



FNM2054 - WHITFORDS NODES HILLARYS LOOKOUT STAIRWAY

| | | | |
|---|--|-----------------------------------|----------------------------|
| Project Description | Construction of a stairway to the existing lookout on the northern dune system at Whitfords Nodes Park, Hillarys. | | |
| Project Manager | Coordinator Natural Areas and Capital Works Projects | Project Sponsor | Manager Services Operation |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 02656 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Completed concept design. Continued development of community consultation documentation. Continued development of strategy presentation for Elected Members. | | |

| | | |
|---------------------------|--------------------------------------|--|
| *Status Colour Key | Proceeding according to plan/phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|------|
| Percentage of Project Completed | 10 % |
| Percentage of Construction | 0 % |

| | |
|-----------------------------|------------------|
| Multi Year Project | YES /NO |
| Total Project Budget | \$430,000 |

2017-18 BUDGET / EXPENDITURE SUMMARY

| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
|--|------------------|---------------------------------------|------------|
| Budget Funding – City (Municipal / Reserve) | \$220,000 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$200,000 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$420,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$20,000 | | |
| Expenditure to Date | \$10,454 | | |
| Balance* | \$409,546 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



PROJECT STATUS REPORT

Whitfords Nodes Hillarys Lookout Stairway

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Development of concept design and procurement | Feb 2017 | Aug 2017 | | Aug 2017 | |
| Community consultation process | Oct 2017 | Jan 2018 | | | |
| Outcomes of community consultation to Elected Members | Feb 2018 | Feb 2018 | | | |
| Lotterywest funding application | Mar 2018 | Jun 2018 | | | |
| Design and construct tender | Jul 2018 | Sep 2018 | | | |
| Development of detailed design | Oct 2018 | Feb 2019 | | | |
| Construction | Mar 2019 | Jun 2019 | | | |
| Consolidation of softscapes | Jul 2019 | Sep 2019 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|--|----------|---------------------------|----------------------------|
| Commence development of community engagement and consultation plan | Medium | None | Senior Landscape Architect |
| Present Whitfords Nodes Health and Wellbeing Hub development plan to Elected Members | Medium | None | Manager Operation Services |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---------------------------|--|---------|
| Delays in community consultation | Unlikely | Minor | Low | None | Coordinator Natural Areas and Capital Works Projects | |



| RISK MANAGEMENT FOR ENTIRE PROJECT | | | | | | |
|--|-----------------|------------------|--------------------|---|----------------------------|---------|
| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
| Critical path project timelines not met | Unlikely | Insignificant | Low | Ensure the approved communication plan is in place to keep all stakeholders regularly updated and informed | Manager Operation Services | |
| Negative feedback from stakeholders or residents as a result of consultation and/or installation | Possible | Insignificant | Low | Ensure the approved communication plan is in place to keep all stakeholders regularly updated and informed | Manager Operation Services | |
| Quality of installation/deliverables not achieved as detailed in the contract specification regarding defect liabilities | Unlikely | Insignificant | Low | Ensure handover process is completed with Operations and warranty or defect liability is recorded against the asset | Manager Operation Services | |

| Variation Type | Planned | Actual | Reason for Variance |
|----------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

| Overall Summary and Actions Completed (previous reporting periods) |
|---|
| <p><u>July 2017</u></p> <ul style="list-style-type: none"> Review and selection of preferred concept design. Received WAPC support for project. |

PENISTONE PARK COMMUNITY SPORTING FACILITY PROJECT

| | | | |
|---|---|-----------------------------------|-----------------------------|
| Project Description | <p>The Penistone Park Community Sporting Facility project will see the redevelopment of the facilities at Penistone Park, Greenwood including:</p> <ul style="list-style-type: none"> • New Community Sporting Facility. • New cricket practice nets and softball batting cages. • New netball/3 on 3 basketball pad. • New BBQ, picnic shelter and playground. • New tennis courts and hit up wall. • New softball infrastructure. • New carpark. | | |
| Project Manager | Manager Leisure and Cultural Services | Project Sponsor | Director Corporate Services |
| Report Period | August 2017 | Report Date | 08 September 2017 |
| HPRM Record No. | INT17/45981 | *OVERALL STATUS Scheduling | |
| HPRM Container | 02184 | *OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> • Roof frame was completed. • Roof plumbing commenced. • Roof and wall sheeting commenced. • Window installation commenced. • External cladding commenced. • Ceiling works commenced. • Tennis court surface progressed. | | |

| | | |
|--------------------|--|--|
| *Status Key | Proceeding according to plan / phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|-----|
| Percentage of Project Completed | 27% |
| Percentage of Construction | 46% |

| | |
|-----------------------------|-------------|
| Multi Year Project | Yes |
| Total Project Budget | \$3,704,000 |

| BUDGET/EXPENDITURE SUMMARY | | | |
|--|--------------------|---------------------------------------|------------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$3,154,000 | Total Budget | \$250,000 |
| Budget Funding – Income (Grant / Contribution) | \$550,000 | Expenditure to Date | \$34,257 |
| Total Budget | \$3,704,000 | Balance | \$215,743 |
| Expenditure to Date | \$1,231,169 | | |
| Balance | \$2,472,831 | | |



| TASK/MILESTONE BREAKDOWN | | | | | |
|---|----------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
| • Update cost estimate | 01/08/2016 | 31/08/2016 | 31/08/2016 | 01/09/2016 | |
| • Detailed design | 01/08/2016 | 22/09/2016 | 22/09/2016 | 22/09/2016 | |
| • Review detailed design/amendments | 23/09/2016 | 26/09/2016 | 26/09/2016 | 26/09/2016 | |
| • Tender documentation | 27/09/2016 | 28/10/2016 | 28/10/2016 | 28/10/2016 | |
| • Pretender estimate | 29/10/2016 | 04/11/2016 | 04/11/2016 | 4/11/2016 | |
| • Preparation of tender | 05/11/2016 | 18/11/2016 | 18/11/2016 | 18/11/2016 | |
| • Tender (opens 19/11) | 19/11/2016 | 13/12/2016 | 13/12/2016 | 13/12/2016 | |
| • Assessment of tenders | 14/12/2016 | 20/01/2017 | 20/01/2017 | 20/01/2017 | |
| • Preparation of tender report | 21/01/2017 | 23/02/2017 | 23/02/2017 | 21/02/2017 | |
| • Council meeting | 21/03/2017 | 21/03/2017 | 21/03/2017 | 21/03/2017 | |
| • Appoint builder | 22/03/2017 | 28/03/2017 | 28/03/2017 | 24/03/2017 | |
| • Notification to residents and user groups of construction | 22/03/2017 | 04/04/2017 | 04/04/2017 | 24/03/2017 | |
| • Precommencement | 27/03/2017 | 07/04/2017 | 24/04/2017 | 28/04/2017 | |
| • Site establishment | 26/04/2017 | 03/05/2017 | 03/05/2017 | 03/05/2017 | |
| • Site works | 04/05/2017 | 05/07/2017 | 05/07/2017 | 23/07/2017 | |
| • Structure | 04/05/2017 | 19/10/2017 | 19/10/2017 | | |
| • Lockup | 17/10/2017 | 20/11/2017 | 20/11/2017 | | |
| • External works | 06/07/2017 | 06/12/2017 | 06/12/2017 | | |
| • Internal works | 29/09/2017 | 14/02/2018 | 14/02/2018 | | |
| • Practical completion | 15/02/2018 | 28/02/2018 | 28/02/2018 | | |
| • Inspection of works and handover of site | 01/03/2018 | 02/03/2018 | 02/03/2018 | | |
| • Landscaping remedial works (irrigation and turfing) | 03/03/2018 | 16/03/2018 | 16/03/2018 | | |
| • Conduct building orientation with user groups | 16/03/2018 | 16/03/2018 | 16/03/2018 | | |
| • Update website and media release on new facility | 17/03/2018 | 30/03/2018 | 30/03/2018 | | |
| • Installation of artwork | 26/04/2018 | 26/04/2018 | 26/04/2018 | | |
| • Develop as constructed drawings | 28/02/2018 | 27/04/2018 | 27/04/2018 | | |
| • Official opening ceremony | 19/05/2018 | 19/05/2018 | 19/05/2018 | | |
| • Complete external funding acquittal | 20/05/2018 | 25/05/2018 | 25/05/2018 | | |
| • Project evaluation report | 26/05/2018 | 08/06/2018 | 08/06/2018 | | |

NOTE: Further details of the project timelines are shown in the Gantt chart attached.



KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|--------------------------|----------|--|----------------------|
| Continue construction | Medium | Contractor to continue building works. | Contractor |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | Status |
|---|-----------------|------------------|--------------------|---|----------------------|--------|
| Delays in construction due to weather. | Possible | Minor | Low | Contractor has factored in contingency time into the construction program for weather delays. | Contractor | |

RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | Status |
|---|-----------------|------------------|--------------------|---------------------------|----------------------|--------|
| Refer attachment. | | | | | | |

PROJECT VARIATION SUMMARY

| Variation Type | Planned | Actual | Reason for Variance |
|-----------------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

Overall Summary and Actions Completed (Previous Reporting Periods)

July 2017

- Site works were completed.
- Steel works were completed.
- Brick works were completed.
- Tennis court surface commenced.

June 2017

- Ground works and services for the new facility was completed.
- Steel works for the building commenced.



May 2017

- Demolition of the existing facilities was completed.
- Ground works and services for the new facility commenced.

April 2017

- Builder took possession of the site.
- Construction site fencing installed.
- Demolition permit and building permit issued.

March 2017

- Council meeting - approval to appoint the builder.
- Construction notification signs erected and letters to nearby residents sent.
- Temporary facilities for user groups delivered and installed.

February 2017

- Report for the March 2017 Council meeting was prepared seeking approval to appoint construction contractor.

January 2017

- Assessment of construction tenders was completed.

December 2016

- Construction tender closed.

November 2016

- Preparation of pre-tender estimate.
- Preparation of construction tender – advertised tender.

October 2016

- Completed construction tender documentation.

September 2016

- Complete detailed designs.
- Commence construction tender documentation.

August 2016

- Consultant architect commenced work on the detailed designs.
- Project team was formed and regular meetings arranged.
- Project management documentation was developed.
- Project cost estimate was updated by the quantity surveyor.

July 2016

- Consultant architect was appointed.
- Project management was confirmed to be with Leisure and Cultural Services.



Document Acceptance and Approval

Prepared by:

Honni Jacobs – Project Controller

Date: 8/9/17

Endorsed by:

Mike Smith – Project Manager

Date: 11.09.17.

Approved by:

Mike Tidy – Project Sponsor

Date: 11/9/17.



MPP2063 - PERCY DOYLE TENNIS CLUBROOMS REFURBISHMENT

| | | | |
|---|---|-----------------------------------|----------------------------------|
| Project Description | The refurbishment of the Percy Doyle Tennis Clubrooms project including: <ul style="list-style-type: none"> Bar refurbishment Players area and foyer refurbishment Installation of bi-fold doors to players area Minor toilet / changeroom refurbishment Paving around clubrooms | | |
| Project Manager | Manager Asset Management | Project Sponsor | Director Infrastructure Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 09631 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Agreed on minor design adjustments with Sorrento Tennis Club. Commenced preparation of tender documentation (detailed design). | | |

| | | |
|---------------------------|--------------------------------------|--|
| *Status Colour Key | Proceeding according to plan/phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|------|
| Percentage of Project Completed | 15 % |
| Percentage of Construction | 0 % |

| | |
|-----------------------------|-----------------|
| Multi Year Project | Yes / No |
| Total Project Budget | \$615,400 |

| 2017-18 BUDGET / EXPENDITURE SUMMARY | | | |
|--|------------------|---------------------------------------|------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$592,400 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$0 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$592,400 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$15,000 | | |
| Expenditure to Date | \$12,231 | | |
| Balance* | \$580,169 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



PROJECT STATUS REPORT

Percy Doyle Tennis Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Complete detailed design and tender documentation | Jul 2017 | Dec 2017 | | | |
| Advertise tender | Jan 2018 | Jan 2018 | | | |
| Tender evaluation | Jan 2018 | Jan 2018 | | | |
| Report to Council and appointment of builder | Feb 2018 | Mar 2018 | | | |
| Construction | Apr 2018 | Sep 2018 | | | |
| Practical completion | Sep 2018 | Sep 2018 | | | |
| Handover | Oct 2018 | Oct 2018 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|--|----------|---------------------------|------------------------------|
| Continue preparation of tender documentation | Medium | | Architectural Design Officer |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---------------------------|----------------------|---------|
| Not applicable | | | | | | |

RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---|----------------------|---------|
| Project timeline and costs affected due to weather / natural disasters. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Project Team in place to review timelines and actions from resulting environmental factors. Emergency Management Arrangements in place to respond to major environmental issues. | Project Manager | |



PROJECT STATUS REPORT

Percy Doyle Tennis Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|---|----------|--------|----------|--|--|--|
| | | | | <ul style="list-style-type: none"> Building and operations maintenance budget for reactive works available, if required. | | |
| Poor performance by Consultant. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Consultant designs reviewed internally by Project Superintendent and other relevant staff to ensure designs are adequate and effective. Maintain regular communication with Consultant/s. | Architectural Design Officer | |
| Poor performance by Contractor. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Tender specifications and relevant Australian Standards (AS2124) include provisions for standards a contractor must meet, that are evaluated by the tender evaluation panel. Fortnightly site meetings held with contractor to discuss performance and contract management. | Project Manager / Architectural Design Officer | |
| Site safety and security requirements not adhered to. | Unlikely | Major | Moderate | <ul style="list-style-type: none"> Fortnightly meetings with the construction contractor are scheduled, which include a standing agenda item to identify any safety issues. Construction contractor to provide Safety Management Plan in accordance with contract documentation. | Project Manager / Architectural Design Officer | |
| Project milestones not met. | Possible | Medium | Low | Maintain regular communication with project team to review timelines monthly. | Project Manager / Architectural Design Officer | |



PROJECT STATUS REPORT
Percy Doyle Tennis Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|---------------------|----------|--------|-----|--|--|--|
| Budget is exceeded. | Possible | Medium | Low | <ul style="list-style-type: none"> All building projects to be informed by independent QS to assist in budget preparations. Budget forecasting over the life of the project undertaken by Project Team in discussion with Senior Financial Analyst. Potential unforeseen works and contingencies identified to ensure adequate budgets in future. To be reviewed annually. Consider budget requirements at mid-year review for current financial year projects, and adjust as required. | Senior Finance Analyst / Project Manager | |
|---------------------|----------|--------|-----|--|--|--|

| Variation Type | Planned | Actual | Reason for Variance |
|----------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

| Overall Summary and Actions Completed (previous reporting periods) |
|---|
| <u>July 2017</u> <ul style="list-style-type: none"> Continued detailed design and preparation of tender documentation. |



MPP2064 - PERCY DOYLE SOCCER CLUBROOMS REFURBISHMENT

| | | | |
|---|---|-----------------------------------|----------------------------------|
| Project Description | <p>The refurbishment of the Percy Doyle Soccer Clubrooms including:</p> <ul style="list-style-type: none"> • Refurbishment of toilet areas and change rooms. • Construction of ACROD Bays. • Construction of a storeroom extension. • Construction of verandah extension. • Upgrade to power services. • Upgrade to hydraulic services. • Construction of park universal access toilet (UAT). • Kitchen / bar refurbishment • Evaporative cooling system replacement (main hall) | | |
| Project Manager | Manager Asset Management | Project Sponsor | Director Infrastructure Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 07512 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> • Commenced drafting of Council report to appoint contractor. | | |

| | | | | |
|---------------------------|--------------------------------------|--|--|-----------------|
| *Status Colour Key | Proceeding according to plan/phasing | | Percentage of Project Completed | 25 % |
| | Manageable issues exist | | Percentage of Construction | 0 % |
| | Serious issues – may need help | | | |
| | Completed | | Multi Year Project | YES / NO |
| | Carry forward to next financial year | | Total Project Budget | \$677,800 |

2017-18 BUDGET / EXPENDITURE SUMMARY

| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
|--|------------------|---------------------------------------|------------|
| Budget Funding – City (Municipal / Reserve) | \$627,800 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$0 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$627,800 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$30,000 | | |
| Expenditure to Date | \$2,400 | | |
| Balance* | \$625,400 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



PROJECT STATUS REPORT

Percy Doyle Soccer Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Complete detailed design and tender documentation | Jan 2017 | May 2017 | | May 2017 | |
| Advertise tender | Jun 2017 | Jun 2017 | Jul 2017 | Jul 2017 | |
| Tender evaluation | Jun 2017 | Aug 2017 | | Jul 2017 | |
| Report to Council and appointment of contractor | Sep 2017 | Sep 2017 | | | |
| Construction | Oct 2017 | Feb 2018 | | | |
| Practical completion | Mar 2018 | Mar 2018 | | | |
| Handover | Apr 2018 | Apr 2018 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---------------------------|----------|---------------------------|----------------------|
| Appointment of contractor | High | None | Project Manager |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|--|----------------------|---------|
| Delay in the appointment of the builder. | Unlikely | Medium | Low | | Project Manager | |
| Confirmation of additional funding by Council to approve over-budget expenditure following tender evaluation process. | Possible | Medium | Moderate | Identify budget savings in 2017-18 to fund additional project costs. | Project Manager | |



PROJECT STATUS REPORT

Percy Doyle Soccer Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|--|--|---------|
| Project timeline and costs affected due to weather / natural disasters. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Project Team in place to review timelines and actions from resulting environmental factors. Emergency Management Arrangements in place to respond to major environmental issues. Building and operations maintenance budget for reactive works available, if required. | Project Manager | |
| Poor performance by Consultant. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Consultant designs reviewed internally by Project Superintendent and other relevant staff to ensure designs are adequate and effective. Maintain regular communication with Consultant/s. | Architectural Design Officer | |
| Poor performance by Contractor. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Tender specifications and relevant Australian Standards (AS2124) include provisions for standards a contractor must meet, that are evaluated by the tender evaluation panel. Fortnightly site meetings held with contractor to discuss performance and contract | Project Manager / Architectural Design Officer | |



PROJECT STATUS REPORT

Percy Doyle Soccer Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|---|----------|--------|----------|--|--|--|
| | | | | management. | | |
| Site safety and security requirements not adhered to. | Unlikely | Major | Moderate | <ul style="list-style-type: none"> Fortnightly meetings with the construction contractor are scheduled, which include a standing agenda item to identify any safety issues. Construction contractor to provide Safety Management Plan in accordance with contract documentation. | Project Manager / Architectural Design Officer | |
| Project milestones not met. | Possible | Medium | Low | <ul style="list-style-type: none"> Maintain regular communication with project team to review timelines monthly. | Project Manager / Architectural Design Officer | |
| Budget is exceeded. | Possible | Medium | Low | <ul style="list-style-type: none"> All building projects to be informed by independent QS to assist in budget preparations. Budget forecasting over the life of the project undertaken by Project Team in discussion with Senior Financial Analyst. Potential unforeseen works and contingencies identified to ensure adequate budgets in future. To be reviewed annually. Consider budget requirements at mid-year review for current financial year projects, and adjust as required. | Senior Finance Analyst / Project Manager | |



PROJECT STATUS REPORT
Percy Doyle Soccer Clubrooms Refurbishment

A Global City: Bold | Creative | Prosperous



City of
Joondalup

| Variation Type | Planned | Actual | Reason for Variance |
|-----------------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

| Overall Summary and Actions Completed (previous reporting periods) |
|---|
| <u>July 2017</u> <ul style="list-style-type: none">Tender evaluation completed. |

PDP2256 - MACDONALD PARK LANDSCAPE MASTER PLAN

| | | | |
|---|--|-----------------------------------|----------------------------|
| Project Description | Upgrade the existing irrigation system to ensure efficient distribution of water and provide effective hydrozoning, ecozoning and additional landscaped amenity. | | |
| Project Manager | Coordinator Natural Areas and Capital Works Projects | Project Sponsor | Manager Operation Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No. | | *OVERALL STATUS Scheduling | |
| HPRM Container | 104985 | *OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Commenced installation of the replacement irrigation system and footpath network. | | |

| | | |
|--------------------|--|--|
| *Status Key | Proceeding according to plan / phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|-----|
| Percentage of Project Completed | 40% |
| Percentage of Construction | 25% |

| | |
|-----------------------------|------------------|
| Multi Year Project | Yes / No |
| Total Project Budget | \$937,000 |

| 2017-18 BUDGET/EXPENDITURE SUMMARY | | | |
|--|------------------|---------------------------------------|------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$692,000 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$0 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$692,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$20,000 | | |
| Expenditure to Date | \$105,646 | | |
| Balance* | \$586,354 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



| TASK/MILESTONE BREAKDOWN | | | | | |
|---|----------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
| Landscape concept development | Aug 2016 | Aug 2016 | Sep 2016 | Sep 2016 | |
| Detailed irrigation design | Aug 2016 | Aug 2016 | Nov 2016 | Nov 2016 | |
| Detailed landscape design | Dec 2016 | Dec 2016 | May 2017 | Jun 2017 | |
| Consultation | Mar 2017 | Mar 2017 | Jun 2017 | Jun 2017 | |
| Installation of replacement bore(s) | Mar 2017 | Mar 2017 | Jun 2017 | Jun 2017 | |
| Construction | Mar 2017 | Oct 2017 | | | |
| Consolidation | Oct 2017 | Dec 2017 | | | |

| KEY TASKS FOR NEXT MONTH | | | |
|---------------------------------|-----------------|----------------------------------|-----------------------------|
| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
| Continue construction works | Medium | None | A/Team Leader Projects |

| RISK MANAGEMENT FOR NEXT MONTH | | | | | | |
|--|------------------------|-------------------------|---------------------------|----------------------------------|-----------------------------|----------------|
| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
| Delays in construction | Unlikely | Insignificant | Low | None | A/Team Leader Projects | |

| RISK MANAGEMENT FOR ENTIRE PROJECT | | | | | | |
|---|------------------------|-------------------------|---------------------------|---|---|----------------|
| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
| Consultation results reveal a lack of support for hydrozoning | Possible | Minor | Low | Analysis of consultation and implementation of outcomes | Coordinator SODS and A/Team Leader Projects | |



| RISK MANAGEMENT FOR ENTIRE PROJECT | | | | | | | |
|---|-----------------|------------------|--------------------|--|--------------------------------|---------|--|
| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status | |
| <p>Project deadlines are not met which may result in:</p> <ul style="list-style-type: none"> • Delay in practical completion. • Contract variation/contractual payment for delays. • Possible impact on sporting groups. • Public criticism from user groups and the general community. | Possible | Minor | Low | <p>Maintain regular communication with construction contractor.</p> <p>Update Project Sponsor and stakeholders regularly.</p> <p>Consider acceleration of timelines by external contractors if required.</p> | Superintendent Project Manager | | |
| Project expenditure exceeds allocated budget which results in higher costs and delays. | Possible | Minor | Low | Internal stakeholders identified and development process in progress with bench marking against other organisations. | Superintendent Project Manager | | |

| PROJECT VARIATION SUMMARY | | | |
|---------------------------|---------|--------|---------------------|
| Variation Type | Planned | Actual | Reason for Variance |
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |



Overall Summary and Actions Completed (Previous Reporting Periods)

July 2017

- Awarded RFQ for associated works.
- Finalised detailed project estimate.
- Finalised works program and scheduled works.

June 2017

- Detailed landscape design completed.
- Analysis of community consultation completed and provided to Elected Members via the Desk of the CEO. Analysis results published on the City's website.
- Installation of replacement bore(s) completed.

May 2017

- Progressed detailed landscape design.
- Community consultation conducted.
- Installation of replacement bore(s) commenced.

April 2017

- Progress detailed landscape documentation for construction.
- Commenced community consultation documentation.

March 2017

- Progress detailed landscape documentation for construction.

February 2017

- Draft irrigation RFT.
- Completed irrigation design and documentation for tender purposes.
- Commenced Western bore construction.

January 2017

- Progressed irrigation design and documentation for tender purposes.

December 2016

- Progress continued with detailed landscape design.

November 2016

- Progressed detailed irrigation design & documentation.
- Liaised with key stakeholders to confirm irrigation layout.

October 2016

- Detailed irrigation design & documentation progressed.
- Liaised with key stakeholders to confirm irrigation layout.

September 2016

- Completed detailed review of proposed water usage and set targets.
- Draft irrigation drawing completed.

July/ August 2016

- Site investigations undertaken and commencement of hydrozone concept design.



RDC2018, SBS2068, LTM2156 - WHITFORDS AVENUE UPGRADES

| | | | |
|---|--|-----------------------------------|--|
| Project Description | The Whitfords Avenue Upgrades project is a combination of the following three projects in the Capital Works Program (RDC2018, SBS2068, LTM2156) and includes the construction of roundabouts on Whitfords Avenue at Flinders Avenue and John Wilkie Tarn and an extended northern approach leg on Flinders Avenue. The project also covers the installation of a midblock section of road carriageway, central median and cycling facilities from Flinders Avenue to John Wilkie Tarn. | | |
| Project Manager | Coordinator Design and Construction | Project Sponsor | Manager Infrastructure Management Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 08496 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Tenders awarded. | | |

| | | | | |
|---------------------------|--------------------------------------|--|--|-------------|
| *Status Colour Key | Proceeding according to plan/phasing | | Percentage of Project Completed | 6% |
| | Manageable issues exist | | Percentage of Construction | 0% |
| | Serious issues – may need help | | | |
| | Completed | | Multi Year Project | YES |
| | Carry forward to next financial year | | Total Project Budget | \$2,005,000 |

| 2017-18 BUDGET / EXPENDITURE SUMMARY | | | |
|--|--------------------|---------------------------------------|------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$1,013,000 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$923,000 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$1,936,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$0 | | |
| Expenditure to Date | \$22,953 | | |
| Balance* | \$1,913,047 | | |

* Balance equals Total Current Year Budget less Expenditure to Date



BI-MONTHLY PROJECT STATUS REPORT

Whitfords Avenue Upgrades

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Prepare tender documents and advertise tender. Assessment of tender. Award tender. Engage contractor | May 17 | Aug 17 | | 23 Aug 17 | |
| Construction | Sep 17 | Dec 17 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---|----------|--------------------------------------|-------------------------------|
| Review contractors Project, Safety and Environmental Management Plans, Dust & Vibration Plan, and Inspection and Test Plans register. | Medium | Co-ordinator Design and Construction | Senior Civil Projects Officer |
| Set up site compound and setout initial works. | Medium | Co-ordinator Design and Construction | Senior Civil Projects Officer |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---|---|---------|
| Delay to removal of overhead Western Power poles prior to commencement of road works. | Possible | Minor | Low | Promptly respond to /supply any information/plant required. | Electrical Project Officer/ Civil Contractor | |



| RISK MANAGEMENT FOR ENTIRE PROJECT | | | | | | |
|--|-----------------|------------------|--------------------|---|---------------------------------------|---------|
| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
| Poor traffic & pedestrian management. | Unlikely | Medium | Moderate | Daily review, assessment and walk through checking signage and pedestrian activity near and across work areas to ensure safety. | Contractor | |
| Contractor does not adhere to site safety requirements resulting in injury to employees or the public. | Unlikely | Minor | Low | Contractor to comply with the Occupational Health and Safety and Welfare Act 1984 and to provide Safety Management Plan. Site and Safety inductions for all. Monitoring by City officers. | Contractor/ Civil Projects Officer | |

| Variation Type | Planned | Actual | Reason for Variance |
|----------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

| Overall Summary and Actions Completed (previous reporting periods) |
|--|
| <u>July 2017</u> <ul style="list-style-type: none"> Tenderers assessed. Report prepared to award tenders for August Council meeting. |



RDC2019 - BURNS BEACH ROAD/JOONDALUP DRIVE ROUNDABOUT

| | | | |
|---|---|-----------------------------------|--|
| Project Description | The construction of an additional left turn slip lane from Burns Beach Road (west) to Joondalup Drive (north) and an additional right turn lane on Joondalup Drive (north) extending through the roundabout. The project also includes a dedicated southbound lane on Joondalup Drive through the roundabout. | | |
| Project Manager | Coordinator Design and Construction | Project Sponsor | Manager Infrastructure Management Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 06056 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Reviewed project alignment with the Joondalup Drive/Wanneroo Road Interchange project (MRWA). Commenced discussion to combine delivery of the two projects by MRWA | | |

| | | |
|---------------------------|--------------------------------------|--|
| *Status Colour Key | Proceeding according to plan/phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|-----|
| Percentage of Project Completed | 1 % |
| Percentage of Construction | 0 % |

| | |
|-----------------------------|-----------------|
| Multi Year Project | YES / NO |
| Total Project Budget | \$1,460,000 |

| 2017-18 BUDGET / EXPENDITURE SUMMARY | | | |
|--|------------------|---------------------------------------|------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$0 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$384,000 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$384,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$4,000 | | |
| Expenditure to Date | \$0 | | |
| Balance* | \$384,000 | | |

* Balance equals Total Current Year Budget less Expenditure to Date



BI-MONTHLY PROJECT STATUS REPORT

Burns Beach Road/Joondalup Drive Roundabout

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| Description as outlined in Project Management Plan and Gantt Chart | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Traffic volumes and SIDRA modelling | | Apr 2017 | | Jun 2017 | |
| Finalise concept design | | Oct 2017 | | | |
| Finalise project delivery methodology with MRWA | Aug 2017 | Nov 2017 | | | |
| Prepare design and construction tender documents Advertise tender Assessment of tender submissions Contractor engagement by MRWA | Oct 2017 | Apr 2018 | | | |
| Design & Construction | Apr 2018 | Jun 2019 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---|----------|---|---|
| Attend Technical Working Group meetings | Medium | Projected traffic and modelling | IMS Manager/ Senior Transport Engineer |
| Review Tender Drawings including concept design | Medium | Ensure City's standards and requirements are followed | Civil Designer/ Snr Civil Projects Officer |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|--|--|---------|
| CoJ design requirements and concerns not fully specified in the Design & Construct Tender resulting in a final design/product the City may not agree with | Unlikely | Minor | Low | Ensure City has representatives at the Design Working Groups | City's representative at Technical and Design Working Groups | |



BI-MONTHLY PROJECT STATUS REPORT

Burns Beach Road/Joondalup Drive Roundabout

A Global City: Bold | Creative | Prosperous



| RISK MANAGEMENT FOR ENTIRE PROJECT | | | | | | |
|--|-----------------|------------------|--------------------|--|-----------------------|---------|
| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
| Project costs exceed allocated budget resulting in possible delays and/or change of scope. | Possible | Medium | Moderate | Tech One Project Tracking System in place for managing project estimating and expenditure. BU Manager to provide regular updates on progress to Director. | Finance Analyst | |
| Failure to carry out design and post road safety audit review, identifying any corrective actions required | Unlikely | Medium | Moderate | Undertake road safety audits before commencement (status quo), at 85% design, and post construction | Transportation Leader | |
| Design and Construction contractor does not adhere to site safety requirements resulting in risk of injury to employees or the public. | Possible | Catastrophic | Low | Contractor to provide Safety Management Plan in accordance with contract documentation. Project Managers and Superintendent monitor construction works and follow up on safety issues with contractor. | Project Manager | |



BI-MONTHLY PROJECT STATUS REPORT

Burns Beach Road/Joondalup Drive Roundabout

A Global City: Bold | Creative | Prosperous



RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|--|-----------------|------------------|--------------------|--|----------------------|---------|
| Inaccurate information from utility providers and delays in connection of services impact project construction timelines and incur increased construction costs. | Unlikely | Minor | Low | Provisions for liaison with utilities outlined in project planning documents. Review the need by the contractor to wet pothole and radar scan to locate services | | |

| Variation Type | Planned | Actual | Reason for Variance |
|-----------------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

Overall Summary and Actions Completed (previous reporting periods)

July 2017

- Met with MRWA to consider delivery methodology for project.

SES2057 - LEAFY CITY PROGRAM

| | | | |
|---|---|-----------------------------------|----------------------------|
| Project Description | <p>The Leafy City Program project focuses on the tree planting component of the City's suburban streetscapes to increase the leafy canopy throughout the City of Joondalup, providing shaded spaces in the urban environment. The program will include the following:</p> <ul style="list-style-type: none"> Detailed mapping and data capture of existing vegetation to identify focus areas and assist with project prioritisation. Investigation and establishment of supporting horticultural practices and processes for species selection and soil modification to ensure healthy development and longevity of the City's leafy canopy. Development of community engagement protocols and education material for distribution. | | |
| Project Manager | Coordinator Natural Areas and Capital Works Projects | Project Sponsor | Manager Operation Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No. | | *OVERALL STATUS Scheduling | |
| HPRM Container | 10447 | *OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Continued 2016-17 tree consolidations in Heathridge, Beldon and Craigie. Continued 2017-18 tree planting in Padbury, Kinross and Currambine. | | |

| | | | | |
|--------------------|--|--|--|-----------------|
| *Status Key | Proceeding according to plan / phasing | | Percentage of Project Completed | 40% |
| | Manageable issues exist | | Percentage of Construction | 85% |
| | Serious issues – may need help | | | |
| | Completed | | Multi Year Project | Yes / No |
| | Carry forward to next financial year | | Total Project Budget | \$3,250,000 |

| 2017-18 BUDGET/EXPENDITURE SUMMARY | | | |
|--|------------------|---------------------------------------|------------|
| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
| Budget Funding – City (Municipal / Reserve) | \$600,000 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$0 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$600,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$200,000 | | |
| Expenditure to Date | \$164,547 | | |
| Balance* | \$435,453 | | |

* Balance equals Total Current Year Budget – Expenditure to Date

| TASK/MILESTONE BREAKDOWN | | | | | |
|---|----------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
| Phase 1: Data Capture | | | | Jul 2015 | |
| Phase 2: Project Development | | | | Aug 2016 | |
| Phase 3: Project Implementation 2016-17 and 2017-18 | | | | | |
| Tender/quoting development for green stock supply for scheduled projects | | Sep 2016 | | Sep 2016 | |
| Presentation to Elected Members on 2016-17 program | | Oct 2016 | | Nov 2016 | |
| Pre order and purchase tree stock for 2016-17 tree planting | | Oct 2016 | | Nov 2016 | |
| Release of promotional material for the City's Leafy City Program | | Oct 2016 | | Feb 2016 | |
| Presentation to Elected Members on 2017-18 program | | Nov 2016 | | Nov 2016 | |
| Pre order and purchase tree stock for 2017-18 tree planting | | Nov 2016 | | Nov 2016 | |
| Tender/quoting for 2016-17 and 2017-18 projects | | Dec 2016 | | Apr 2017 | |
| Release of project specific public survey and species selection feedback | | Apr 2017 | | Apr 2017 | |
| 2016-17 tree planting | | Jun 2017 | | Jun 2017 | |
| 2017-18 tree planting | | Sep 2017 | | | |
| 2016-17 tree consolidation | | Jun 2019 | | | |
| 2017-18 tree consolidation | | Jun 2019 | | | |
| Phase 3: Project Implementation 2018-19 and 2019-20 | | | | | |
| Pre order and purchase tree stock for 2018-19 and 2019-20 tree planting | | Nov 2017 | | | |
| Tender/quoting for 2018-19 and 2019-20 projects | | Dec 2018 | | | |
| Release of project specific public survey and species selection feedback | | Apr 2019 | | | |
| 2018-19 tree planting | | Jun 2019 | | | |
| 2019-20 tree planting | | Jul 2019 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---|----------|---------------------------|------------------------|
| Continue 2016-17 tree consolidations | Medium | None | A/Team Leader Projects |
| Commence 2017-18 tree planting | Low | None | A/Team Leader Projects |
| Commence planning for 2018-19 tree planting | Low | None | Team Leader Design |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | Status |
|---|-----------------|------------------|--------------------|---------------------------|------------------------|--------|
| Delay in completing the planting works | Unlikely | Minor | Low | N/A | A/Team Leader Projects | |
| Delay in 2018-19 planning | Unlikely | Minor | Low | N/A | Team Leader Design | |

RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | Status |
|--|-----------------|------------------|--------------------|---|------------------------|--------|
| Meeting project timelines | Possible | Minor | Low | None | A/Team Leader Projects | |
| Timely provision of plant stock | Unlikely | Minor | Low | Plant stock secured by City prior to tender award | A/Team Leader Projects | |
| Non acceptance from the public to verge tree planting | Possible | Medium | Moderate | Comprehensive communication campaign developed | A/Team Leader Projects | |
| Establishment period for plant stock to mitigate tree loss | Possible | Minor | Low | None | A/Team Leader Projects | |



RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | Status |
|--|-----------------|------------------|--------------------|---|------------------------|--------|
| Restrictive planting opportunities due to utility services in verges | Possible | Medium | Moderate | Individual on-site assessments completed by City to identify each planting location and contractor liaison with Dial-Before-You-Dig prior to excavation | A/Team Leader Projects | |
| Main Roads WA (MRWA) approval | Possible | Minor | Low | N/A | A/Team Leader Projects | |

PROJECT VARIATION SUMMARY

| Variation Type | Planned | Actual | Reason for Variance |
|----------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

Overall Summary and Actions Completed (Previous Reporting Periods)

July 2017

- Commenced 2016-17 tree consolidations.
- Commenced 2017-18 tree planting.

June 2017

- Completed 2016-17 tree planting.
- Resident final tree species choices confirmed for 2017-18 tree planting.
- Issued letters to residents for 2017-18 planting works.

May 2017

- 2016-17 tree planting completed.

April 2017

- Tender awarded.
- Leafy City promotion and advertising completed.
- Letters to residents and feedback completed.
- Resident final tree species choices confirmed.
- Contract mobilisation.
- Setting out of tree locations.

March 2017

- Tender review completed.
- Promotion and advertising materials developed.



February 2017

- Commenced tender reviews.

January 2017

- Finalised RFT specifications for advertising in February.

December 2016

- Tender document drafted.
- Finalised tree quantities for 2016-17 & 2017-18 green stock.

November 2016

- Commenced sourcing proposed 2017 and 2018 tree species.
- Commenced drafting RFT document for green stock installation, tree watering and consolidation of 2016-17 and 2017-18 projects.

October 2016

- Finalised 2016-17 tree species & quantities.
- Commenced sourcing proposed 2017-18 tree species.
- Commenced drafting the RFQ for the tree installation services.
- Commenced drafting RFT for tree watering services.
- Reviewed scope of tree removals for 2016-17 works & requested itemised quote.
- Release of promotional material to be postponed until February 2017 due to the amount of public consultation currently being undertaken by the City.

September 2016

- Commenced drafting community consultation material.
- Raised purchase order for green stock supply.

August 2016

- Presented program to Elected Members at the Strategy Session.
- Commenced development of tender/quotation documentation for supply of green stock.
- Commenced development of tree species list for priority projects identified at Strategy Session.

July 2016

- Data analysis and project selection completed for presenting in August Strategy Session.
- Progression of public engagement material.



STL2003 - JOONDALUP CITY CENTRE LIGHTING

| | | | |
|---|--|-----------------------------------|----------------------------------|
| Project Description | The staged replacement of existing lighting infrastructure to improve efficiency, reduce running costs and replace defective poles. Replacement of City Centre Lighting identified following structural inspections of poles (street & park) and projects to improve lighting efficiency, pedestrian safety and to reduce operational costs. | | |
| Project Manager | Electrical Projects Engineer | Project Sponsor | Director Infrastructure Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 103892 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Excavation of footings for Safer Streets Project has commenced. Completed design and documentation for stage 2. | | |

| | | |
|---------------------------|---|--|
| *Status Colour Key | Proceeding according to plan/phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|------|
| Percentage of Project Completed | 30 % |
| Percentage of Construction | 20 % |

| | |
|-----------------------------|----------------|
| Multi Year Project | Yes /No |
| Total Project Budget | \$12,742,624 |

2017-18 BUDGET / EXPENDITURE SUMMARY

| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
|--|--------------|---------------------------------------|------------|
| Budget Funding – City (Municipal / Reserve) | \$3,771,038 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$0 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$ 3,771,038 | Balance | \$0 |
| Year to Date Budget | \$0 | | |
| Expenditure | \$72,319 | | |
| Balance* | \$3,698,719 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



PROJECT STATUS REPORT Joondalup City Centre Lighting

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Stage 2 | | | | | |
| • Safer Streets Project | Jul 2017 | Jan 2018 | | | |
| • Design and documentation | Jun 2017 | Aug 2017 | | Aug 2017 | |
| • Advertising, evaluation and award of contract | Oct 2017 | Dec 2017 | | | |
| • Construction | Mar 2018 | Nov 2018 | | | |
| Stage 3 to 5 | | | | | |
| • Stage 3 | TBC | | | | |
| • Stage 4 | TBC | | | | |
| • Stage 5 | TBC | | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---|----------|---------------------------|-------------------------------|
| Advertise tender for stage 2 | High | None | Electrical Projects Engineers |
| Continue investigative works into the existing cabling/conduit of stage 3 | Medium | None | Electrical Projects Engineers |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---------------------------|----------------------|---------|
| None | | | | | | |



RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|--|------------------------------|---------|
| Tasks not completed within the required timeframes (including approvals and decision making) affecting project delivery, creating negative reputational impact and internal/external stakeholder dissatisfaction. | Possible | Minor | Moderate | <ul style="list-style-type: none"> Monitor milestone regularly in line with the Project Management Plan. Regular minuted meetings to be conducted with the contractor for Stage 2. | Electrical Projects Engineer | |
| Project design, scope or deliverables negatively impacted due to unforeseen geotechnical or underground site conditions. | Possible | Minor | Moderate | <ul style="list-style-type: none"> Detailed design and scope prepared prior to tendering and construction. Historical knowledge of the area considered as part of the review process for the design/scope for works. Undertaken a geotechnical investigation of key risk areas Pot hole and service location as required to locate services (done by contractor) | Electrical Projects Engineer | |
| Failure to acceptably control vehicle and pedestrian movement around the work site causing unacceptable delays or the requirement to remove/modify approved traffic management treatments. | Likely | Minor | Moderate | <ul style="list-style-type: none"> Review and approve Traffic Management Plans submitted by the Contractor. Advise relevant stakeholders of works prior to commencement. | Electrical Projects Engineer | |
| Abnormal climatic conditions or local bushfires cause delays to the project due to safety for contractors or stakeholders. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Project planning and schedule has factored in the increased risk of inclement weather | Electrical Projects Engineer | |



PROJECT STATUS REPORT Joondalup City Centre Lighting

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|---|----------|--------|----------|---|------------------------------|--|
| | | | | during winter and other seasonal factors. | | |
| Failure to identify construction defects or enforce contractual requirements during warranty or defects liability period exposing the City to unforeseen costs or defective infrastructure. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Complete and document Practical Completion process including capturing the commencement of the defects liability period/warranties and receiving As-constructed drawings (if applicable). Attend minuted meeting with the contractor to sign off on Practical Completion and agree to timeframes for any defects identified. | Electrical Projects Engineer | |
| Actual and /or projected expenditure exceeds allocated budget. | Possible | Medium | Moderate | <ul style="list-style-type: none"> Project scope for Stage 2 is clearly defined and budget developed using historical data (previous stage constings). Purchase orders to be raised in line with accepted tender values and budget allocations once endorsed by Council. Undertake monthly reporting ensuring the status of the project and deliverables are accurately reflected. Changes in scope are documented and approved including any necessary variations. | Electrical Projects Engineer | |



PROJECT VARIATION SUMMARY

| Variation Type | Planned | Actual | Reason for Variance |
|-----------------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

Overall Summary and Actions Completed (previous reporting periods)

July 2017

- Continued re-design and documentation based on findings from investigative works into the existing cabling/conduit of stage 2.
- Commenced cabling works for Safer Streets Project.

June 2017

- Stage 1 - Practical completion issued.
- Stage 2 - Continued re-design and documentation based on findings from investigative works into the existing cabling/conduit.
- Stage 3 - Evaluate findings from investigative works into the existing cabling and conduit.



STL2048 - WARRANDYTE PARK FLOOD LIGHTING UPGRADE

| | | | |
|---|---|-----------------------------------|--|
| Project Description | Upgrade the existing floodlighting infrastructure at Warrandyte Park to Australian Standards for sports training and competition. | | |
| Project Manager | Electrical Projects Engineer | Project Sponsor | Manager Infrastructure Management Services |
| Report Period | August 2017 | Report Date | 20 September 2017 |
| HPRM Record No | | *OVERALL STATUS Scheduling | |
| HPRM Container | 09514 | * OVERALL STATUS Budget | |
| Project Status/Summary (actions completed this reporting period) | <ul style="list-style-type: none"> Consultant appointed to finalise design and tender documentation. | | |

| | | |
|---------------------------|--------------------------------------|--|
| *Status Colour Key | Proceeding according to plan/phasing | |
| | Manageable issues exist | |
| | Serious issues – may need help | |
| | Completed | |
| | Carry forward to next financial year | |

| | |
|--|-----|
| Percentage of Project Completed | 2 % |
| Percentage of Construction | 0 % |

| | |
|-----------------------------|-----------------|
| Multi Year Project | YES / NO |
| Total Project Budget | \$700,000 |

2017-18 BUDGET / EXPENDITURE SUMMARY

| DESCRIPTION | | CONTINGENCY COMPONENT (if applicable) | |
|--|------------------|---------------------------------------|------------|
| Budget Funding – City (Municipal / Reserve) | \$466,667 | Total Current Year Budget | \$0 |
| Budget Funding – Income (Grant / Contribution) | \$233,333 | Expenditure to Date | \$0 |
| Total Current Year Budget | \$700,000 | Balance | \$0 |
| Year to Date Budget (Phasing) | \$0 | | |
| Expenditure to Date | \$270 | | |
| Balance* | \$699,730 | | |

* Balance equals Total Current Year Budget – Expenditure to Date



PROJECT STATUS REPORT Warrandyte Park Flood Lighting Upgrade

A Global City: Bold | Creative | Prosperous



TASK/MILESTONE BREAKDOWN

| <i>Description as outlined in Project Management Plan and Gantt Chart</i> | Planned Commencement Date | Planned Completion Date | Revised Completion Date | Date Actually Completed | *Status |
|---|---------------------------|-------------------------|-------------------------|-------------------------|---------|
| Design and documentation | Jun 2017 | Sep 2017 | | | |
| Advertise, assess and award tender | Oct 2017 | Nov 2017 | | | |
| Construction | Dec 2017 | Apr 2018 | | | |

KEY TASKS FOR NEXT MONTH

| Key Tasks for Next Month | Priority | Progress/Support Required | Responsible Position |
|---|----------|---------------------------|------------------------------|
| Complete design and tender documentation | Medium | None | Electrical Projects Engineer |
| Obtain geotech report of pole locations at site | Medium | None | Electrical Projects Engineer |

RISK MANAGEMENT FOR NEXT MONTH

| Key risks to completion of next month's key tasks | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|---------------------------|------------------------------|---------|
| Delay in completion of design | Unlikely | Minor | Low | None | Electrical Projects Engineer | |



PROJECT STATUS REPORT

Warrandyte Park Flood Lighting Upgrade

A Global City: Bold | Creative | Prosperous



RISK MANAGEMENT FOR ENTIRE PROJECT

| Key risks to completion of entire project | Risk Likelihood | Risk Consequence | Overall Risk Level | Further Controls Required | Responsible Position | *Status |
|---|-----------------|------------------|--------------------|--|------------------------------|---------|
| Project deadlines are not met which may result in delay to practical completion. | Possible | Minor | Moderate | <ul style="list-style-type: none"> Monitor milestone regularly in line with the Project Management Plan. Regular minuted meetings to be conducted with the contractor | Electrical Projects Engineer | |
| Possible risk of geotechnical issues affect delivery of the project. | Possible | Minor | Moderate | <ul style="list-style-type: none"> Detailed design and scope prepared prior to tendering and construction. Historical knowledge of the area considered as part of the review process for the design/scope for works. Undertaken a geotechnical investigation of key risk areas Pot hole and service location as required to locate services (done by contractor) | Electrical Projects Engineer | |
| Construction contractor or subcontractors do not adhere to site safety requirements resulting in risk of injury to employees or the public. | Unlikely | Major | Moderate | <ul style="list-style-type: none"> Tender specifications include requirement to meet Occupational Health and Safety and Welfare Act 1984. Contractor to provide Safety Management Plan in accordance with | Electrical Projects Engineer | |



PROJECT STATUS REPORT

Warrandyte Park Flood Lighting Upgrade

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|---|----------|--------|----------|---|------------------------------|--|
| | | | | <ul style="list-style-type: none"> contract documentation. Regular minuted site meetings with contractors scheduled to confirm safety management plan adhered to. Safety induction for City contractors in place Project Managers and Superintendents monitor construction works and follow up on safety issues with contractor | | |
| City fails to identify or follow up construction defects during Defect Liability period resulting in the need to address issues at the City's cost. | Unlikely | Medium | Moderate | <ul style="list-style-type: none"> Tender specifications include provisions for issues identified during Defect Liability Period. Contractor to provide marked up as constructed drawings Inspection undertaken prior to Practical completion | Electrical Projects Engineer | |
| Grant Funding Claim and Acquittals not completed on time resulting in loss of expenditure, inability to complete projects and loss of reputation. | Unlikely | Medium | Moderate | <ul style="list-style-type: none"> Grant income phased in line with relating project construction. Finance Officer regularly checks grant program and provides explanations for variations. Grant application and acquittal process for grants documented. Budget | Electrical Projects Engineer | |



PROJECT STATUS REPORT
Warrandyte Park Flood Lighting Upgrade

A Global City: Bold | Creative | Prosperous



| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | variations or adjustments to project funds to be reported to relevant funding authorities. | | |
|--|--|--|--|--|--|--|

| Variation Type | Planned | Actual | Reason for Variance |
|----------------------|---------|--------|---------------------|
| Project Scope Change | | | |
| Plan (Time) | | | |
| Deliverable | | | |
| Budget | | | |

| Overall Summary and Actions Completed (previous reporting periods) | |
|---|--|
| <u>July 2017</u> <ul style="list-style-type: none">Developed project plan and phased works. | |