

1.5.3 Attachment B – Project Development/Delivery Checklist Step 2 & 3 (Applicant)

Project Development Checklist	
Design and specification	Required
Ensure design and specification is developed and detailed to an appropriate level to ensure it can be (1) accurately quoted on and (2) actually built/constructed. In preparing the design and specification the following should be included: - Relevant Australian Standards, Building Code of Australia, BVSC Standards etc - Life cycle/whole of life/operation/maintenance considerations	☐ Yes ☐ N/A ☐ Yes ☐ No
Public Liability / Insurance	
The detailed development of the project may need to include the following. Further information can be found in the BVSC Contactor H & S Induction Book: - Public liability plus evidence of any other relevant insurance is provided - Principal arranged project insurance	☐ Yes ☐ No ☐ Yes ☐ No
Work Health & Safety (WHS) Site Management (WHS & Environmental)	
The detailed development of the project may need to include the following: Major & Minor Projects: - Identify project WHS officer - Follow BVSC Procedures (working on Council managed/owned land) - Site Induction Plan including key personnel, first aid, emergency procedures - Safe Work Method Statements – Site specific - Environmental management plan - Quality control and assurance program - Incident reporting methodology (Above tasks information can be found in the BVSC Contactor H & S Induction Books) Major Projects: - Project WH&S Management Plan (\$250k or more) - Principal and Sub-Contractor management plan - Review of Sub-Contractor Safety Management Documentation - Ongoing WHS management audits	☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A ☐ Yes ☐ N/A

Project Development Checklist

Other Technical Considerations

The detailed development of the project may need to include the following:

- Site survey / Geotechnical investigation
- Engineering design
- Underground service locations/dial before you dig
- Review of Environmental Factors (REF)
- Aboriginal Heritage Due Diligence assessment
- Native title assessment
- Accessibility design assessment

☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A

Stakeholder Consultations, inputs and approvals

The detailed development of the project may need to include consultation with approval from the following:

BVSC internal

- BVSC Assets & Operations (Asset Owner)
- Planning & Environment Group (planning, environment, heritage, access)

☐ Yes ☐ N/A

Community Stakeholders

- Site users / local interest groups
- Adjacent property owners/tenants

☐ Yes ☐ N/A
☐ Yes ☐ N/A

Project Budget Development

The detailed development of the project budget may need to include allowance for the following:

Project Development Costs

- Consultant fees (e.g. engineer, architect, heritage, environmental)
- Development application fees / Approval fees (permits, licences)

☐ Yes ☐ N/A
☐ Yes ☐ N/A

Project Delivery Costs

- Preliminary activities (e.g. demolition, temporary facilities, advertising)
- Site establishment costs (e.g. fencing, signage, traffic/pedestrian management, environmental controls, site amenities, site safety)
- Tradesmen/contractor costs
- Materials costs
- Contingency

☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A
☐ Yes ☐ N/A

Project Development Checklist

Program Development

The detailed development of the project program may need to include allowance for the following:

- Approvals and permits Long lead time items (e.g. materials, equipment, specialist contractors)
- Season / weather
- School holidays/tourist peaks
- Major events (e.g. shows, festivals, markets)

☐ Yes ☐ N/A

☐ Yes ☐ N/A

☐ Yes ☐ N/A

☐ Yes ☐ N/A

Completed by:

Group	
Date	