

## DEVELOPMENT MANAGEMENT SERVICES

### 2.01 COORDINATION

In a collaborative and supporting role to the Client, provide the co-ordination of all matters pertaining to the Development Management functions of the Development including but not limited to:

- 2.1.1 Overall management of the Development and the Development process including negotiation and liaison with all stakeholders; and
- 2.1.2 Management and coordination of all authority approvals (excluding Building Code of Australia and Operational Works Approvals to be procured by the project Manager) required for the Development ; and
- 2.1.3 Management and co-ordination of the Development's sales, leasing and marketing strategy which includes market research and determination of suitable product, product mix and product pricing; and
- 2.1.4 Management and coordination of the Development's finance structuring and procurement; and
- 2.1.5 Facilitate and administer project meetings and project control groups; and
- 2.1.6 Determine the staging and timing of the Development; and
- 2.1.7 Ongoing oversight of the Development throughout the Delivery Phase of the Development, in a collaborative and supporting role to the Project Manager.

### 2.02 ANALYSIS & DEVELOPMENT OPTIONS

- 2.2.1 Review the Development & establish major and minor milestones. Establish bench marks and key elements required for the Development's success.
- 2.2.2 Meet with the Client to review and or develop the initial Project Brief, development / tenant / stakeholder requirements and any know site data.
- 2.2.3 Conduct review of:
  - a) Surrounding sites / precinct (s) to review viability of varying uses and forms of each use;
  - b) Surrounding infrastructure capacity and availability (public transport, services, local community etc).
- 2.2.4 Where required, coordinate development of Masterplan Options through:
  - a) Assess the development potential of incorporating the adjoining sites into the development.
  - b) Develop theoretical master planning options of varying uses and density in conjunction with planning constraints.
  - c) Assess Masterplanning Options for commercial viability and review of market demand for surrounding and proposed product.
- 2.2.5 Create initial Development Concept Brief for Design Consultant Team.
- 2.2.6 Market Research
  - a) Consult with relevant agents, (sales and leasing) to establish product demand, size and type, required inclusions.
  - b) Involve agents in preparation of Development Concept brief and review concept design.
  - c) Establish Sales, Leasing and Marketing Commissions, Fees and Marketing budgets.
- 2.2.7 Town Planning
  - a) Review Development Overlays and Planning Controls for site in conjunction with Town Planning Consultant.
  - b) Assess possibilities of Impact Assessable schemes and or planning Amendments to accommodate alternate uses.

- c) Create site envelope overlay for current uses and potential future uses with planning modifications.
  - d) Assess time and cost implications of planning modifications.
  - e) Develop Planning Brief with Town Planning Consultants as part of Development Concept Brief for Design Consultant Team.
- 2.2.6 Environmental / ESD
- a) Liaise with the Client and Environmental and ESD Consultants to understand implications of environmental contamination and Client's requirements for ESD inclusion.
  - b) Review restrictions associated with end uses based on contamination types.
  - c) Understand ESD options and statutory requirements and forecast costs for the various initiatives for inclusion.
  - d) Develop an environmental/ESD brief as part of the Development Concept Brief for the Design Consultant Team.
- 2.03 CONCEPT DESIGN / FEASIBILITY**
- 2.3.1 Coordinate the production of concept plans by the design consultants and provide assistance and input the concept plans to the level of details as directed and agreed with the Client.
  - 2.3.2 Attend meetings with the Client to review the concept plans and coordinate the amendments to the concept plans as required.
  - 2.3.3 Fully develop the Development Brief in conjunction with the Client and assist the Client to finalise the other Primary Consultant's Briefs and Scope of Works.
  - 2.3.4 Make recommendations to the Client on Consultant selection and manage their ongoing performance.
  - 2.3.5 Attend meetings with Council and other Authorities to discuss the merits of the proposal and assist with negotiations as required.
  - 2.3.6 Co-ordinate with the Quantity Surveyor and or Builder on the production of the preliminary Cost Plan for the various design options.
  - 2.3.7 Undertake a risk analysis on the options and provide recommendation on the most cost effective approach inclusive of land, design and construction for the development.
  - 2.3.8 Establish a budget for consultant appointments and authorities fees for review.
  - 2.3.9 Produce an overall Master Project Programme and identify key project milestones.
  - 2.3.10 Prepare a preliminary project plan for the Development outlining suggested approach for managing issues relating to legal, design, construction, authorities, costs, programme, quality, project communications and risks.
  - 2.3.11 Assist the Client as required in making presentations to council and major tenants.
  - 2.3.12 Use its best endeavours to verify that all consultant's insurances are current.
  - 2.3.13 Establish project budgets and cashflows and or Feasibilities for review with the Client.
  - 2.3.14 Use its best endeavours to verify that all site investigations have been diligently carried out including contamination reports and geotechnical investigations (if required), etc.
  - 2.3.15 Secure written approval from the Client before proceeding to the next stage.
- 2.04 SCHEMATIC DESIGN – DEVELOPMENT APPLICATION (DA) APPROVAL**
- 2.4.1 Coordinate and manage the development of the approved concept design, and meet regularly with the Project Team to refine the design in accordance with the constraints imposed by the Client. Assist in the engagement of any required consultant.

- 2.4.2 Manage the refinement of the Cost Plan and ensure that all Feasibility Cost Centres are properly accounted for in the Cost Plan, with appropriate project contingencies established for each cost centre and or the development.
  - 2.4.3 Collate all required documentation for the formal DA submission to Council.
  - 2.4.4 Manage and coordinate the preparation of any additional Planning Applications required (Environmental, Economic). Assist in the engagement of any required Consultant.
  - 2.4.5 Attend meetings with council and other authorities as required to assist the approval process and assist the Client in negotiating conditions. Coordinate any required amendments to drawings Use its best endeavours to verify that all Authorities requirements are factored into the Cost Plan.
  - 2.4.6 Procurement of all Development Approvals, including negotiation of associated conditions in consultation with other consultants and the Client and gain approval of the Client. Development Approvals includes all approvals for the Development other than operational works approvals and approvals required under the Building Code of Australia.
  - 2.4.7 Review the DA approval, analyse the conditions of consent and recommend amendments where appropriate. Produce a schedule identifying responsibilities for compliance with conditions of consent. The scope of services does not cover any Deemed Refusal or Appeal against a council's Decision Notice. Such services will require a renegotiation of the Development Management Fee.
  - 2.4.8 Refine and monitor the overall Master Development Programme.
  - 2.4.9 Use its best endeavours to verify that all consultant insurances are current.
  - 2.4.10 Process Consultant payments as required.
  - 2.4.11 Monitor projected budgets and cash flows.
  - 2.4.12 Continually review cost plans.
  - 2.4.13 Secure written approval from the Client before proceeding to the next stage.
- 2.05 DESIGN DEVELOPMENT – LEASING/ MARKETING DOCUMENTATION (refer also Item 2.14 – “Marketing/Leasing Management”)**
- 2.5.1 Manage the Design Development of the schematic design to rationalise the proposed form of development in respect to floor plate sizing, room sizing, façade configuration, structural and services requirements – to ensure floor plans reflect final construction arrangement.
  - 2.5.2 Investigate and advise on alternative material uses and construction methodologies. Use its best endeavours to verify that the design minimises capital costs as well as life cycle costs and promotes ease of maintenance.
  - 2.5.3 Coordinate Sales and Marketing Agents preparation of Sales documentation and tools including perspectives, plans and inclusions.
  - 2.5.4 Coordinate preparation of sub-division plans.
  - 2.5.5 Coordinate preparation of Sales Contracts and Disclosure documentation – legal's, documentation, project inclusions, & government authority requirements.
- 2.06 DESIGN DEVELOPMENT / CONSTRUCTION PROCUREMENT / BRIEF**
- 2.6.1 Manage the finalisation of Design Development from the Consultant Team to verify that all aspects of construction are documented in either written (specification), and or drawn form.
  - 2.6.2 Review Construction Procurement options with Client and decide on preferred format taking into account – timeframe, documentation availability, current construction marketplace demands, and foreseen project risks.

- 2.6.3 Obtain EOI from selected contractors suited to form of procurement method.
- 2.6.4 Prepare Final Development Brief inclusive of Design Development Documentation.
- 2.6.5 In conjunction with the project Manager, Prepare the Client's preferred form of Building Contract (Lump Sum, D&C, Managing Contractor etc) and conditions and / or Procurement of a Pre-tender construction estimate from the Quantity Surveyor.
- 2.6.6 The preparation and updating from time to time of the development programme as well as relevant milestones for the Development. The Client, other Consultants and the Builder shall be consulted for detailed input into the timeframes for the design and construct phases of each stage of the development.
- 2.07 **RECOMMENDATIONS**  
The provision of all necessary and desirable recommendations to the Client in respect of reviews, updating and revisions of any plans and specifications, any feasibility study or any other report as may be necessary to facilitate the proper management and control of the Development.
- 2.08 **REGULAR REPORTS**  
The preparation of regular reports on all aspects of the Development in a form and containing information which the Client may reasonably require from time to time. Such Reports shall identify risks and provide an analysis of and methods for addressing risk management.
- 2.09 **MAINTENANCE OF RECORDS**  
The keeping and maintaining of all records and registers arising from or in connection with the Development as the Client considers are reasonably necessary or desirable.
- 2.10 **MONTHLY REPORTS**  
The presentation of progress reports to the Client in respect of the Development informing of the activities of Xede and the progress made in respect of the Development in the preceding month.
- 2.11 **DEVELOPMENT FINANCE**  
In conjunction with the Client, provide the management and coordination of the Development's finance structuring and procurement. At the request of the Client's financier, and where instructed by the Client, provide the financier with all financial and development information they require to satisfy the terms and conditions of finance.
- Provide the financier with regular reports on the progress of the development as required by the financier under the terms and conditions of finance, Unless instructed otherwise by the Client, the monthly report that the Development Manager prepares pursuant to item 10) above shall be deemed suitable for reporting to the financier.
- 2.12 **DEVELOPMENT CASH FLOW**  
The preparation of the Development Cash flow Charts or Schedules for the overall development and where applicable each stage of the development including all necessary updates and changes as presented and agreed with the Client. Cash Flows in regard to expenditure for design and construction to be prepared and provided by other consultants and the Builder for inclusion in the Development Managers Cash Flows.
- The preparation of budget reports for the Development including cashflow analysis and forecasts monitoring the progress of the Development monthly against the budgeted estimates contained in any feasibility study as updated from time to time and the presentation of reports to the Client.
- 2.13 **ASSISTANCE TO THE PROJECT MANAGER / CONTRACT ADMINISTRATOR**  
The provision of all reasonably required information and assistance to the Project Manager and / or the Contract Administrator appointed by the Client under any agreement in the performance of its duties in relation to the Development.
- 2.14 **MARKETING / LEASING MANAGEMENT**  
The co-ordination of the leasing, management, marketing and sale of the Development in accordance with the arrangements and agreements entered into by the Client and any other parties from time to time, including the following

- 2.14.1 Source the marketing agents (Leasing, Project Sales) that are most suitable for the project, interview each, obtain marketing proposals and seek the approval of the Client prior to their appointment.
  - 2.14.2 Develop the Marketing Strategy (Obtain methodology from marketing agents during interview) including:
    - a) Establish the most effective marketing methods and channels
    - b) Clarify the target markets for the project
    - c) Establish sales literature, sales tools and media budgets
  - 2.14.3 Review and provide feedback on proposed marketing material and distribution.
  - 2.14.4 Manage and monitor marketing budget expenditure via Cost Report and expenditure sign off.
  - 2.14.5 Brief all sales agents on design and inclusions (issue them with latest version of Development Brief at all times)
  - 2.14.6 Oversee the design and construction of display units or sales offices, including all fixtures, sales tools, finished boards & furniture.
  - 2.14.7 Review and monitor the on-site selling agents. Client to engage Sales Manager to coordinate general sales/leasing issues and contract/lease administration.
  - 2.14.8 Review and comment on purchases offers on behalf of the Client post Sales Manager review
  - 2.14.9 Manage any purchaser requested variations or hard cost leasing incentive.
  - 2.14.10 Monitor progress of all sales and leasing commitments including, price, discounts, variations, special conditions, storage/car parking and or leasing incentives.
- 2.15 REGISTRATION OF PLAN OF SUBDIVISION**  
Manage the procurement of sealing and registration of plans of subdivisions and easements or leases reasonably required for the Development.
- 2.16 OTHER SERVICES**  
Other reasonable services as advised in writing by the Client to the Development Manager. The Development Manager reserves the right to increase their fee where such a request by the Client, in the opinion of the Development Manger increases the scope of services beyond that expected from a Development Manager.