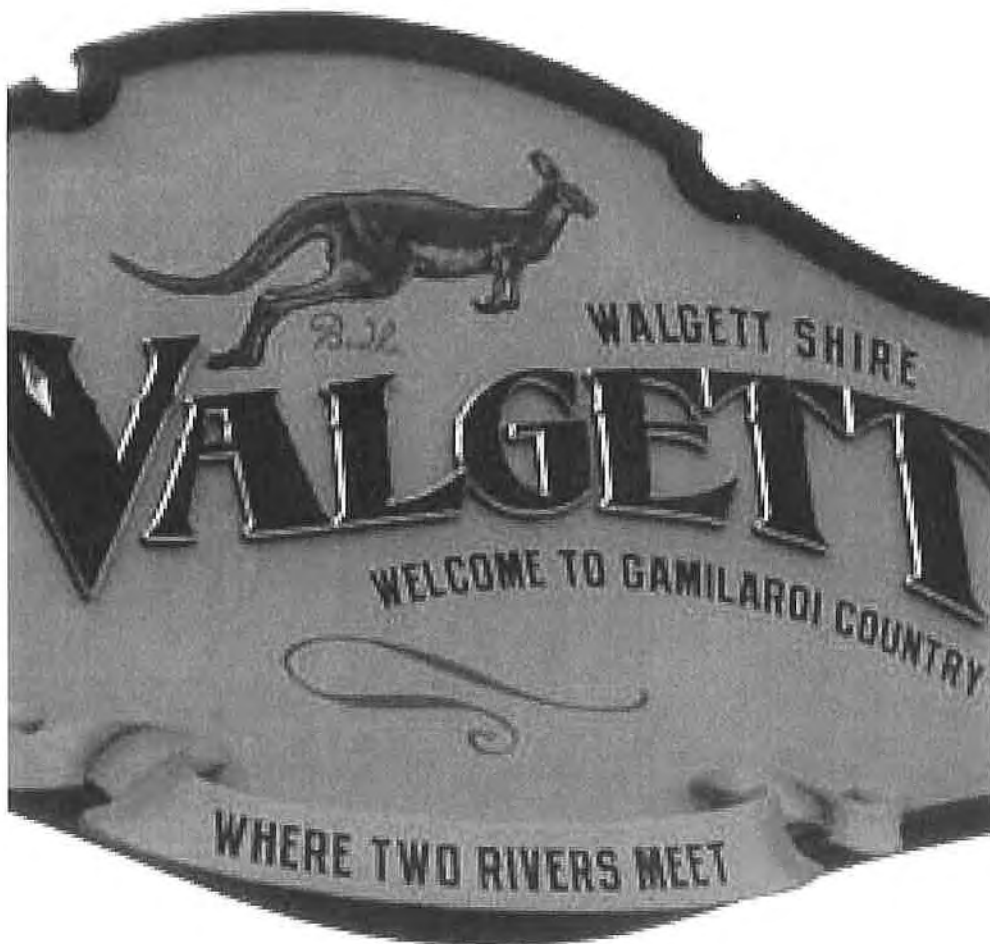


NSW Aboriginal Land
Council

**Walgett Repair &
Maintenance Project -
Scope Confirmation**

Project Plan

ISSUE – 29 April 2009



ARUP

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1 Introduction and Background

1.1 Introduction

Arup has been appointed by NSW Aboriginal Land Council (NSWALC) to confirm the scope of work and the costing of the required work to 70 houses in Walgett, Gingie and Namoi.

Arup's role is to provide project management services and deliver the final scoping document which includes:

- Detailed scope of work and specifications per house
- Cost estimate per house
- Analysis of the outcomes of the findings
- If and as required, prioritising the works to match the available budget.

This Project Plan is a formal statement of the objectives, procedures and organisation that Arup will set in place to meet NSWALC's aims and objectives for the project.

1.2 Background

NSWALC has entered into a funding agreement with the Commonwealth Government to undertake repair and maintenance (R&M) works on 70 properties for the Walgett Local Aboriginal Land Council (WLALC). The properties are located in Walgett, and the nearby reserves of Gingie and Namoi.

A Project Work Group has been established which includes the Walgett LALC (property owner), Murdi Paaki Housing (Property Manager) and NSWALC.

In late 2008 Housing NSW undertook a Condition Assessment Survey (CAS) of each of the houses. The findings were costed according to the Housing NSW Schedule of Components & Prices. Housing NSW produced a second document 'Property Report for Walgett LALC Housing', including the provision of shade, carports and house extensions, which has not been costed to date.

Arup has been engaged to confirm the completeness of the scope and the accuracy of the costing developed by Housing NSW in advance of the delivery component on the works.

1.3 Project Objectives

The Project has two main objectives:

- Confirmation of the scope of works of the Walgett R&M project identified in the Housing NSW Program of Works and the Property Report
- Production of tender specifications and cost estimates to enable NSWALC to confirm the budget and prioritise the scope of the works if and as required.

To achieve these objectives Arup has reassured NSWALC that we are aware of:

- The need to involve the local Aboriginal community of Walgett, Gingie and Namoi
- The respect and integrity that is required when accessing peoples homes
- The requirement of an open and transparent liaison with the Walgett Local Aboriginal Land Council (WLALC).

2 Scope and Methodology

2.1 Project Scope

The Walgett R&M project includes 70 houses in Walgett and the Reserves of Gingie and Namoi. A list of all 70 houses including addresses is attached in Appendix A.

Arup has reviewed available documentation and it is anticipated that:

- 50% of the houses are in a **good** condition and only need minor repair up to \$20,000
- 40% of the houses are in a **fair** condition and will need repair and maintenance up to \$50,000
- 10% of the houses are in a **poor** condition and/or require extension and will need expenditure of more than \$50,000.

The deliverable for the confirmation of the scope for the Walgett R&M project is a Scoping Document including:

- Detailed scope of work and specifications per house
- Cost estimate per house
- Analysis of the outcomes of the findings
- If required, prioritisation of the works to match the available budget.

2.2 Methodology

Below we have developed a methodology for the activities associated with each project phase. Arup will lead and project manage every activity of the scope confirmation, but will engage Frank Takos & Associates (FT) as the architect and Rider Levett Bucknall (RLB) as the cost consultants.

Activity	Consultants involved
Start-up Phase	
<ul style="list-style-type: none">• Reviewing the available documentation	Arup / FT
<ul style="list-style-type: none">• Preparing of draft specifications per house from the information available	FT
<ul style="list-style-type: none">• Start-up meeting with the WLALC board members	NSWALC and Arup
<ul style="list-style-type: none">• Arranging inspections with the individual tenants in a two week period	Murdi Paaki Housing

Activity	Consultants involved
On-site Phase	
<ul style="list-style-type: none"> Inspections 	FT / Arup Arup will be present during 50% of the inspections particularly of the houses that are in fair and poor condition
Preparation of Specification	FT
Preparation of Cost Estimate	RLB

Activity	Consultants involved
Closing Phase	
<ul style="list-style-type: none"> Reviewing the outcomes 	Arup
<ul style="list-style-type: none"> Preparation of Draft Scoping Document, including summary, specifications and cost plan 	Arup
<ul style="list-style-type: none"> Review of Draft Scoping Document 	NSWALC
<ul style="list-style-type: none"> Finalising Scoping Document 	Arup
<ul style="list-style-type: none"> Community meeting to report back findings 	Arup

3 Communication and Project Management

3.1 Project Team and general lines of communication

The project team includes:

Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

- Wendy Maybury - Manager Housing and Homelessness Section

Client – NSW Aboriginal Land Council (NSWALC)

Section 47F

- [REDACTED] – Chief Operating Officer
- [REDACTED] – Senior Policy Officer

Walgett Aboriginal Land Council (WLALC)

- [REDACTED] – CEO
- [REDACTED] – Chairperson
- [REDACTED] – Deputy Chairperson

Murdi Paaki Housing (MDH)

Section 47F

- [REDACTED]

Project Managers – Arup team members

Section 47F

- Project Director – [REDACTED]
- Project Manager – [REDACTED]
- Assistant Project Manager – [REDACTED]

Architect - Frank Takos & Associates (FT)

- Lead Architect – [REDACTED]
- Architect – [REDACTED]

Cost Consultant - Rider Levett Bucknall (RLB)

Section 47F

- Project Director – [REDACTED]
- Associate – [REDACTED]
- Assistant Surveyor – [REDACTED]

All project team members communicate either directly or indirectly through a representative of the Arup Project Management Team.

3.2 Project Directory

A project directory is attached in Appendix B and will be updated throughout the project duration as required.

3.3 Meetings

The following key meetings will take place over the course of the project. Date and location for meetings are subject to final confirmation and adjustment from time to time.

Meeting	Location	Date
Start-up meeting with Walgett LALC	Walgett LALC Offices	27 April 2009 - 5pm
Review of the scoping document and recommendations with the WLALC and tenants	Walgett TBC	TBC – July/ August 2009

4 Milestones and Deliverables

4.1 Program

Activity	Estimated Duration
Start-up Phase	2 weeks
On-site Phase (inspections)	2 weeks
Preparation of Specification	2 weeks
Preparation of Cost Estimate	2.5 weeks
Closing Phase	4 weeks

4.2 Summary Project Milestones

The following activities are based on a start date of 27th April 2009.

Activity / Deliverable		Milestone Dates
Start-up meeting		27 April 2009
Inspections	11–22 May 2009	22 May 2009*
Preparation of specification	25 May – 5 June 2009	5 June 2009*
Preparation of cost estimates	8–24 June 2009	24 June 2009*
Preparation of Draft Scoping Document	25 June – 1 July 2009	1 July 2009*
Review by NSWALC	2–15 July 2009	15 July 2009*
Finalising Scoping Document	16–22 July 2009	22 July 2009*

*TBC

4.3 General Project Deliverables

Deliverable	Item For Inclusion
Scoping Document	<ul style="list-style-type: none"> • Detailed scope of work and specifications per house - including quantities of the separate line items and simple 1-line floorplans/elevations as required for major refurbishments/extensions; and • Cost estimate per house; and • An analysis of the outcomes of the findings including: <ul style="list-style-type: none"> (a) review of the scope outlined by NSWALC and provide details of any additional works that have not been documented; (b) address potential budget shortfalls by prioritising work to be undertaken for the project; (c) address potential budget surplus by recommending additional works that could be undertaken for the project; (d) advising NSWALC how to maximise expenditure in general for the project; (e) propose a strategy and a preliminary program for the roll-out of the works to be undertaken; • Based on the analysis, prioritising the works in the Tender Specification to match the budget available to NSWALC.

Appendix A - Location of houses

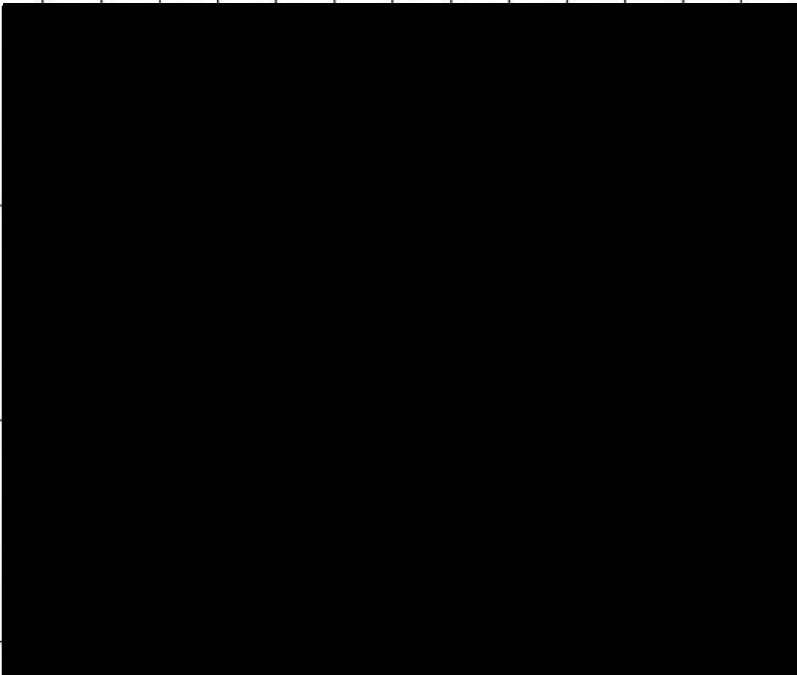
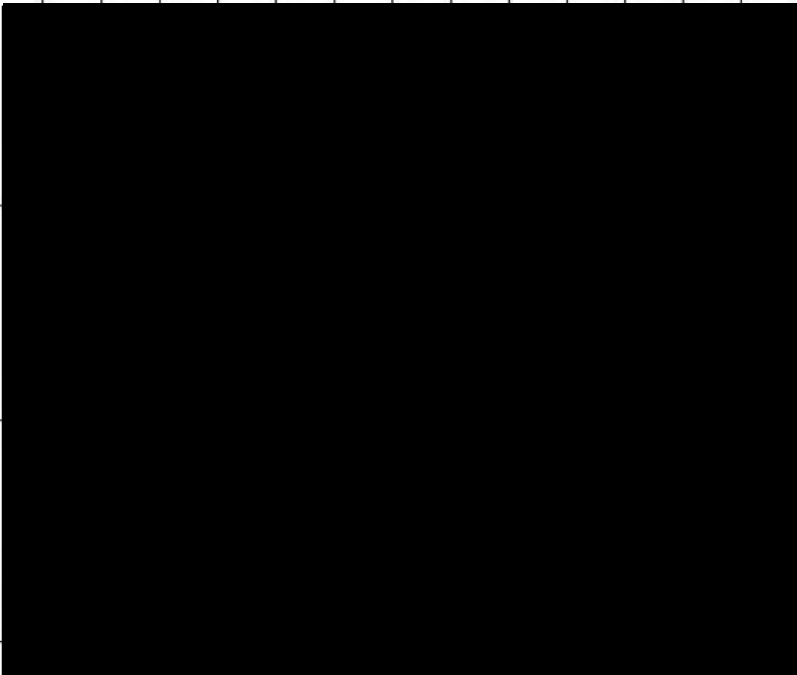
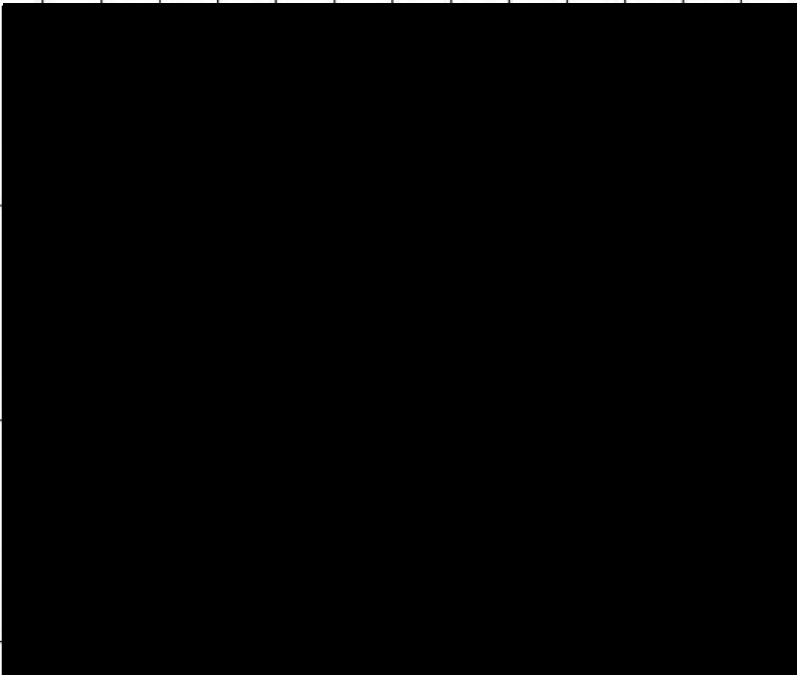
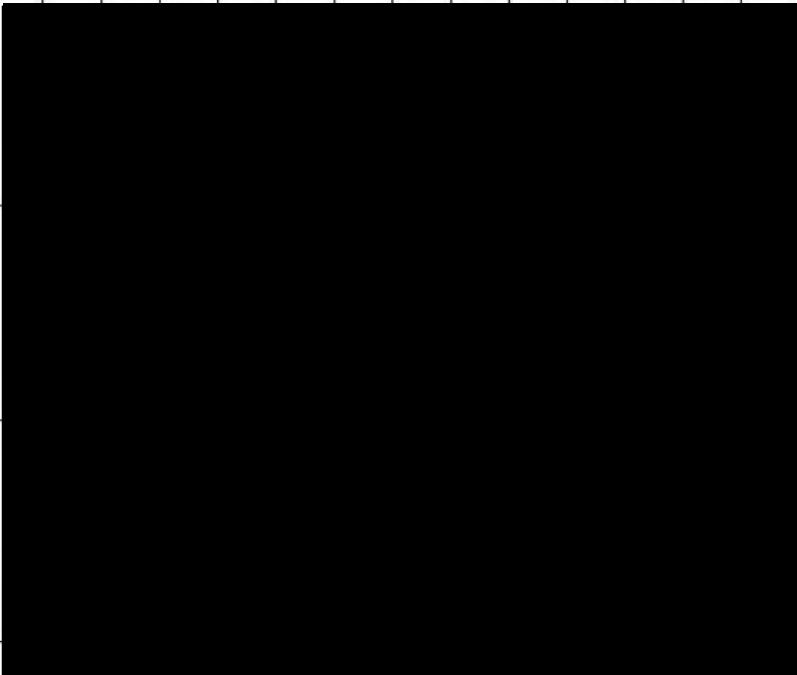

Gingie
1 Gingie Reserve Walgett
2 Gingie Reserve Walgett
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11 Gingie Reserve Walgett
12 Gingie Reserve Walgett
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16 Gingie Reserve Walgett
17 Gingie Reserve Walgett

Namoi
1 Namoi Reserve, Walgett
2 Namoi Reserve, Walgett
3 Namoi Reserve, Walgett
4 Namoi Reserve, Walgett
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6 Namoi Reserve, Walgett
7 Namoi Reserve, Walgett
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18 Namoi Reserve, Walgett

Namoi
19 Namoi Reserve, Walgett
20 Namoi Reserve, Walgett
21 Namoi Reserve, Walgett
Walgett
28 Arthur Street, Walgett
100 Arthur Street, Walgett
103 Arthur Street, Walgett
107 Arthur Street, Walgett
109 Arthur Street, Walgett
76 Dewhurst Street, Walgett
81 Dewhurst Street, Walgett
83 Dewhurst Street, Walgett
87 Dewhurst Street, Walgett
89 Dewhurst Street, Walgett
96 Dewhurst Street, Walgett
102 Dewhurst Street, Walgett
67 Duff Street, Walgett
85 Duff Street, Walgett
87 Duff Street, Walgett
89 Duff Street, Walgett
26 Hope Street, Walgett
28 Hope Street, Walgett
30 Hope Street, Walgett
32 Hope Street, Walgett
34 Hope Street, Walgett
36 Hope Street, Walgett
38 Hope Street, Walgett
46 Keepit Street, Walgett
90 Peel Street, Walgett
92 Peel Street, Walgett
94 Peel Street, Walgett
96 Peel Street, Walgett
67 Neilly Street, Walgett
74 Pitt Street, Walgett

Walgett
8 Sutherland Street, Walgett
31 Sutherland Street, Walgett
36 Sutherland Street, Walgett
38 Sutherland Street, Walgett
77 Warrena Street, Walgett
102 Wee Waa Street, Walgett

Appendix B - Project Directory

Organisation	Role	Key Individuals	Phone	Fax	Mobile	Email
WLALC	CEO					wa85732@bigpond.net.au
WLALC	Chairperson					wa85732@bigpond.net.au
WLALC	Deputy Chairperson					
WLALC	WLALC Board					
NSWALC	Chief Operating Officer					
NSWALC	Senior Policy Officer					
WLALC						
Arup	Project Manager					
Arup	Assistant Project Manager					
Frank Takos & Associates	Lead Architect					
Rider Levett Bucknall	Cost Consultant					
Murdi Paaki Housing						
Murdi Paaki Housing						
Aboriginal Housing Organisation						

Section 47F

Section 47F