

# PROJECT MANAGEMENT

TS310



NARRANDERA SHIRE COUNCIL POLICY

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## PROJECT MANAGEMENT

<b>Policy No:</b>	<b>TS310</b>
<b>Policy Title:</b>	<b>Project Management</b>
<b>Section Responsible:</b>	<b>Infrastructure</b>
<b>Minute No:</b>	<b>15/41</b>
<b>MagiQ No:</b>	<b>8422</b>
<b>Next Review Date:</b>	<b>2018 or As Required</b>

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### Objective

To enable Narrandera Shire Council to:

- develop and sustain an appropriate level of project management capability;
- undertake and conclude projects over a specified time frame;
- achieve a pre-determined goal or set of outcomes within a specified cost parameter; and
- meet the prudential and probity requirements of the Local Government Act.

### Policy Statement

Narrandera Shire Council will manage all its work using a project management methodology i.e. works are planned, budgeted, scoped and communicated.

### Scope

This policy applies to all projects of whatever type approved by the Council's elected body or Chief Executive Officer, ***this is inclusive of all grant funded projects***, which are to be implemented in accord with a set objective, a cost parameter and timeframe within the Narrandera local government area.

### Definitions

A project can be broadly defined as a series of tasks over a specified timeframe to achieve a pre-determined goal or set of outcomes within a specified cost parameter.

### Risk Management

Risk Management is an important obligation that Narrandera Shire Council takes very seriously and pro-actively manages especially in regard to project delivery.

In the formulation and delivery of projects, Council is very aware that there are risks to be assessed and systematically managed, to which elected members, employees, community and interested parties may be exposed.

Council has a Risk Management Policy, Framework and system which is to be applied in the concept formation, approval, planning, delivery, cost, quality and assurance control, monitoring and evaluation of projects.

### **Roles and Responsibilities**

- The Chief Executive Officer is responsible for the implementation of this Policy.
- All elected members, managers, project managers, contractors, employees and interested parties are encouraged to consider and assess applicable perceived risks and, if necessary, communicate them to the Chief Executive Officer or Project Manager prior to the commencement of the project or relevant project phase or activity.
- All Officers responsible for delivery of a project will use the policy and project methodology and systems.

### **Related Legislation/Guidelines/Narrandera Policies and Associated Procedures**

- Local Government Act (NSW) 1993
- AS 4915-2002 Project Management
- CS150 Risk Management Policy
- CS100 Procurement Policy
- Project Management Procedure
- Procurement Manual

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### **Policy History**

New Policy prepared in 2015

Adopted by ELT                      2 February 2015

Adopted by Council                17 March 2015

Reviewed                            type full date

Amended                            tba



Signed:                      Chief Executive Office

Date: 18 March 2015