



16 Margaret Tce Walliston, WA, 6076  
0459938507 e-mail [danieln@newground.net.au](mailto:danieln@newground.net.au)

My git hub: <https://github.com/danielnels>

My linkedin: <https://www.linkedin.com/in/daniel-nelson-788408156/>

# Daniel Nelson

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## Experience

### City of Kalamunda

#### Project manager Water Projects

**September 2018-  
Current**

##### ROLE OVERVIEW

- This position oversees the leadership, advice and direction of procurement strategies and project management for various water infrastructure projects.
- The provision of expert advice relating to project management.
- Monitoring and reporting on contract and risk management performance for projects under direct responsibility is also required.
- Development of significant to high risk and high value contracts, including procurement planning, tender documentation and evaluation, contract formation, and contract management plans in consultation and negotiation with stakeholders.
- Provides specialist advice on high profile and value water resource infrastructure projects and contract management issues.

### City of Kalamunda

**July 2013- September-2018**

#### Coordinator Project Delivery

##### ROLE OVERVIEW

- Programme and coordinate works, maintenance, manpower and machinery allocations.
- Provide operational progress reports.
- Interview selection and training of supervisors and staff.
- Advise and recommend procedural and operational changes.
- Advise, recommend and report in areas of accident investigation.
- Monitor materials, hours worked, plant hire and plant utilisation to ensure that costs are in keeping with project budget.
- Ensure contract/tender documents meet the project or operational objectives.
- Oversee the delivery of contracts to ensure compliance with contract/tender requirements, including OS&H.
- Oversee audits and implement corrective action for non-compliance, poor quality or other non-performance of contract/tender works.
- Organise quotes for works, engage and supervise contractor services.
- Provide advice, oversee works and clear for payment
- Control and coordinate work flow between staff and contractors.
- Ongoing monitoring of project deliverables and escalating issues to the project control group or Manager Infrastructure Operations.

# **Daniel Nelson**

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## **Shire of Kalamunda**

**December 2012-July  
2013**

### **A/Coordinator Parks Management**

- Monitor budget and cost centres.
- Assist in the development of budgets, including the provision of information.
- Programme and coordinate projects, maintenance and service activities and oversee, with Supervisors, the allocation of manpower, materials and machinery.
- Provide operational progress reports.
- Interview selection and training of supervisors and staff.
- Advise and recommend procedural and operational changes.
- Advise, recommend and report in areas of accident investigation.
- Monitor materials, hours worked, plant hire and plant utilisation to ensure that costs are in keeping with project budget.

## **Shire of Kalamunda**

**March 2009-  
December 2012**

### **Parks Supervisor**

- Mentor and induct new staff.
- Resource allocation and planning of work schedules and programs to Team Leaders.
- Supervision of contractors and external service providers.
- Resolution of team performance issues, including those escalated by Team Leaders. If unable to resolve independently, then these are to be escalated to the appropriate Coordinator.
- Work with other Supervisors to deliver projects and activities.

## **Campwild Adventures Company Director**

**2002-2009**

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<b>Education</b>	<b>Australian Institute of Management</b>	Perth
	Full suite of Management Training	
	<b>Questamon Training Services</b>	Perth
	Understanding Building & Construction Contracts & Tenders	
	<b>QTC Training</b>	Perth
	Diploma of Project Management	
	<b>National Centre for Groundwater Research and Training</b>	Perth
	Fundamentals of Groundwater	
	<b>Water Corporation</b>	Perth
	Waterwise Water Auditor (full Course and accreditation)	
	<b>NECA Electrical collage</b>	
	Electrical License (EW 163711)	Perth
	<b>TAFE SA</b>	
	Environmental and Adventure Tourism	Adelaide
	<b>Heathfield High School</b>	
	Completion of year 12	Adelaide

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## **Certificates/ Qualifications and Licenses**

- Certificate IV Environmental Tourism
- Harmonizing OH&S
- Certificate III Outdoor Education
- Certificate III Cabinet Making (Trade Certificate)
- Electrical License (EW 163711)
- Hydraulics and System Auditing
- Groundwater Fundamentals
- AutoCAD LT
- Confined Space Entry
- Gas Test Atmospheres
- Basic Traffic Management
- Traffic Controller
- First Aid
- OH&S White Card
- LR Driving License

## **Achievements**

### **Individual Achievements**

- 2017-Finalist AWA WA Water Professional of the year.
- 2017-Nominated for the Water Services Association of Australia Award for Distinguished Leadership by an Australian Water Leader.
- 2014-Implementation of the Hartfield Park Managed Aquifer Recharge Project
- 2011 -Winner of Outstanding Service award for the Shire of Kalamunda (only 3 awarded from 300 staff members)
- 2010-Local government Supervisor Association Scholarship winner, for project cost effective hydro-zoning
- 2000-Most Outstanding Student for Environmental and Adventure Tourism award.

### **Achievements for which I was the Project Manager**

- 2019- Winner IPEWA Australasia Awards of Excellence for Excellence in Water Project.
- 2019-Winner PLA Awards of Excellence Research Award
- 2018-Winner UIDA Judges Award for Excellence
- 2018- Winner IPEWA WA Awards of Excellence for Excellence in Water Project.
- 2017-Winner AWA WA, Innovating for Sustainability Award (Organisation City of Kalamunda)
- 2015-Finalist AWA WA Grahame Heal Water Sensitive Urban Design Award
- 2015-Finalist AWA WA Resource Management Award

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0419937208 daniel.nelso@kalamunda.wa.gov.au

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## References

**Dennis Blair-** Green Works

(Former Director Asset Services City of Kalamunda)

PH:0415 883 055

**Rob Korenhof-** Estate Infrastructure Manager Perth Airport

PH: 0447 468 527