

River Heads Progress Association

C/- 3/54 Ariadne Street

River Heads Qld 4655

Phone (07) 4125 8165 President

0421819124 Secretary

ABN 18 340 548 481



PROJECT PLAN

River Heads Walking Tracks

Project Manager/ Document Owner (Person who has authority to make changes to this document)	Name: Billie Rustin Phone: 07 41258165 Email: president@riverheads.org.au
Status	Draft

Revision History

This document is subject to change control. The author will record all modifications to this document below.

Date	Version	Author	Comments
29/01/2015	1.0	B. Rustin	
24/02/2015	1.1	B. Rustin	Stakeholders updated

1 Purpose

The Project Plan is a planning document and is dynamic. It will be reviewed and updated on a regular basis, usually at the end of each project stage. The purpose of the Project Plan is to:

- Clearly define the project scope;
- Define the major products and their acceptance criteria;
- Define activities and resources required for the project;
- Outline the risks and issues facing the project and how they will be monitored and managed;
- Define the communication, change management and risk plans;
- Identify the project controls to ensure a quality outcome;
- Ensure the Project Board, Stakeholders and other team members understand their responsibilities and involvement in the project;
- Obtain agreement endorsement for all Project documents

2 Project Board

Executive (Sponsor)	<i>Fraser Coast Regional Council</i>
Senior User	<i>River Heads Progress Assn Inc</i>
Senior Supplier	<i>Youth Justice Group, Qld Dept of Justice River Heads Progress Assn Inc</i>

3. Business Owner for Major Product/s

The table below indicates the allocated Business Owner/s for the major product/s delivered as a result of this project. Sign off by the Business Owner/s in this document means:

- The identified role accepts ownership of the product/s as noted below;
- The Predominant Business Owner acknowledges their responsibility to oversee the resolution of outstanding project activities/issues/risks and commencement of operational activities.

Predominant Business Owner (of the major product delivered by this project)

Name, Position Title & Agency	Product	Signature	Date
Fraser Coast Regional Council Lisa Desmond	Walkways River Heads		

Business Owner/s (if required)

Name, Position Title & Agency	Product	Signature	Date
River Heads Progress Assn Inc Billie Rustin	Walkways River Heads		

4. Definitions and Acronyms

Term	Definition
FCRC	Fraser Coast Regional Council
RHPA	River Heads Progress Assn Inc
YJG	Youth Justice Group, Qld Dept Justice
WFD	Work for Dole
BUTCHULLA	The Butchulla People of the Fraser Coast

5. Related Documents

Title	Location

6 Stakeholders Consultation List

The following table indicates parties consulted in the preparation of this List

Name	Position	Organisation
Lisa Desmond	CEO	FCRC
Gerard O'Connell	Mayor	FCRC
Darren Everard	Councillor Div 7	FCRC
Peter Smith		FCRC
Nigel Greenup		FCRC
Tina Raveneau	Community Environment Program Coordinator	FCRC
Brent		FCRC
Billie Rustin	President	RHPA
Margaret Berrell	Vice President	RHPA

Christopher Kearton	Secretary	RHPA
Matthew McCue	Community Development	YJG
Juanita Mason	Butchulla Liaison	YJG
Elders	As available	Butchulla
Gerard O'Connell/Lisa Desmond/Darren Everard	Board Members	Fraser Coast Opportunities

7 Overall Project Definition

7.1 Project Objectives

- To develop a series of walking tracks throughout the River Heads Peninsula

7.2 Project Benefits

- Provide residents and visitors with access to various parts of the River Heads Peninsula which are currently inaccessible
- Provide residents and visitors the opportunity to engage in healthy outdoor activity
- Provide residents and visitors the opportunity to observe and photograph the area's wild life, bird life, marine life, unique vegetation and spectacular views
- Provide residents and visitors the opportunity to understand the Indigenous cultural significance of the area by way of educative signage

7.3 Project Scope

7.3.1 Inclusions

- **Stage 1** – Approximately 3.0 km of walking tracks from Carrington Street Eastern side to the Susan River, along the foreshore to ramp
- **Stage 2** – Approximately 1.5 km of walking tracks from Carrington Street, along Fraser Drive, across Kingfisher Park to Bengtson Rd via Kingfisher Drive and along the foreshore to River Heads Reserve
- **Stage 3** – Approximately 3.0 km of walking tracks from Carrington Street East along the Great Sandy foreshore to Eastern boat ramp at River Heads

7.3.1 Exclusions

7.4 Assumptions

- That Council approval is given
- That RHPA will project manage the initiative
- That work can be undertaken by Youth Justice Group
- That sufficient equipment/materials will be available

7.5 Project Interfaces/Related Projects

- RHPA River Heads Reserve Project
- RHPA Kingfisher Park Project
- RHPA Community Garden Project
- Youth Justice Group Projects
- Butchulla People of the Fraser Coast
- FCRC Infrastructure Project/s

7.6 Project Constraints

- Work may not be suitable for younger people
- Suitable equipment may not be available
- Funding for Youth Justice may change

7.7 Solutions

- Guidance from YJG and Council
- Provision of suitable equipment from Council and YJG
- Apply for grant funding

8. Project Plan

8.1 High Level Project Approach

The approach to be deployed on the River Heads Walking Tracks project is as follows:

Project Stage/s	Major Product/s	Timeframe
1. Stage 1	<ul style="list-style-type: none"> • Development of walking track tracks from Carrington Street Eastern side to the Susan River, along the foreshore to ramp 	6 months from commencement on 4 March, 2015
2. Stage 2	<ul style="list-style-type: none"> • Stage 2 – walking tracks from Carrington Street to Bengtson Rd via Fraser Drive and Kingfisher Drive and along the foreshore to River Heads Reserve 	3 months from commencement

3. Stage 3	<ul style="list-style-type: none"> Stage 3 – walking tracks from Carrington Street East along the Great Sandy foreshore to Eastern boat ramp at River Heads 	12 months from commencement
------------	--	-----------------------------

9 Approach

Stage 1

- FCRC to provide RHPA volunteers with air maps showing roadways
- Volunteers from RHPA to do an initial walk through of the proposed walking tracks
- RHPA to lay down markers for a 2mt wide bush walking track for Stage 1 and then subsequent stages
- RHPA to report to FCRC with recommendations
- FCRC to provide Council officers with GPS equipment to review the proposed area
- FCRC to provide RHPA with detailed plan of tracks
- YJG and RHPA to commence the tracks from Eastern end of Carrington Street.
- The section of track from Carrington Street and River Heads Road will be slashed as far as Susan River foreshore
- The section of track along Susan River foreshore to ramp will be slashed
- Council to provide bobcat if any sections of track need levelling
- YJG to provide other equipment and upskill users
- If grant funding becomes available some sections of track may be laid with crusher dust

Stage 2

- FCRC to provide RHPA volunteers with air maps showing roadways
- Volunteers from RHPA to do an initial walk through of the proposed walking tracks.
- RHPA to lay down markers for a 2mt wide bush walking track for Stage 1 and then subsequent stages
- RHPA to report to FCRC with recommendations
- FCRC to provide Council officers with GPS equipment to review the proposed area
- FCRC to provide RHPA with detailed plan of tracks
- YJG and RHPA to commence the tracks from Eastern end of Carrington Street.
- The section of track from Carrington Street follows Cecily Terrace, then into Ferris Street and Fraser Drive to Kingfisher Park (this section is existing roadway)
- The section of track along Kingfisher Drive then Great Sandy foreshore will be slashed
- Council to provide bobcat if any sections of track need levelling
- YJG to provide other equipment and upskill users
- If grant funding becomes available some sections of track may be laid with crusher dust

Stage 3

- FCRC to provide RHPA volunteers with air maps showing roadways
- Volunteers from RHPA to do an initial walk through of the proposed walking tracks.
- RHPA to lay down markers for a 2mt wide bush walking track for Stage 1 and then subsequent stages
- RHPA to report to FCRC with recommendations
- FCRC to provide Council officers with GPS equipment to review the proposed area
- FCRC to provide RHPA with detailed plan of tracks
- YJG and RHPA to commence the tracks from Eastern end of Carrington Street, along the Great Sandy foreshore to ramp
- Council to provide bobcat if any sections of track need levelling
- YJG to provide other equipment and upskill users
- If grant funding becomes available some sections of track may be laid with crusher dust

10 Project Funding

The Funding for this Project is sourced as follows:

Funding Source	<input checked="" type="checkbox"/>	In kind from RHPA & YJG
Details of Funding Source	<input checked="" type="checkbox"/>	In kind funding source identified and funds available
	<input checked="" type="checkbox"/>	Funds from grants
	<input type="checkbox"/>	Funds from external sources – specify sources

11 Summary Project Costs

The table below provides a summary of total Project Costs based on the planning activities undertaken during this project.

Project Summary Costs

Cost Factor	Estimated Cost \$
Internal Staff	\$ NIL
External Staff (other Agencies)	\$ NIL
Capital Costs	\$ NIL
Other Costs	\$ 50.00 Fuel cost
Project Total	\$

12 Project Tolerances

The following indicates the accrued tolerances for this project as approved by the Project Board. Refer to Section 13 of this document for information relating to the management of project tolerances.

Tolerance	Variance
Actual Costs	+/- 5%

Timeframes	+/- 5%
Resources	+/- 5%

13 Project Communications

The Project Manager will be responsible for all communications for this Project involving stakeholders/stakeholder groups, key messages, frequency of communication and responsibilities for same in relation to this project.

Communication channels will be as follows:

- Telephone
- Email
- Regular meetings

Fraser Coast Opportunities will be engaged to undertake marketing of the walking tracks via its tourism network.

14 Change Management

The changes envisaged will mainly relate to residents and visitors being aware that the walking tracks exist to ensure optimum utilisation. It is envisaged that there will be no impact to existing residences as the proposed tracks will be on currently owned Council land or existing/gazetted roadways and open parkland.

15 Risk Assessment & Mitigation

Nature of Risk	Mitigation Strategy	Comment
1. Age of workers	<ul style="list-style-type: none"> • Continue practice of constant adult supervision • Ensure correct safety attire is worn 	
2. Some heavy equipment will be used	Ensure those using heavy equipment are trained adults	
3. Some areas may be inaccessible or ecologically sensitive	Ensure alternative tracks are available	
4. Some overcrowding of car parking facilities at ramp may occur	FCRC to look at alternative car parks along the way	