1.   Policy Intent

The Project Management Policy (this Policy) sets out Tablelands Regional Council's (TRC's) principles and intent for the delivery of infrastructure and non-infrastructure projects.

The Policy forms part of the Project Management Framework (PMF) and exists to provide a consistent basis for project management across TRC based on the principles of internationally accepted project management frameworks, like the Project Management Body of Knowledge (PMBOK) extended by the inclusion of bespoke methodologies, tools, techniques, templates, approval processes and clearly defined roles and responsibilities.

2.   Scope

This Policy applies to all infrastructure and non-infrastructure projects (capital and operational) delivered by TRC, including those delivered on behalf of external customers. All TRC staff, volunteers and contractors working on TRC projects are to comply with this Policy.

The Project Management Office (PMO) is responsible for the effective implementation of the PMF.

Section managers are responsible for ensuring their staff possess the required skills, competencies and training in using the PMF.

The PMF is scalable and allows the Project Manager (PM) and PMO to determine the level of governance rigour and documentation required for the delivery of a project based on the project risk and complexity.

3.   Background / Supporting Information

3.1   Related Documents

3.1.1   Project Management Framework

3.1.2   Project Decision Framework

3.1.3   Project Decision Policy

3.1.4   Corporate Governance Framework

3.1.5   Enterprise Risk Management Framework

3.1.6   Communication and Engagement Framework

4.   Definitions

A list of definitions is included in the PMF document.

5.   Policy Statement

The TRC PMF provides a consistent, reliable and transparent approach to the delivery of projects across TRC and is to be applied to all infrastructure and non-infrastructure project delivered by TRC.

5.1   Objectives

The objective of this Policy is to ensure TRC has effective project management arrangements in place that:

a.   provide value for money

b.   provide a means to demonstrate capability and capacity in project delivery

c.   provide a rigorous approach to managing projects, which is appropriate to the level of risk and complexity, thereby enhancing the likelihood of achieving successful project outcomes

d.   ensure accountability is clear, stakeholders are consulted, risk management controls are in place, project duplication and overlap are limited, and both outputs and outcomes (benefits) are monitored and reported.

5.2   Benefits

The benefits of this Policy are that it provides:

a.   rigour in scoping, approval and management of projects

b.   a framework to enable more effective investment, coordination and use of TRC resources

c.   a process for achieving improved solutions which maximise stakeholder satisfaction

d.   a process for facilitating effective relationships with team members, partners, contractors and stakeholders.

6.   Responsibility

Council is responsible for the adoption, amendment and repeal of the Policy and the General Manager Infrastructure and Planning is responsible for the development and amendment of any associated procedures and guidelines relevant to the Policy.

7.   Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this Policy and recommend appropriate changes. This Policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended/repealed by resolution of Council.