturing budgets against all full coding strings across all of Defence.
- b. The form contains critical error (QA) checks enabled by the built-in C210. If the form shows critical errors (red text), the EIR cannot be submitted until the errors have been rectified.
- c. The BTW can be found here:
- d. When sponsors or sponsor ASFs have to review the form to check the BORIS milestone cited (cell Y20) and where that milestone has since passed, they are to unhide and refresh the C210. That way, the ASF can be assured budget is (still) available without the need to create a fresh C210.
- e. The form prompts the sponsor to indicate if a PdS-CP is required and, if so, if one had been completed, and an error check has been set up for this. This will mitigate against a request being submitted which then gets called back because a PdS-CP hasn't been completed by flagging it to the sponsor and giving visibility of it to the ASF.
- f. DEWPO's expectation is that the ASF of the Sponsor should ensure all requirements have been met before endorsing a transfer. This includes that a PdS-CP has been complete if one is required.
- g. To protect the integrity of the form, cell protection is activated on all cells except those the sponsor and DEWPO need to populate.
- h. Conditional formatting in the phasing breakdown shades cells for months past.