Two Stage Capital Works Approval Process Flowchart

Applicable where the Whole-of-Life Costs (excluding fit-out) exceed $30 million.

FIRST STAGE

The purpose of this stage is to seek the Government's in principle agreement to proceed with a capital works project and to secure funding to develop a Detailed Business Case.

Conduct a Strategic Assessment
Consult with your Chief Financial Officer (CFO) or relevant financial area in the first instance to discuss your entity's capability to deliver the project.

Develop an Initial Business Case (IBC) and New Policy Proposal (NPP)
The IBC template can be found on the Finance website. Provide the draft IBC to your CFO or relevant financial area to submit to the Department of Finance (Finance) for consideration. Develop an NPP in consultation with your CFO or relevant financial area.

Seek First Stage Approval
Submit NPP with accompanying IBC to the Government for approval.

If First Stage Approval is granted, proceed to the Second Stage.

SECOND STAGE

Develop a Detailed Business Case (DBC) and NPP
The DBC template can be found on the Finance website. Provide draft DBC to your CFO or relevant financial area to submit to Finance for consideration. Develop an NPP in consultation with your CFO or relevant financial area.

Seek Second Stage Approval
Submit NPP with accompanying DBC to the Government for approval.

PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS (PWC)

PWC Referral Process
Under the PWC Act, public works projects undertaken by NCEs and CCEs are subject to referral to the PWC, unless exempt under the PWC Act. The PWC will conduct an inquiry and provide a report to Parliament. For further information on the PWC Referral Process refer to the Parliamentary Standing Committee on Public Works Procedure Manual. Please contact Finance for guidance on the referral process.

Note: In addition to observing the Two Stage Approval Process, capital works projects that meet or exceed $30 million and meet certain risk thresholds, may be subject to Gateway Review or an Implementation Readiness Assessment Review.