

## SF84: Project Basis Report

<b>Project Name</b>	Click or tap here to enter text.		
<b>Project Number</b>	Insert project number.	<b>Category</b>	Choose an item.
<b>Project Leader</b>	Name	<b>Program/Region</b>	Choose an item.
<b>Project Reviewer</b>	Name	<b>Lead Discipline(s)</b>	Insert Discipline(s).
<b>Client</b>	Name	<b>Client Representative</b>	Name

### PROJECT DEFINITION

#### Background:

Click to enter text.

*Background to project, if available. Can be from proposal document or Client brief.*

#### Scope of Project:

Click to enter text.

*Scope of WORK as distinct from our scope of SERVICES*

*What is the actual project? E.g. new stormwater outfall drain and lateral connections*

#### Scope of Services:

Click to enter text.

*What is the scope of our services?*

*What are we going to do (tasks)? Should be from proposal and/or work plan*

#### Deliverables:

Click to enter text.

*Deliverables list (from proposal document) This should describe the physical and digital deliverables expected by the client.*

### REFERENCE DOCUMENTS AND INPUT DATA

#### Primary Reference Material

Click to enter text.

*List any primary reference material and input data as appropriate to the scale of the project*

#### Concept design

Click to enter text.

*What if any concept design has been provided? Who designed it? What limitations are stipulated?*



## Topographical, bathymetric, survey, geotechnical, spatial data

Click to enter text.

*Any survey data should clearly list the referenced coordinate system and survey marks*

### Survey and bathymetric data referenced for the project

Data	Source	Date	Coordinate system / datum

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### Geotechnical (or other) reference data

Report Reference	Author	Date	Revision

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## ASSUMPTIONS

### Assumptions:

Click to enter text.

*State any relevant assumptions (e.g. assumed locations of services, capability of infrastructure that is not being reviewed such as utilities services, capacity of downstream drainage, capability of other structures that are being relied on etc.)*

## PERFORMANCE REQUIREMENTS

Click to enter text.

*List key design requirements, for example Council or DPTI standards. If any variation from standards listed, these should be clearly specified.*

HEADINGS BELOW CAN BE AMENDED OR DELETED AS APPLICABLE.

### Operation and Maintenance Requirements

Click to enter text.

*Describe any operational requirements that may impact design parameters.*



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### **Monitoring and Controls**

Click to enter text.

*Describe any requirements that may impact design parameters*

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### **Stormwater**

Click to enter text.

*Describe key design requirements (e.g. design ARI / detention / water quality) or refer to SMP if applicable.*

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### **Access**

Click to enter text.

*Consider any access or other WHS requirements that may influence the design.*

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### **Traffic**

Click to enter text.

*Describe any design parameters, design speed, traffic configuration, or refer to separate report, if applicable.*

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### **Environmental**

Click to enter text.

*Insert any specific environmental considerations, native vegetation, contamination, waste derived fill etc.*

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### **Other**

Click to enter text.

*Specify any other project-specific design requirements.*

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## **DURABILITY AND DESIGN LIFE**

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### **Design Life**

Click to enter text.

*List any specific requirements relating to the design of specific structures or equipment, for example if variations from original Client brief or normal design standard.*

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### **Materials**

Click to enter text.

*Consider the environment of the site. Does it require any specific protection to meet the design requirements? Corrosive environment, high salinity, PASS?*

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### **Maintenance**

Click to enter text.

*How does maintenance impact the selection of materials or impact the design or serviceable life of the elements?.*

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## DESIGN STANDARDS

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### Australian Standards

Click to enter text.

*List relevant Australian Standards.*

### Industry Guidelines

Click to enter text.

*List applicable Industry Guidelines.*

### Client's Technical Standards/Guidelines

Click to enter text.

*List applicable technical standards and guidelines.*

## SITE CONDITIONS

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### Vegetation

Click to enter text.

*List or describe any known vegetation constraints relevant to the project (e.g. listed trees, EPBC/State considerations etc.).*

### Services

Click to enter text.

*List any known services constraints or include services plan, including details of date of DBYD search, any location/depthing undertaken .*

### Heritage

Click to enter text.

*List any known Aboriginal or European heritage issues or constraints associated with the site. Reference any desktop or site based investigations undertaken, need for monitoring etc.*

## PROJECT RISK ASSESSMENT

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Click to enter text.

*May include SF26: Project Risk Assessment. Refer to GL16. Any deviation from the Tonkin Consulting risk management process (e.g. adopting SA Water Risk Management Process) should be recorded in this section.*

## WHS REQUIREMENTS

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### Safety of our staff

All new works shall comply with the WHS Act (2012) and accompanying regulations. The works shall address existing and new WHS issues including, but not limited to, the following:

Click to enter key points.



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### **Safety in Design**

Safety in design will be considered and applied throughout the design process, consistent with Tonkin Consulting procedures.

Click to enter text.

*Describe the planned approach to SiD – will a workshop be undertaken? will a risk register be provided? Will risks be documented on the Drawings/design report/safety report? At what stage will the SiD be undertaken (concept, 50%, 70?)*

*Where the safety in design process requires a separate risk register, this register should be referenced.*

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## APPROVAL AND REVISION HISTORY

Rev	Date	Prepared by	Project Reviewer / Discipline Principal Approval*	Date	Project Leader Approval	Date
A		Name:	Name: Sign:		Name: Sign:	
B		Name:	Name: Sign:		Name: Sign:	

\* **Approval: Category 1:** Project Reviewer

**Category 2:** Discipline Principal