

Department for Transport, Energy and Infrastructure

Program Governance Model

Rural Property Address Project

Version No. 0.4

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Rural Property Addressing Project

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Rural Property Addressing Project

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1. Introduction

The Rural Property Addressing Project is a collaborative exercise between State and Local Government to determine property addresses for the estimated 50,000 rural properties in South Australia. The conduct of the project will comply with all relevant Government policies and standards.

2. Background

South Australia does not have a rural property addressing system in place.

All other States are at least half way through (50%) allocating rural addresses (in line with national addressing standard AS/NZS 4819:2003).

Implementation of national standard rural addressing is an expectation of the Premier's 2003 Bushfire Summit, the State Emergency Management Council of Cabinet, the State Strategic Plan and major state and national stakeholder bodies.

This document describes the governance model that will direct the operations of the Project. The governance model will satisfy the following objectives:

- Be based on active and collaborative involvement and commitment by key stakeholders
- Establish effective direction and communication
- Support the provision of quality services in the most equitable, effective and efficient manner
- Provide a clear and consistent view on how the project will be managed and conducted

3. Terms of Reference

The aims of the Rural Property Addressing Project are:

1. In consultation with State and Local Government stakeholders, create property addresses as defined in the National Street Addressing Standard AS/NZS 4819:2003 to the estimated 50,000 rural properties in South Australia.
2. Develop a data base to store rural property address information.
3. Develop and implement a maintenance system to enable new addresses to be added to the data base.
4. Provide address data to Councils and government agencies.
5. Develop a Communication Plan to assist Local Government in the physical implementation of Rural Property addressing.

The Project does not include Council and land owner responsibilities of naming and signing roads and physically numbering properties.

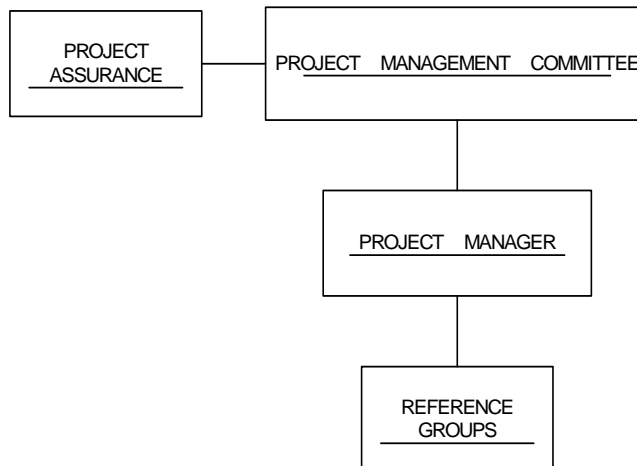
4. Project Governance

The project lead agency will be the Department for Transport Energy and Infrastructure(DTEI).

The project will be overseen by a Management Committee (chaired by the Executive Director, Land Services Group DTEI) who will be responsible for overseeing the project deliverables and directing the Project Manager. The Project Manager will be responsible for the day to day operations of the project.

Project Assurance and Reference Groups will be established as required.

4.1 Governance Model Diagram



4.2 Project Management Committee

4.2.1 Responsibilities

- Has ultimate accountability for the successful delivery of the project objectives
- Represents the interests of key stakeholders
- Approves the Project Implementation Plan and Deliverables
- Directs the Project Manager with major decisions for project plan change.
- Balances the demands of the users, suppliers and business
- Promotes and maintains focus on the desired outcome
- Ensures that the Project is delivered in time and on budget
- Takes advice from the relevant Program Assurance mechanisms

- The Management Committee will meet on a monthly basis. The meeting provides the major venue for the conduct of project business and decision-making.
- Meetings will be conducted according to a formal agenda, and a record of minutes and action items must be produced from each meeting. The minutes form part of the auditable record of the project.

4.2.2 Membership

Executive Director, Lands and Service SA (DTEI) – Chair

Executive Director, Office State/Local Government Relations, PIRSA

Surveyor-General

LGA Representative(s)

SAFECOM Representative

Justice Representative and

Attended by Project Manager and DPC Representative

4.3 Project Manager

4.3.1 Responsibilities

- Reports to the Management Committee
- Is accountable to the Management Committee for ensuring that the program produces the required products to the required quality standard, and within the stated timeframe
- Has the authority to run the program on a day to day basis
- Manages project budget
- Manages production and delivery of project products and/or documents
- Ensures the preparation of Project Plans and (if necessary) exception reports
- Manages project issues and risks
- Is a member of the Management Committee
- Collects and manages stakeholder funding for project
- Reports financial status and issues to Management Committee and advises of any major concerns

4.4 Reference Groups

- The Reference Groups have no formal reporting function within the program, but will assist in input for the project
- Provide advice from stakeholders to the Project manager
- Provide an avenue for program communication to stakeholders

4.5 Project Assurance

- The suppliers of Program Assurance have no formal presence or reporting function within the program, but will assist the Management Committee as and when required
- From time to time the Management Committee may seek Program Assurance on the advisability of any proposal

4.6 Critical Success Factors

- Strong project management and state government leadership via the lead agency.
- Effective management of state/ local government relationships.
- Partner commitment in the form of resourcing support for the duration of the Project.
- Effective management by Project Management Committee, Project Manager and Project staff.
- Effective collaboration between partners.
- Effective collaboration and support of local government.
- Delivering project deliverables listed in the Project Plan on time.
- Sound financial management – project delivery within budget.

5. Project Schedule

Proposed Dates	Key Deliverables
End November 2007	Governance Arrangements established
End November 2007	Stakeholder agreed schedule determined
End November 2007	IT Address Capture System and Geodatabase in place. Project and Address Capture commences in selected Council areas.
End November 2007	Communications drafted and approved.
End December 2007	Brochure, Poster, etc produced.
End January 2008	Council Communication Kit completed. Ministerial launch. Address capture completed for Councils currently engaged – 4 Councils. Next councils engaged for address capture
End February 2008	Visits to Councils – instruction of Council Communication kits. Schedule input from Councils. Media monitoring.
End April 2008	Review address capture schedule with stakeholders.
End April 2008	Survey councils – satisfaction with Council Communication Review communication strategy.
September 2008	Annual Review of Program by Project Management Committee.
End September 2008	Complete address allocation of 10 priority Council Areas.
August 2008	Implement council update capability. Implement update capability to key clients.
September 2009	Annual Review of Program by Management Committee
End September 2009	Complete address allocation of next 12 Council Areas
Ongoing until first quarter 2011	Visits to councils scheduled for implementation. Address allocation of remaining Councils (23). Regional media launches. Release of brochures and letters to affected residents and stakeholders. Review of communications.