

PROJECTS MANAGEMENT POLICY

Responsible Department: Infrastructure and Delivery
Responsible Section: Assets and Engineering
Responsible Officer: Manager – Assets and Engineering

Objective

This policy defines what is considered to be a Project at Narrabri Shire Council (NSC). Projects are to be managed in accordance with the NSC Projects Framework which is outlined below.

Introduction

The Projects Management Policy describes the process to be used when conducting a project for council. At NSC, works requiring to be administered by the NSC Projects Management process are defined as;

- Works classed as Capital Works;
- Any changes that are not covered by the assets' operational and maintenance plan ([Resourcing Strategy](#)), such as;
 - renewal (fixing any degenerative works to make it 'like new')
 - upgrades (making an upgrade to create a larger / more expensive asset / betterment); or
 - replacements (removal and replacement).
- Demolition / Decommissioning (due to asset disposal);
- Grant funded works; and/or
- Works that require a start and finish date (i.e. not on-going).

All works should meet Council objectives and be identified in the [Operational Plan/Delivery Program/Community Strategic Plan](#).

Project Management Protocol

The Projects Management Protocol is comprised of four chronological phases:



The requirements for each phase are further described in the Projects Management Protocol.

Review

This policy will be reviewed every three years or as required.

References

- *Local Government Act (NSW) 1993.*
- *Local Government (General) Regulation 2021.*
- *ISO 21500 – Guidance on Project Management*
- *NSW & ACT IPWEA (Institute of Public Works Engineering Australasia) – Project Management Tool.*

History

Minute Number	Meeting Date	Description of Change
125/2024	25 June 2024	Adopted