



Policy 6 – Project Management

1. Application

This policy applies to all NQBP Employees.

2. Policy

NQBP is committed to only undertake projects where a clear need has been identified and quantified by NQBP in liaison with stakeholders.

The objectives of this policy is to ensure that all in-scope projects are managed in accordance with a consistent and appropriate methodology throughout the duration of the project, ensuring sponsors' expectations are met through a successful delivery against time, cost and quality parameters.

In order to ensure the appropriate outcomes are met with regard to the delivery of projects, NQBP will manage all projects in accordance with NQBP's Project Management Framework, incorporating the Prince2 Process Model, which requires projects to:

- Have predetermined measurable outcomes;
- Defined scope of works;
- Clearly defined roles and responsibilities;
- Meet all legislative requirements, including statutory regulations and environmental standards;
- Meet commonly accepted industry standards and industry best practices;
- Meet standards of good work and design;
- Ensure the project is delivered within budget constraints;
- Establish predetermined completion dates; and
- Ensure appropriate insurances and warranties are in place.

NQBP will use the latest proven technology appropriate for the project application, in accordance with industry best practice standards.

NQBP may research, trial and/or develop new technologies where current technologies do not meet required standards.

3. Project Management Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This policy should be read in conjunction with:

- a. Policy 2 – Compliance
- b. Policy 4 – Finance (Risk Management)
- c. Policy 5 – Work Health and Safety
- d. Policy 7 – Environment
- e. Policy 10 - Operations
- f. Project Management System Framework

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g. Risk Management Manual

4. Policy Review Date

This policy should be reviewed by 31 January 2019.

5. Definitions

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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