

Project Management Procedure

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Objective

The Project Management Procedure applies to projects managed by Yarriambiack Shire Council (Council). A project is a body of work with distinct start and end dates that progresses through defined phases and adheres to a formal project management methodology.

All projects must be developed and delivered utilising the Project Management Framework adopted by Council.

2 Responsibility

- a) The Project Sponsor is responsible for ensuring that the Project Management Policy and Procedure is adhered to by the Project Manager.
- b) The Project Manager is responsible for ensuring adherence to the Project Management Policy and Procedure.

3 Scope

The following procedure is to be adopted for all Council Projects, regardless of size.

3.1 Project Conception

The [Budget Framework and Guidelines Manual](#) outlines for a project to be considered for future funding:

- a) A Mandate must be completed;
- b) It must then be assessed and scored by the Special Projects Asset Management Working Group (SPAMWG);
- c) If successful in score rating, it is to be included on the Priority Project list.
- d) Funding will then be sourced for the project as becomes available in order of priority, either via grants or Council's own source revenue. Funding will depend on the type of project (e.g. Council owned asset or community project).

Prior to seeking funding, the costs outlined in the Project Mandate are to be reviewed, to ensure accurate funding applications and/or budget submissions are made. Project Managers are to use economic forecasts to assist with the development of an accurate project budget. All funding applications should consider the incorporation of Project Management fees to enable adequate resources to be assigned to projects.

3.2 Post Project Conception

The project is to be scoped and planned for to ensure it is shovel ready to:

- a) apply for funding;
- b) implement in approved budget year.

If applying for funding the Project Manager is to ensure either:

- a) a Council Resolution has been adopted to endorse the funding application; or
- b) where a resolution is not required as part of the funding submission, a letter of support from the Chief Executive Officer (CEO) confirming budget availability is provided.

If a community contribution commitment is required to proceed forward with a funding application, this should be documented formally, with a letter of support being provided and signed by the Chair/President, Secretary and Treasurer. A copy of the Committee

Minutes endorsing the support of the project, along with a copy of the Committees bank statement as evidence the funds are available is also required to be provided to the Project Manager, as part of the funding application.

3.3 Shovel Ready

To ensure a project is shovel ready, the following considerations are to be made:

- a) Designs and/or plans have been developed.
- b) Dial Before You Dig has been undertaken where construction works are to be commenced.
- c) Consent of landowner has been obtained, where applicable.
- d) Building and planning permit requirements have been considered.
- e) Other statutory services have been considered, such as the CFA, CMA, Water Authorities, Cultural Heritage Management Plan.
- f) If building works are to commence, Council's Asbestos Register should be checked to identify any risks or hazards present.

3.4 Funding Approved

Once funding is approved either via the Council budget process, or via successful grant funding notification, the project implementation stage can commence.

3.5 Project Implementation

Consideration is to be made to the Project Management Framework documentation.

The following documents are to be completed based on the risks and size of the project, and funding agreement requirements:

Workplan Checklist	to include funding body workplan checklist (if required), along with tasks to be completed to progress project from implementation stage to commencement and delivery stage. Refer to Council's Work Breakdown Structure Template
Project Team Set Up	Establish a project team if required. This is to be documented in WorkflowMax and on the Workplan checklist.
Gantt Chart	Develop a project delivery Gantt chart if required.
Engagement / Stakeholder Plan	This document is to outline how individuals and groups are engaged with during the implementation and delivery of the project. It is to identify the key groups and people, including contact numbers and email addresses. Refer to the Stakeholder and Engagement Template
Communication Plan	This document will outline key milestones and when individual, group and public communication will occur. Refer to the Communication Plan Template
Risk Assessment	The risk assessment included in the Mandate is to be reviewed and revised on a separate Risk Assessment Template .

3.6 Procurement

Once funding is approved and the project is shovel ready, the procurement specifications are to be developed. The specification details will be dependant on the size of the procurement activity. Refer to Council's [Procurement Management Manual](#) for further information.

3.7 Community Contribution Agreement

Once funding is secured, where a community contribution is required, a formal agreement is to be entered into with the committee. Refer to the [Community Financial Contribution Agreement Template](#) located on the Intranet. Where contributions are \$20,000 or less, this is to be paid upfront prior to the project commencing.

Where the community contribution is greater than \$20,000 this can be separated into payment milestones over the project implementation phase. A one third payment contribution is required up front prior to the project commencing.

The Agreement must be signed by the Chair/President, Secretary and Treasurer and formally noted in the Committee's minutes.

If the Committee defaults on milestone payments, where applicable this will be deducted from Council's future contributions to that Committee.

Council may agree to enter a formal payment plan over a longer period, greater than the project implementation phase. An agreement of this nature is to be adopted by a formal resolution of Council.

3.8 Project Commencement

Once funding is secured the following reporting is required:

Project Status Report	This is to be included in the Council's Financial and Non-Financial Performance Report. This will include actual v budget, status of project and commentary on risks and impacts on the project delivery.
Milestone Reporting	Funding agreements are often assigned milestone reporting requirements. The milestone reports are to be completed on time and submitted to the applicable funding body by the Project Manager. Milestone reports are to be saved in the applicable Project Folder on Sharepoint.
Meeting Minutes and Action Plans	Documentation is to be completed on any meetings with Committees and individuals related to the project. Supplier evaluation documentation is to be regularly updated if and when required. All documentation is to be saved in the applicable Project Folder on Sharepoint.
Quality Control	Where quality control is required, this is to be documented and saved in the Project Folder in Sharepoint.

3.9 Practical Completion – Project Finalisation and Defects/Liabilities Period

Once the project is completed, the following tasks should be completed:

Post Project Review	Complete the Lessons Learned Log for the project and brief the SPAMWG on key findings and actions for process improvement.
Acquittal	Complete the funding agreement acquittal as required.
Official Opening	Where applicable, arrange the official opening and invite Ministers, Department representatives and Community Groups as identified in the Communications and Stakeholder Engagement Plans.

Bank Guarantee	Arrange for the Bank Guarantee to be returned in accordance with the Contract.
Signage	Ensure signage is erected in accordance with the funding requirements.
Asset Capture Forms	Complete the Asset Capture Forms as required by the Corporate Services and Infrastructure and Works departments.

4 References

- Procurement Policy 2021 – 2025
- Procurement Management Manual
- Project Management Policy
- *Occupational Health and Safety Act (2004)*
- *Local Government Act 2020*
- Risk Management Manual
- Grant Management Policy
- Grant Management Procedure
- Budget Framework and Guidelines Manual
- WorkflowMax Project and Financial Management Manual
- Finance and Payroll Management Manual

Council Adopted Procedure:

Policy Adopted:	Ordinary Meeting 26 February 2020	Minute Book Page 128
Policy Reviewed:	Ordinary Meeting	Minute Book Page