



# Property and Facilities

## Design Control Process

Key stakeholders at the University of Queensland shall have input into the design process at all stages of a project i.e. from schematic to final drawings. The collaborative and transparent communication throughout design development is strongly encouraged.

The purpose of the design control process is to ensure:

- The planning, functional and operational requirements of the Design Brief have been fully satisfied.
- Embed corporate knowledge in the design for best operational outcomes.
- Assess and record variations to the University of Queensland Design Standards.
- Ensure alignment with campus critical infrastructure maps and forward planning.
- To carry out life cycle costing judgements of proposed designs to ensure the best sustainable design is obtained.

This document sets out how that consultation shall be undertaken at each project stage and is inclusive of all project types, including but not limited to; major projects, infrastructure projects, like for like replacements, and internal fit out refurbishments.

It is at the discretion of the Director Infrastructure and Sustainability (DIS), in consultation with the UQ Project Manager, to approve a variation from the conditions of this document.

## Project Planning

### Pre-lodgement meeting

All relevant University stakeholders must be consulted on their requirements before schematic design submission. A pre-lodgement meeting is required for all major project (>\$20 million). This should involve the designer, Infrastructure and Sustainability, Campus Planning, Commercial Operations and Campus Operations stakeholders.

For all other projects or construction work, it is the UQ Project Manager's responsibility to engage UQ stakeholders, as required to ensure best long term operational outcomes.

## Project Design

### Project Review Evaluation Methodology (PREM)

The 'Project Review and Evaluation Methodology' (PREM) process is the structured part of this process and used as a stage gate to proceed to the next phase of design.

The Project Manager (PM) must apply to The University of Queensland's Project Management Office ([pmo@uq.edu.au](mailto:pmo@uq.edu.au)) for PREM by completing the *Application for project review & evaluation method (PREM) (PF121)* form.

The minimum recommended frequency for PREMs is:

- One (1) conducted for low value/low risk projects and construction work (>\$20K) at the 100% design.
- Two (2) conducted for high value/low risk projects at the Schematic Design (SD) and 100% design phase.
- Three (3) carried out for high value/high risk and low value high risk projects (>\$500,000) at Schematic Design (SD), Developed Design (DD) and 100% design (ie. tender set for traditional delivery and construction set for D&C style contracts) stages.



*Note: These are minimum recommended requirements, for complex and/or high value works, additional PREM's or technical review and liaison may be required.*

Each PREM must be open for 10 business days. Major project PREM's (>\$20M) must be open for 15 business days.

PREM documents should be submitted for review organised by discipline. Documents submitted should include, but are not limited to:

- Project Brief to set the context of the project
- Safety in Design
- Calculations
- Drawings
- Schedule of materials
- Schedule of equipment
- Safety in design documentation
- A list of proposed variations to UQs design standards, if required
- A list of proposed variations to the design brief, if required

It is the UQ Project Managers responsibility to ensure the register it kept up to date and comments are responded to by the assigned due date. Comments raised by UQ Stakeholders during PREM must be sent to the consultants and designers for comment. The comment can only be closed when the stakeholder who raised the condition or the Director Infrastructure and Sustainability (DIS) is satisfied with the response.

Safety in Design is a requirement under s.22 of the Work Health and Safety Act 2011. The designers and clients have responsibilities to ensure the process is incorporated from the initial phases of design, stakeholders are consulted, and actions are completed. The University of Queensland Design Control process requires a Safety in Design to be submitted with every PREM.

*NOTE: The PREM process is not a Safety in Design process. It does not circumvent any Australian Standards or the Nation Construction Code requirements. Building approvals are carried out by external certifiers in accordance with the Planning Act (QLD).*

## Project Execution

Variations, changes, substitutions or additions to the design that occur during tender and execution must be reviewed by the applicable stakeholders (ie. A change in mechanical design is required to be reviewed for Mechanical Infrastructure Team).

It is the responsibility of the Project Manager to ensure a suitable level of consultation. This can either be done through an additional PREM submission or a meeting with the relevant UQ stakeholders. The PREM register for the project should be kept updated with conditions raised during this stage of the process.