



Project Plan Suffolk Beachfront Holiday Park – Permanent Residents.

Project timeline

	Task Description	Duration	Start	Finish	Resources
1.	Finalise ET Report with recommendations post re-classification of SP.	2 weeks	13 June 2018	27 June 2018	Pattie Ruck
2.	Prepare Project Plan and Communication Strategy for current residents to transition to new site agreements and Regulation Compliance Program.	3 weeks	16 July 2018	5 August 2018	Pattie Ruck
3.	Complete Council Report for September meeting.	1.5 weeks	6 August 2018	24 August 2018	Pattie Ruck
4.	Council Approval for steps within the report.	4 weeks	24 August 2018	23 September 2018	Pattie Ruck Michael Matthews Phil Holloway
5.	Schedule Start Date.		1 October 2018		Pattie Ruck
6.	Transition and compliance reporting.		TBC	TBC	Michael Matthews Pattie Ruck
7.	Project Plan Outline steps required to transition current owners to the new site agreements and regulation compliance.	1 week initially Ongoing throughout project			Pattie Ruck
8.	Communication Strategy Outline a detailed communication strategy including engagement program to transition current owners to the new site agreement and regulation compliance.	1 week initially Ongoing throughout project			Pattie Ruck

9.	<u>Assess elements of permanent relocatable homes</u> Engage a qualified building consultant to assess the elements of the permanent relocatable homes in consultation with owners. Inform residents of any non compliance issues according to the Regulation and Act. Determine Regulation Compliance Program.	6 weeks			Qualified Building Consultant to assess Pattie Ruck Michael Matthews
10.	<u>Map position of relocatable homes</u> Council to engage a registered surveyor to map the position of the relocatable homes against site and cadastral boundaries. Inform residents and Council on any infringement compliance issues according to the Regulation and Act. Determine Compliance Program.	6 weeks			Registered Surveyor
11.	<u>Monitor Compliance</u> Council and Park Managers to monitor compliance. If non compliance is apparent apply to tribunal for an order for specific performance under section 157 and in conjunction with developed Regulation Compliance Program.	Initially 6-12 months Regularly within 5 years Annually once complaint.			Park Managers & Council
12.	Project complete			31 December 2019	Park Managers Pattie Ruck Michael Matthews Phil Holloway

Key Milestone Dates

Project Phase/Milestone	Completion Date
Council Report Resolved to proceed	September 2018
Milestone 1 – Initiate Communication strategy	October 2018
Milestone 2 – Action building and surveyor assessments/ compliance program	December 2018
Milestone 3 – Monitor compliance	January to December 2019
Milestone 4 – Complete Project	December 2019

Project Management Staff

Project role	Name	Phone	Responsibilities	Reports to
<i>Project Sponsor</i> General Manager	Mark Arnold	02 6626 7210	Executive oversight and reporting to Executive group and Councillors	Council
<i>Asset Owner</i> Manager,	Michael Matthews	02 6626 7156	Supervise development and actioning of the project plan and reporting requirements. Key lead role as Council representative for communication strategy with residents.	Director, Infrastructure Services
<i>Project Planning</i> Open Space Facilities Coordinator	Pattie Ruck	02 6626 7095	Key role in organising, developing, planning and communicating project plan, communication strategy, building and survey results compliance and monitoring program.	Manager, Open Space & RR
<i>Project Manager</i>	Pattie Ruck Michael Matthews	02 6626 7095 02 6626 7156	Project management, Council representative on site, resident liaison contact, compliance and communication administration.	Director Infrastructure Services
<i>Finance oversight</i> Accountant, Infrastructure	Terry Goyen	02 6685 9309	Control and monitor financial implications throughout the project.	Manager, Open Space & RR

Risk Management Plan

Refer Risk Assessment #E2018/61668 attached

Financial and Resource Implications

Suffolk Beachfront Holiday Park is a self financing business activity. There is no funding contribution from the General Fund to the Holiday Parks and as such the costs associated with building consultants, registered surveyors, communication strategies, project plans, staff resourcing and compliance program preparation will need to be funded from the revenue generated by the Holiday Parks.

There is currently funding available in the Holiday Park Program budget that could be used to fund resources/expertise to address/resolve the issues identified above. Any funding requirements can be transferred from the holiday park Reserves within Council's quarterly review process.