



CONSULTATION

- Engage relevant stakeholders in determining proposed level of involvement, commitment, requirements, funding, operations.
- Plan, organise and convene meetings for constituents of proposed lead organisation / consortium or investor
- Manage consultation process in aligning community interest, council regulatory planning controls and stakeholder aims and objectives

CO-ORDINATION

- Coordinate the due diligence, planning and implementation of each process in the development and the concurrent timing of subsequent events



ANALYSIS

- Conduct location and site analysis and present comparative feasibility summary for each option

AQUISITIONS

- Attend to all matters of negotiations, inspections, funding requirements and legal formalities in the acquisition of property to effect a secure transaction in the transfer of title



DESIGN

- Prepare and present floor layout, elevations and site plan of proposed purpose built facility that meets the needs and requirements of the stakeholders
- Customise the architecture and design with the local streetscape, regulatory building and planning controls whilst meeting the functional requirements with a difference of distinction in the way primary health is presented and delivered.

COSTING

- Manage the tender process of the supply of contract builders
- Undertake and negotiate a comprehensive cost comparison for all elements of the total portfolio to include but not limited to fixtures & fittings (lighting, flooring, windows, electrical, cooling, heating, lift, plumbing), furniture & fitout (reception, cafe, surgeries, pharmacy), I.T & telecommunications (cabling and hardware), security, signage, landscaping.
- Provide a detailed budgeted forecast of the ongoing operational requirements and costs to service the facility



SOURCING

- Source three suppliers for each job cost item to secure lowest cost, highest quality product with reliable after sales service
- Source existing and new businesses as prospective tenants for development

MANAGEMENT



- Monitor and manage all areas of planning, consultation, due diligence, construction, finance, legal, acquisition, business development and reporting

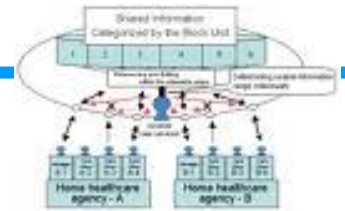


REPORTING

- Prepare time line and milestone development estimates, compare against actual and report any differences with rectifications
- Prepare budgeted expenditure, compare against actual and report on any differences with recommendation for corrective action

SYSTEMS

- Prepare the business operations, management and information systems protocol to meet industry specifications and accreditation standards that operate with efficiency and effectiveness



SUPPORT

- Full support is provided with the implementation phase of the operation as a going concern