

# 2015-16 CAPITAL UPGRADE PROGRAM - PACS

## Project Concept Brief (PCB)

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**Business Unit:** Parks and Conservation Service

**Project Title:** Isaacs Ridge Mountain Bike Trail Network Upgrade

**Priority key driver/s & Ranking:** High

### Preliminary Financial Impacts Summary

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Budget 2015-16	\$m
	0.185

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#### 1. Provide a brief description of the proposed project

This project aims to utilise volunteer and contracted expertise to the upgrade and make safe, the currently unmanaged and unofficial mountain bike trail network in Isaacs Ridge Nature Reserve. This will be initially progressed through public consultation and survey work.

Community members and groups have been utilising and conducting unapproved events on this trail network for many years and would like to formally undertake sanctioned events. It is envisioned that an upgrade and an ongoing maintenance and safety program will allow a variety of users, particularly downhill mountain biking. The upgrade works will also allow the Parks and Conservation Service (PCS) to work with the Canberra Off Road Cycling Club and formally permit events on these trails, which will also allow for a greater public management role, and allow organisers to access insurance channels by having government sanctioned events.

#### 2. Problem / Issue to be solved

The 5+ kilometres of mountain bike trails in Isaacs Pines have been constructed unofficially, unprofessionally and unsafely over a number of years, by members of the public. This network also includes technical downhill mountain biking trails, some of which allow for the jumping of fire trails. At the present stage, PCS has no knowledge of the surety of these trails in terms of safety, stability, suitability or environmental impact.

PCS has significant concerns with the safety of the site. The informal trails may see users ride the down hill informal trail at high speed and cross the management trail without adequate line of sight; therefore increasing the risk of a serious accident.

The proposed project will seek out community and user group input into the desired style, linkage, level ability and application of trails in the reserve, and then look to make formal, some of the existing trail network. This network will, at the point of acceptance by PCS, have attained a standard of safety and usability that adheres to the International Mountain Biking Association (IMBA) standards and can be assured to maintain this standard indefinitely through volunteer working group support and limited assistance by PCS. At the point of acceptance, PCS will be able to approve events as per the normal event application framework and policy restrictions.

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### 3. Statement of objective(s) or business need and/or problem to be solved

The project objectives are:

- To develop and implement a community engagement and consultation plan
- To develop a concept plan, similar to that of Majura Pines
- To physically develop and improve the area as a recreational venue that can be formally utilised and accepted by PCS
- To design and install appropriate signage

While mountain bike riding is permitted on most formed trails within all of Canberra Nature Park reserves, purpose built Mountain biking tracks and trails are largely limited in the ACT. The main purpose built mountain biking areas include Bruce Ridge, Majura Pines and Sparrow Hill. The sport is known to be growing in popularity and community feedback at this stage suggests a strong need for more designated places within the urban landscape of the ACT.

This project will provide a purpose built mountain bike facility in southern Canberra that will result in less inappropriate recreation within the adjoining nature reserves.

### 4. Details of project dependencies

A feasibility report has been already undertaken utilising the districts resourcing, looking at the consultation bodies to be involved, the suitability for this kind of activity, including downhill mountain biking, to be permitted and approved in Isaacs Ridge Nature Reserve and developing a cost estimate for a community engagement and consultation plan, development of a concept plan, and the physical works involved in the track improvements.

This project will include a public consultation phase to determine the communities and user group view and input into the trail formalisation. This will allow the government to make an informed decision as to the delivery of the final product, as well as, and possibly more importantly, give the future users a sense of ownership that will hopefully lead to involvement in the ongoing management and maintenance of the trail network. Involving the user groups at all points will also reduce management challenges into the future, as the users will aim to protect what they put their personal time and effort in to, as has been shown at Bruce Ridge.

Mountain Biking is an activity that has safety risks associated with it, as such, this project and ongoing management will be undertaken with the knowledge and acceptance that riders who use these trails do so at their own risk.

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### 5. Summary of Preliminary Estimated Project Costs (excl. GST)

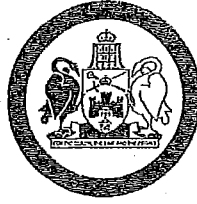
<i>Breakdown of Construction Project Costs:</i>	<b>Cost \$m</b>
Superintendency (ie. Project Supervision)	0.0
Contingency (if any)	0.018
Construction	0.136
Insurance (Approximately 1% of construction costs)	0.001
delivery or overhead costs	0.030
<b>Total</b>	<b>0.185*</b>

**Contact Officer:** Wade Young

**Position:** A/Ranger in Charge, Urban Reserves – South, Parks and Conservation Service

**Phone:** 6205 1410

Part 2.



**ACT**  
Government

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Territory and Municipal Services

## **Project Plan**

# **Isaacs Ridge Mountain Bike Trail Network Upgrade**

Capital Upgrade Project  
2015-16

Version 3.0  
May 2015

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## Document Information

### Approval

Date approved: July 2015

Date effective: July 2015

Approved by<sup>1</sup> Senior Responsible Officer (Executive Director)

**Paul Peters, Executive Director, Infrastructure, Roads and Public Transport**

Review date: N/A

Expiry date: 30 June 2016

### Details

Document Name: **Isaacs Ridge Trail Network Upgrade**

Content owner: Capital Works Design and Delivery

Document Author: Sophie Clement, Urban Places and Reserves

Audience: Procurement and Capital Works

Document location: G:\23 PARKS, RESERVES AND PUBLIC PLACES\CONSTRUCTION\Trails PCS\Isaacs Ridge\00\_Project Planning\150515\_FinalCUP\IsaacsRidgeTrails-ProjectPlan.docx

### Amendment History

Version no.	Issue date	Amendment details	Author
1.0	15/05/2015	Final Draft	Sophie Clement
2.0	16/5/15	Review Revisions	D Hill
3.0	24/06/2015	Review Revisions	S Clement

This project is being procured through Procurement Capital Works (PCW)

Procurement Method checked and Project Plan approved by Senior Responsible Officer (Executive Director).



Paul Peters, Executive Director, Infrastructure, Roads and Public

Date: 29 July 2015

## Definition of Terms

Term	Definition
Functional Brief	<p>The Functional Brief provides:</p> <p>an overview of all the project components, how you intend to produce the outputs and describes the roles and responsibilities of each of the parties in the governance structure of the project.</p> <p>A documented framework to ensure the achievement of defined project outcomes and to effectively monitor the project from start to finish.</p> <p>A formalised agreement between the Client Project Manager and the Procurement Project Manager (Internal or External to ACT Gov) of what needs to be done and when.</p>
Outcomes	<p>The benefits or disbenefits that will be realised from the utilisation of the outputs delivered by a project. Not to be confused with Agency Budget Outcomes.</p>
Outputs	<p>The services or products delivered to the TAMS Business Entity(s) by the project. Not to be confused with Agency Budget Outputs.</p>
Project Objective	<p>A statement of the overarching rationale for why the project is being conducted.</p>
Quality	<p>The totality of features and characteristics of a product or service that bear on its ability to satisfy stated needs. Also defined as 'fitness for purpose' or 'conforms to requirements'.</p>
Senior Responsible Officer (SRO)/ Executive Director	<p>The Senior Responsible Officer (SRO) is ultimately accountable for the program, ensuring that it meets its objectives and realises the expected benefits. The individual who fulfils this role should be able to lead the programme with energy and drive, and must be empowered to direct the program and take decisions. They must have enough seniority and authority to provide leadership to the program team and take on accountability for delivery.</p>

## Background

### Isaacs Ridge Pine Plantation (Isaacs Pines)

- An area of 23 Ha of ACT Forestry Commercial pine plantation managed by ACT Foresters within Parks and Conservation Service.
- This area is routinely used by neighbours and day walkers.
- The area is part of the commercial estate; however the proximity to urban development may dictate future management decisions.
- The area is not currently adjusted for stock grazing.

Traditionally the management of pine plantations by the ACT Government aims to generate sufficient income from timber sales to offset land management costs while ensuring the maintenance of long-term social and environmental benefits.

The Isaacs Pines area is bordered by Isaacs Ridge Nature Reserve.

### Mountain Bike trails at Isaacs Ridge

It is estimated there are more than 5 kilometres of existing mountain bike trails in Isaacs Pines that have been constructed by members of the public unofficially, unprofessionally and unsafely over a number of years. This network includes technical downhill mountain biking trails which are generally designed to be ridden at high speed. The trails include jumps over fire trails and fire-trail crossing points without adequate line of sight; posing significant risk to mountain bike users and other users.

Community members and groups have been utilising and conducting unapproved events on this trail network for many years and would like to formally undertake sanctioned events. PCS has significant concerns with the safety of the site and presently do not have knowledge of the surety of these trails in terms of safety, stability, suitability or environmental impact.

While mountain bike riding is permitted on most formed trails within all of Canberra Nature Park reserves, purpose built Mountain biking tracks and trails are largely limited in the ACT, in particular downhill trails, such as those found at Isaacs Pines. The main purpose built mountain biking areas include Stromlo Forest Park, Bruce Ridge, Majura Pines and Sparrow Hill. The sport is known to be growing in popularity and community feedback at this stage suggests a strong need for more designated places within the urban landscape of the ACT.

Providing mountain bike trails in PCS approved areas can assist in stopping the proliferation and use of illegal trails in more sensitive ecological areas and nature reserves.

### Zoning

Isaacs Ridge:

- *Jerrabomberra Block No. 159: DES designated land*  
Territory Plan - Land Use Zone: DES: DESIGNATED

Territory Plan - Overlay Zone: Pc: Nature Reserve; Pd: Special Purpose Reserve.

- *Isaacs Block No.6; Section 593*

Territory Plan - Land Use Zone: DES: DESIGNATED; NUZ3: HILLS, RIDGES AND BUFFER AREAS

Territory Plan - Overlay Zone: Pc: Nature Reserve; Pd: Special Purpose Reserve; Pe: Urban Open Space; PUBLAN: Public Land

***Isaacs Ridge Recreation Facility Community Engagement and Concept Plan, Anthony Burton & Associates 2014***

In response to these issues and ongoing requests from local groups on approvals to run events using the trails at Isaacs Ridge, the ACT Government engaged Anthony Burton & Associates to undertake a preliminary study into how to approach engagement of the local community and propose an approach for formalisation of the trail network.

This resulted in the *Isaacs Ridge Recreation Facility Community Engagement and Concept Plan*, November 2014, Anthony Burton & Associates.

## Objective

To provide a recreation area at Isaacs Pines that is safe for all users and provides purpose built mountain bike trails and shared use trails.

## Outcomes

- Improved trails for a variety of users, particularly downhill mountain biking.
- Improved standard of trails to allow government to sanction events and which will enable organisers to access insurance channels.
- Reduced inappropriate recreation within adjoining nature reserves.
- Increased amenity to a range of users
- Minimised potential user conflict between users
- Increased engagement of the community in the ongoing maintenance of the recreational facility.

## Output(s)

A formalised recreational activity area within the Isaacs Pines.

## Scope of Work

### Planning

- Obtain necessary environmental approvals

### Consultation

- Engage a consultant to undertake targeted community consultation and develop a Trail Management Plan.
- The project will seek out community and user group input into the desired style, linkage, level ability and application of trails in the reserve, and then look to make formal, some of the existing trail network.
- This network will, at the point of acceptance by PCS, have attained a standard of safety and usability that adheres to the International Mountain Biking Association (IMBA) standards. This standard would then be maintained through volunteer working group support run through the PCS Parkcare support area and with limited assistance by PCS.

#### Design Services/Construction

- Engage a specialist trail building contractor to design and construct trails and recreational infrastructure in accordance with the Trail Management Plan
- Engage a graphic designer to design and document signage for fabrication
- Engage a fabricator to fabricate and install the signs

#### Acceptance

- Works to be accepted by Project Sponsor

#### Procurement

Stage/ Item	Agency	Procurement & delivery
Consultation and Trail Management Plan	CWDD to procure direct	Select Request to Quotation to three providers. Under \$25k Seeks to engage planning specialist with consultation management skills and mountain bike trail network planning skills. Team may include specialist sub-consultant. <b>Deliverables:</b> Trail Management Plan including proposed trail network plan. Must be complete and approved by 30 September 2015 to meet construction timeframe.
Design & Construct	Procure through PCW	Select Request to Quotation to three providers. Under \$200k Seeks to engage a specialist trail building contractor. <b>Deliverables:</b> trail and associated infrastructure construction. Trail way-finding and caution signage plan. Trail way-finding and caution signage installation.
Superintendent	Procure	Select Request to Quotation to single provider.

	through PCW	Under \$25k <b>Deliverables:</b> Supervision of construction work and certification trails meet standards specified.
Signage design	CWDD to procure direct	Select Request to Quotation to three or single provider. Under \$25k <b>Deliverables:</b> sign artwork using Majura design.
Signage fabrication and installation	CWDD to procure direct	Select Request to Quotation to three or single provider. Under \$25k <b>Deliverables:</b> fabrication of signs and installation of trail head, node and vehicle signs.

## Assumptions and Constraints

### General

- Project is to be completed by 31 May 2016
- If a Defects Liability Period is required, a retention sum to be held by PCW in a trust fund (post 30 May 2016)
- Extent of construction will be limited by funds appropriated for this project in 2015-16.

### Project Specific

- That there are sufficient resources in the consultant and construction industries to complete the project.
- Factors such as sufficient funding and stakeholder approvals processes do not adversely impact on the delivery of the project.
- That cost estimates are accurate.
- That public demand and expectation is high for a safe and usable recreation facility at Isaacs Pines.
- Climate and soil conditions from autumn through to early spring are considered better for construction of natural surface trails due to higher moisture content in the soil to assist compaction of the newly cut trail.

## Governance

<b>Senior Manager:</b>	Ben McHugh, Capital Works Design and Delivery
<b>Section Manager:</b>	Diana Hill, Manager, Urban Places and Reserves
<b>Project Manager:</b>	Sophie Clement, Urban Places and Reserves
<b>Contract Manager:</b>	Katherine Ashley, Procurement Capital Works
<b>Project Sponsor:</b>	Daniel Iglesias, Parks and Conservation
<b>Sponsor Contact Officer:</b>	Wade Young, Ranger, Southern District

## Reporting

### Project Manager (UPR)

- Monthly Treasury Milestone Reporting (TM1)
- Fortnightly Project Status Reports
- Regular catch-up meetings with Project Supervisor
- Input to the Chief Minister's weekly written issues brief. (key milestones and/or issues)
- Exception reporting as required (Chief Ministers talkback, Question Time Briefly (QTB), Ministerial briefs)

### Contract Manager (PCW)

- Completion of WHS checklist as per new WHS guidelines
- Weekly project team meetings prior to construction
- Fortnightly PCG meetings
- Weekly updates to Project Manager during construction
- Monthly project updates that provide reports, as required
- Monthly financial summary to Project Manager. Summary should list project expenditure, variation requests and approvals.

## Schedule

Task	Scheduled date
Project Plan approved	June 2015
Procurement approach agreed	May 2015
Trail Management Plan and Consultation	
Consultant Functional Brief endorsed	July 2015
Procurement Plan endorsed	July 2015
Consultant Request for Quotation released	July 2015
Consultant engaged	July 2015
Targeted community consultation commenced	July 2015
Targeted community consultation complete	August 2015
Trail Management Plan complete	September 2015
Consultation report to Minister for endorsement	September 2015
Design & Construction	
Design & Construction Functional Brief endorsed	October 2015
Design & Construction RFT released	October 2015
Design & Construction contractor engaged	December 2015
Trail alignment agreed by Project Sponsor	February 2016

Trail way-finding and caution sign plan submitted	February 2016
Construction commenced	March 2016
Construction complete	April 2016
Signage design and fabrication	
Functional brief graphic designer endorsed	November 2015
Graphic Designer engaged	December 2015
Signage Design complete	February 2015
Functional brief fabrication and installation endorsed	February 2015
Sign fabricator engaged	March 2015
Signage fabrication and installation complete	May 2015
Project Complete	June 2016
Volunteer Group formation and consultation	
Volunteer group initial meeting	September 2015
Trail names to be submitted to Project Sponsor	December 2015
Proposed trail network review by volunteer group with contractor	January 2015
Draft trail alignment – review by volunteer group	February 2016
Trail building workshop with contractor x 2	February – April 2016

## Budget

The project is to be funded from the TAMS Capital Upgrades 2015-16 Budget. \$185,000 is allocated over the 2015-16 financial year.

TM1 code: TAMS15142CUP

Oracle No. 35142

<b>Project Funding Appropriation</b>	<b>\$185,000</b>
PCW Fees 4%	\$7,400
TAMS project manager costs 5%	\$10,767
<b>Project delivery budget</b>	<b>\$166,833.00</b>
Project contingency 10%	\$17,000
Consultation - facilitation and report	\$7,000*
Trail Management Plan	\$12,000*
Design & Construction	\$100,833
Graphic Design	\$10,000**
Signage Fabrication	\$20,000**

\*These figures are based on the estimate in the Community Engagement and Concept plan

\*\*These figures are based on Majura Pines and Bruce Ridge signage

## Stakeholders & Communication Strategy

Government and non-government stakeholder engagement will:

- Build relationships and trust between the Territory, its agencies and the wider community.
- Seek input into the design of services and products.
- Keep the community informed about projects and plans and allow contributing.

Organisation	Contact	Role
<b>Internal Stakeholders</b>		
PCS Ranger	Wade Young	Land Manager, project input, onground contact, targeted consultation
PCS - ACT Foresters	Rebecca Blundell or Pete Langdon	Land Manager - pine plantation, approvals for work in the area, background information on pine forest and future of forestry at Isaacs Ridge, targeted consultation
PCS Park Care support coordinator	Craig Wainwright	Volunteer group establishment and coordination, liaison with Nature Reserve Park care group, <i>targeted consultation</i>
PCS Visitor and Customer experience	Odile Arman	Signage and trail names review and approvals
<b>Community Stakeholders</b>		
CORC	Brendon Mulloy	Trail network, trail style, targeted consultation
Isaacs Ridge Nature reserve ParkCare group	Michael Sim	Targeted consultation, main person in the Isaacs Ridge Park Care group, targeted consultation
ACTEA	Christine Lawrence	Equestrian trails, targeted consultation
Sri Chinmoy - events	TBC	Fire trail use for annual event, targeted consultation
Local residents – Isaacs and O'Malley	TBC	Adjacent to reserve area, targeted consultation.
Woden Valley Community Council	TBC	Represent local users of the area, targeted consultation

## Risk Management

- Refer attached Risk Plan.
- PCW will prepare a Risk Plan for the Procurement process.
- Ongoing risk management via a dynamic risk register to assess and managing new risks as they arise
- Ongoing risk identification and mitigation strategies as project progresses in consultation with PCW officer and PM.
- Alerting Manager early of potential risks and possible mitigation strategies.

## Related Projects

- Majura Pines Recreation Activities and development of the Majura Pines Trails Alliance (MPTA)
- PCS Trails Strategy
- PCS Signage Standard
- Isaacs Ridge Recreational Facility Community Engagement and Concept Plan, Anthony Burton & Associates on behalf of Parks and Conservation Service, ACT Government November 2014

## Guidelines & Standards

### General

- Work Health and Safety Act 2011
- Other relevant Acts and Ordinances currently in force in the ACT.
- Current and relevant *Australian /New Zealand Standards* [www.standards.com](http://www.standards.com)
- *TAMS Design Standards for Urban Infrastructure* [www.tams.act.gov.au](http://www.tams.act.gov.au)
- *TAMS Standard Specifications for Urban Infrastructure* [www.tams.act.gov.au](http://www.tams.act.gov.au)
- *TAMS Reference Documents 6 to 11* and others as relevant [www.tams.act.gov.au](http://www.tams.act.gov.au)
- TAMS Project Management Framework and all other relevant TAMS requirements
- Best Practice Project Management principles will be applied to manage this project.

### Specific

- IMBA Trail Guidelines

## Quality Control

TAMS Internal

- Project Managers, Contract Managers and Operational Managers will regularly review the agreed and documented project outputs throughout the project.
- PCW Contract Managers will monitor the outputs with reference to hold points-inspections as stated in the consultant/ contractor contracts and also monitor performance against the agreed and documented schedule.
- Project Manager to check the works are consistent with the TAMS reference documents as these apply. [www.tams.act.gov.au](http://www.tams.act.gov.au) as far as their expertise or ensure this quality checking has been enabled within the project contract.
- Project Manager to check WAEs for general review of completeness
- TAMS PCS Asset area to check the WAE's meet the PCS requirements.

#### External

- Expert and appropriately qualified consultants to verify compliance
- Quality checks to be undertaken by consultants in compliance with their contracts.
- Superintendent to provide site supervision of works and coordination.
- Ensure appropriate submission points and review by stakeholders in program including a site visit to confirm and agree any key points of interest or approval.

## Project Closure

### General

#### Project Handover

- The order and requirements of the TAMS handover procedures will be provided in the tender documentation and confirmed at the Inception Meeting for this project.
- The TAMS Capital Works Handover Procedures will be used as a guide to formally transfer new assets to the Territory and close the project.
- The procedures include 5 main steps:
  1. Physical completion – construction 100% complete and inspected by the superintendent.
  2. Handover documentation –WAEs (GPS location of trail and trail signage), warranties and manuals to be provided to the Territory and checked.
  3. Operational Acceptance – handover inspection to confirm works done as specified and to the Territory's satisfaction.
  4. Practical Completion
  5. Consolidation for soft assets (specific to trail construction)
  6. Defects Liability Period – 52 weeks commence upon successful Operational Acceptance.
  7. Final Acceptance – final inspection of works at end of Defects Liability Period.

### **Financial handover**

- Final financial reconciliation
- Project capitalisation

### **Post Project Review**

- Refer Evaluation below

## **Evaluation**

### **Lessons Learnt**

'Lessons Learnt' will capture stages of the process that were either successful or difficult to achieve. Throughout this project, 'lessons learnt' will be discussed at regular internal reviews and with the project team. The lessons learnt from this project should be collated in the URP status reports and then into the *TAMS Lessons Learnt Database* for future projects.

### **Measuring Project Success**

Evaluating the Project Control Plan, Status and TM1 reports will determine whether Key Project Indicators (KPIs) have been met, how well managed the project is, and whether specified project outputs have been delivered and the outcomes realised. This includes:

#### **General**

- Delivered on time to the best achievable quality within allocated budget.

#### **Project Specific**

- NAC are installing trail counters to measure trail use as an evaluation tool.

## Attachment: Roles and Responsibilities

### Senior Manager

The Senior Manager, Capital Works Design and Delivery is responsible for resourcing decisions essential for the delivery of project outputs and the attainment of project outcomes. The role is also responsible for:

- approving milestone release of funds to the project;
- ensuring appropriate management of the project components outlined in this project plan including risk monitoring, quality and timeliness;
- project assurance; and
- conflict arbitration

The Senior Manager also lends support, by advocacy, at senior levels and ensures that the necessary resources (both financial and human) are available to the project. The Senior Manager is ultimately responsible for ensuring that project outcomes are secured.

The Senior Manager is:

**Ben McHugh, Senior Manager, Capital Works Design and Delivery**

### Section Manager (CWDD)

The Section Manager of the Business Entity managing the project oversees the business management and project management issues that arise outside the formal business.

Section Manager leads project managers in the effective and successful delivery and completion of projects. Ensuring projects are delivered in accordance with ACT Govt. legislation, policies, value for money, procurement requirements, TAMS standard systems and record keeping.

The Section Manager has delegation for endorsement of:

- Expenditure related to the project eg. Contracts up to \$100k, invoices
- Functional Briefs
- Design

The Section Manager is:

**Diana Hill, Manager, Urban Places and Reserves**

### Project Manager (UPR)

The Project Manager is accountable to the Section Manager to deliver the defined project outputs to the required quality within specified time and cost parameters.

They are responsible for managing the day-to-day aspects of the project, resolving planning and implementation issues, and monitoring progress and budget.

The Project Manager will:

- Develop and maintain the Project Plan and Project Schedule;
- Manage and monitor the project activity through detailed plans and schedules;
- Deliver a Monthly Project Status Report to Section Manager;
- Report to the Section Manager at regular intervals;
- Develop and maintain the project's risk register;
- Manage change control and implementation of project outputs;
- Manage stakeholder expectations through formal specification and agreement of goals, objectives, scope, outputs, resources required, budget, schedule, project structure, roles and responsibilities; and
- Develop a Project Closure Report at the completion of the project.

The Project Manager is:

**Sophie Clement, Urban Places and Reserves**

### Contract Manager (PCW)

The Contract Manager will undertake all procurement activities for the project and manage the consultant and contractor contracts to physical and financial completion This includes:

#### Procurement

- Preparation of a Procurement Plan Minute
- Prepare Project Brief from the Functional Brief in consultation with Project Manager
- Preparation of tender documentation and management of the tender process.
- Prepare Tender Evaluation Report
- Prepare Contract Documentation and award contract

#### Construction

- Effective communication between relevant parties to enable the timely progress of the project, including formalising Project Control Group
- Manage the delivery of the construction
- Review and assess variation claims and extensions of time for Project Manager's approval.
- Manage incidents and WHS checklists, reporting and Active Certification .
- Co-ordinate and distribute design documentation and reports as necessary to the relevant ACT Government Directorates for Design Acceptance; Operational Acceptance and Final Acceptance

Contract Manager is:

**Stephen Thomas, Procurement Capital Works**

### TAMS Finance

The TAMS Finance is responsible for:

- Providing guidance and assistance with project costing and financial reporting to Project Managers;

- Reviewing the Project Plan and any project variation requests for completeness and accuracy of financial information;
- Ensuring the approved project budget figures are entered in financial management systems;
- Accounting for the costs of the project;
- Monitoring the project actual costs against the budget;
- Monitoring availability of approved funds and warning the Project Manager of potential overruns;
- Reconciling the FMIS GL-WIP account against Monthly Project Status Reports prepared by the Project Manager
- Capitalising assets in accordance with capitalisation procedures; and
- Reviewing the Project Closure Report to confirm final actual expenditure of the project.

The TAMS Finance representative for the Project is:

- **Kae Harradine, Manager, Capital Budgets & Reporting**