Project Request Form

New, transfer or cancellation

## Purpose

The purpose of this document is to formalise new project requests from the Council to the Department. Within the Indigenous Councils Critical Infrastructure Program (ICCIP), project requests can be for projects in the proposed list, approved list, cancelled list or a project not currently listed. Multiple sections of this document can be used as required by the Council.

## Process

This document is intended to integrate with other ICCIP management documents throughout the project lifecycle. The Council is encouraged to contact the Department (Engineering Services) prior to commencement of this form for suggestions and guidance.

At the completion of this form please email the signed copy to **ICCIP@dlgrma.qld.gov.au**. Please also include any other supporting documentation as seen fit.

Upon receiving the completed request the Department will review the content and will provide formal advice to the Council on the outcome of their request.

## Document Sections

# The document is intended to make project requests efficient and transparent through the use of tables. This document will represent the most frequent project request types although does not limit the Council from requesting projects from outside of the document’s scope.

## Revision

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REVISION | DATE | DETAILS | REVIEWED BY | APPROVED BY |
| 1.1 | 12/06/20 | Added revision table and combined projects section | Arbess Balbarais (DLGRMA) | Paul Cleminson (DLGRMA) |
| 1.2 | 22/07/20 | Section added: New Project Request - With Quote/s. | Paul Cleminson (DLGRMA) | Paul Cleminson (DLGRMA) |
| 1.3 | 06/11/20 | New Department style format, content same as 1.2. | Arbess Balbarais (DLGRMA) | Paul Cleminson (DLGRMA) |
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## Contact Details

|  |  |  |
| --- | --- | --- |
| CONTACT | POSITION | CONTACT |
| ICCIP Central Email | - | iccip@dlgrma.qld.gov.au |
| Paul Cleminson | Principal Engineer | paul.cleminson@dlgrma.qld.gov.au |
| Arbess Balbarais | Engineer | arbess.balbarais@dlgrma.qld.gov.au |
| Angus Munro | Project Manager/Engineer | angus.munro@dlgrma.qld.gov.au |
| Anna Keough | Project Officer | anna.keough@dlgrma.qld.gov.au |

## Request Details

|  |  |
| --- | --- |
| Council |  |
| Requestor and Contact Details |  |
| Date of Request |  |

## New Project Request - Without Quote/s.

Use this section for requesting new project(s) not currently listed under the Council’s program.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INFRASTRUCTURE CATEGORY**  (W = Water, WW = Wastewater, SW = Solid Waste) | **PROJECT NAME**  (Short description) | **JUSTIFICATION & BENEFITS REALISATION**  (Reason for request) | **ESTIMATED COST** | **ESTIMATED**  **CONSTRUCTION START**  (Month/Year) | **ESTIMATED**  **CONSTRUCTION COMPLETION**  (Month/Year) |
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## New Project Request - With Quote/s.

Use this section for requesting new project(s) not currently listed under the Council’s program and where Council have a quote.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFRASTRUCTURE CATEGORY**  (W = Water, WW = Wastewater, SW = Solid Waste) | **PROJECT NAME**  (Short description) | **JUSTIFICATION & BENEFITS REALISATION**  (Reason for request) | **QUOTED COST** | **ESTIMATED**  **CONSTRUCTION START**  (Month/Year) | **ESTIMATED**  **CONSTRUCTION COMPLETION**  (Month/Year) | **QUOTE/S ATTACHED** | **SECOND PAYMENT CLAIM FORM ATTACHED** | **PROJECT MANAGEMENT PLAN ATTACHED** |
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## Combining Projects

Use this section to combine two or more projects (includes scope and budget).

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| --- | --- | --- | --- | --- |
| **Details of Individual Projects** | | | | |
|  | **Project 1** | **Project 2** | **Project 3** | **Project 4** |
| Project ID |  |  |  |  |
| Project Name |  |  |  |  |
| Estimated Cost |  |  |  |  |
| **Combination Request Details** | | | | |
| Combined Project Name |  | | | |
| Combined Estimated Cost |  | | | |
| Estimated Construction Start Date |  | | | |
| Estimated Construction Completion Date |  | | | |
| Justification and Benefits Realisation |  | | | |

## Proposed to Approved Project Request – Milestone 1 (Without Quote/s).

Use this section to request transfer of project(s) from the proposed to approved project list (Includes Milestone 1 Payment to Council).

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME** | **ESTIMATED CONSTRUCTION START**  (Month/Year) | **ESTIMATED CONSTRUCTION COMPLETION**  (Month/Year) |
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## Proposed to Approved Project Request – Milestone 2 (With Quote/s).

Use this section to request transfer of project(s) from the proposed to approved project list (Includes Milestone 2 Payment to Council).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **ESTIMATED CONSTRUCTION START**  (Month/Year) | **ESTIMATED CONSTRUCTION COMPLETION**  (Month/Year) | **QUOTE/S ATTACHED** | **SECOND PAYMENT CLAIM FORM ATTACHED** | **PROJECT MANAGEMENT PLAN ATTACHED** |
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## Cancelled to Approved Project Request – Milestone 1 (Without Quote/s).

Use this section to request transfer of project(s) from the cancelled to approved project list (Includes Milestone 1 Payment to Council).

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME** | **ESTIMATED CONSTRUCTION START**  (Month/Year) | **ESTIMATED CONSTRUCTION COMPLETION**  (Month/Year) |
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## Cancelled to Approved Project Request – Milestone 2 (With Quote/s).

Use this section to request transfer of project(s) from the cancelled to approved project list (Includes Milestone 2 Payment to Council).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **ESTIMATED CONSTRUCTION START**  (Month/Year) | **ESTIMATED CONSTRUCTION COMPLETION**  (Month/Year) | **QUOTE/S ATTACHED** | **SECOND PAYMENT CLAIM FORM ATTACHED** | **PROJECT MANAGEMENT PLAN ATTACHED** |
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## Approved to Proposed Project Request

Use this section to request transfer of project(s) from the approved to proposed project list.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT ID** | **PROJECT NAME** | **REASON FOR REQUEST** | **RETURN OF SUBSIDY VALUE** |
|  |  |  |  |
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## Approved to Cancelled Project Request

Use this section to request transfer of project(s) from the approved to cancelled project list.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT ID** | **PROJECT NAME** | **REASON FOR REQUEST** | **RETURN OF SUBSIDY VALUE** |
|  |  |  |  |
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## Confirmation

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| --- | --- |
|  | The Council understands that: |
|  | * if any part of this request form is not approved, the Council will continue to perform under the requirements of the Funding Deed of Agreement and ICCIP Guidelines. |

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| **Signed by**  **Chief Executive Officer or formal Council delegate** | |  | **Date** | |
| **Name:** |  |  | **Position:** |  |