

## ACTION REQUIRED OF SCHOOL – Stage 4 Final Documentation



You are asked to take the following steps.

- 1 Acknowledge receipt of the Indicative Grant email advice to [bga@ais.sa.edu.au](mailto:bga@ais.sa.edu.au).
- 2 Download the following documents from the [BGA Website](#) at *Make an Application/Stage 4*.  
**Stage 4.1 - Final Project Description and Costs** *Excel spreadsheet*  
**Stage 4.2 –Checklist and Declaration** *Word document*
- 3 Instruct your architect to produce final sketch plans and final project documentation as required by the Guidelines at the Stage 4 page of the website.
- 4 Advise this office if the plans and associated documents cannot be completed by the deadline of **Tuesday 4 August 2020**.
- 5 Apply for local council Planning and Building Approvals to ensure the Proposed Project will be able to proceed.
- 6 Ensure your school has the appropriate mechanisms in place to comply with your responsibilities under the Act & Regulations in 5 above, for construction work on your property.
- 7 Ensure that cost estimates are as accurate as possible. Projects estimated to cost over \$200,000 or involving renovation should be costed by a quantity surveyor. The costs of smaller projects should be based on quotations, recent prices, etc.
- 8 Use *Stage 4.1* workbook to:
  - complete the *Proposed Project* tab in conjunction with your Architect
  - complete the *Project Funding* tab to show the funding sources for your School Contribution
  - update your Stage 3 information at the *Capex Budget* and *Financial Forecast* tabs for changes in enrolments, recurrent funding, salaries budgets, etc that may have occurred this term, and for the BGA Indicative Grant advice, final costings, etc.
- 9 Get from your Architect written assurance (eg email) that the Proposed Project design complies with the *Disability Discrimination Act 1992* and the *Work Health & Safety Act 2012* (see *Stage 4.2 Declaration*).
- 10 Complete the *Declaration* in *Stage 4.2* by entering the name of one of the school's Approved Authorities (usually Principal or Business Manager).
- 11 Submit the following through the website **by Tuesday 4 August 2020**.
  - *Stage 4.1 Final Project Description and Costs* (as a spreadsheet)
  - *QS summary pages – if applicable*
  - *Stage 4.2 Checklist and Declaration*
  - *Final sketch plans*
  - *Architect's assurance of compliance with legislation*
  - *Audited Financial Statements for 2019* (if not previously supplied in *Stage 3*)
- 12 Sit back, take a deep breath, and return to the rest of your workload.

**It is important to note that any changes to the Proposed Project after Stage 4 has been lodged can only be made with the approval of the BGA. Delays in the processing of the Proposed Project may occur as a result of any late changes.**