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department of disability,
housing & community services

DRAFT

New Youth Detention Centre
Design Procedures and Protocols
June 2006

Document Reference	Design Procedures and Protocols
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1. Purpose

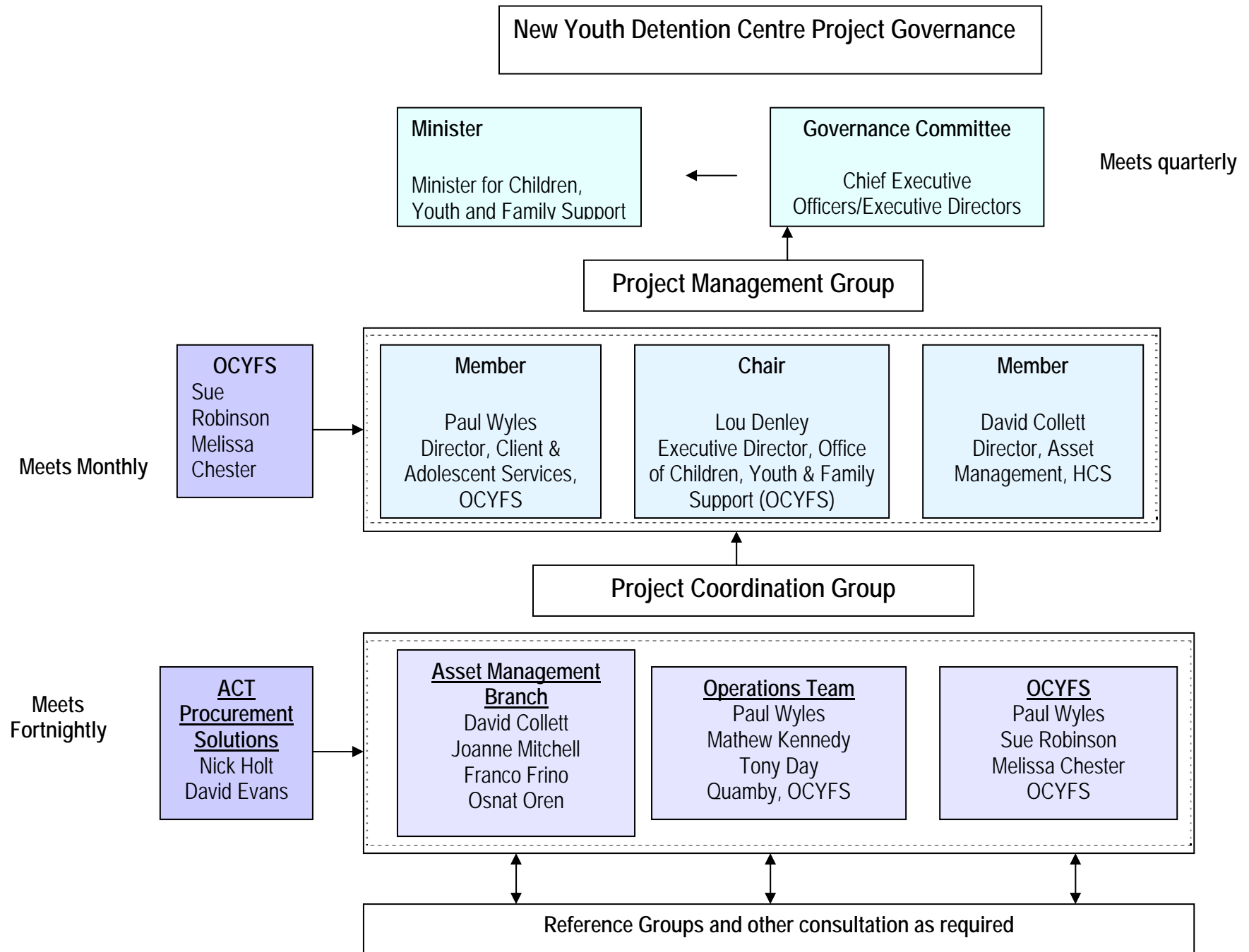
The purpose of this document is to outline the procedures and protocols for the design development, reviews and endorsement of the new Youth Detention Centre.

2. Milestones and Timeframe

Milestone	Date
Engagement Of Architect	28/6/06
Prioritised Return Functional Brief	3/7/06- 7/8/06
Design Options Study	8/8/06-19/9/06
Submission Of Lease Withdrawal Site Plan	20/9/06- 27/9/06
Preliminary Sketch Plans	20/9/06- 31/10/06
Final Sketch Plans	1/11/06- 2/12/06
Development Application	8/12/06- 22/12/06
On-Site Works commence	February 07
Practical Completion Construction	Target 30/4/08

3. Project Governance

The new Youth Detention Centre project is governed by a hierarchy of Project Coordination, Project Management and Project Governance Groups as outlined in the diagram below.



4. Roles and Responsibilities

A number of groups are involved in the design process which is made of two stages: Design development (see figure 1) and Document Approval (see figure 2). Each of these groups has distinct roles and responsibilities and may be governed by Terms of Reference.

4.1. Governance Committee

Members

- Martin Hehir, Executive Director, Housing and Community Services, DHCS (Chair)
- Lou Denley, Executive Director, Office of Children, Youth and Family Support, DHCS
- Hamish McNulty, Director, Municipal Services Network, Department of Territory and Municipal Services
- James Ryan, Executive Director, ACT Corrective Services, Department of Justice and Community Safety
- Cathy Hudson, Director, Social Policy, Chief Minister's Department
- Kathy Melsom, Director, Student Services and Equity, Department of Education and Training
- Neil Bulless, A/g Executive Director, Finance and Budget Division, Department of Treasury
- Dr Helen Watchirs, ACT Human Rights and Discrimination Commissioner
- Neil Savery, Chief Planning Executive, ACT Planning and Land Authority
- David Collett, Director, Asset Management Branch, DHCS
- Paul Wyles, Director, Client and Adolescent Services, DHCS

Meetings

The Governance Committee meets quarterly.

Responsibilities

The Governance Committee is responsible to ensure that the project complies with key government initiatives and policies.

Specifically, The role of the governance committee is to:

- Ensure that the project is consistent with Government policy;
- Provide strategic and political direction to the project;
- Helping to ensure that required departmental input in a coordinated and timely manner for an appropriate level of seniority; and
- Provide a conduit to Ministers at key points.

4.2. Project Management Group

Members

- Lou Denley, Executive Director Office of Children, Youth and Family Support (Chair)
- Paul Wyles, Director, Client and Adolescent Services, OCYFS
- David Collett, Director, Asset Management Branch, Housing and Community Services.

Support to the Project Management Group is provided by

- Sue Robinson, Senior Manager, Office of Children, Youth and Family Support, DHCS
- Melissa Chester, Office of Children, Youth and Family Support, DHCS

Meetings

The Project Management Group meets monthly.

Responsibilities

- The Project Management Group is responsible for the sign-off of each stage of the design process- the Return Prioritised Functional Brief, the Design Options Study, Preliminary Sketch Plans and Final Sketch Plans
- Ensure integration of the physical design and operational model of the new centre;
- Ensure fitness for purpose of the final design;
- Ensure the project is completed on time and on budget;
- Design Acceptance; and
- Recommendations and advice to the Chief Executive of the Department of Disability, Housing and Community Services.

Roles

- Ensure they are informed of each stage of the design process, to raise any design issues, and to ensure sign-off by the required program dates.
- Sign off on design, documentation and delivery milestones;
- Determine the composition and direct the Circle of Friends; and
- Make decisions on budget trade-offs.

4.3. Contract Management Group

Members

- Architects
- ACT Procurement Solutions
- Asset Management Branch, DHCS

Meetings

The Contract Management Group will meet fortnightly.

Responsibilities

The responsibilities of the Contract Management Broup Group are:

- Contract Management
- Budget
- Program
- Quality Plan
- OH&S
- Architect Performance

4.4. Project Coordination Group

Members

- David Collett, Director, Asset Management Branch, Housing and Community Services, DHCS
- Paul Wyles, Director, Client and Adolescent Services, Office of Children, Youth and Family Support, DHCS
- Joanne Mitchell, Strategic Asset Management, DHCS
- Franco Frino, Manager, Capital Works, Strategic Asset Management, DHCS
- Matt Kennedy, Manager, Quamby, DHCS
- Sue Robinson, Senior Manager, Office of Children, Youth and Family Support, DHCS

Support to the Project Coordination Group is provided by

- Osnat Oren, Strategic Asset Management, DHCS
- Melissa Chester, Office of Children, Youth and Family Support, DHCS
- Nick Holt, ACT Procurement Solutions

Meetings

The Project Coordination Group meets fortnightly.

Responsibilities

- Manage the budget for the project;
- Manage the program for the project;
- Provide regular reports on progress and issues to the Project Management Group;
- Manage risk;
- Manage quality;
- Maintain and implement the Project Communications Plan; and
- Maintain the currency of User Requirements.

Roles

- Manage stakeholder input as changes into the User Requirements Brief;
- Distill inputs into the design process.
- Make recommendations to the PMG on budget trade-offs
- Make recommendations

4.5. Design Working Group

Members

- Lou Denely, Executive Director, Executive Director, Office of Children, Youth and Family Support
- David Collett, Director, Asset Management Branch, Housing and Community Services, DHCS (Chair)
- Paul Wyles, Director, Client and Adolescent Services, Office of Children, Youth and Family Support, DHCS
- Katherine Longhurst, Perumal Pedavoli
- Matt Kennedy, Manager, Quamby
- Tony Day, Operations Manager, Quamby
- Sue Robinson, Office of Children, Youth and Family Support, DHCS
- Joanne Mitchell, Strategic Asset Management, DHCS
- Franco Frino, Manager, Capital Works, Strategic Asset Management, DHCS
- Neil Harwood, ATSI Unit, Office of Children, Youth and Family Support, DHCS
- TBA, Manager, Professional Services, Quamby

- Nicholas Holt, ACT Procurement Solutions (Contract Manager)
- Charles Tomas, Security Advisor to the new Youth Detention Centre Project.

Others may be invited to join the Design Working Group in relation to issues that arise over the course of design development.

Meetings

It is anticipated that the Design Working Group will meet every three weeks during the design process. It is critical that members of the Design Working Group are allocated sufficient time to prepare for and attend the Design Working Group meetings. This should be discussed with their relevant managers.

Responsibilities

The Design Working Group will facilitate the development of the design of the new Youth Detention Centre (NYDC). The Design Working Group will comprise representatives from the Asset Management Branch of Housing and Community Services, the Office for Children, Youth

and Family Support, Quamby and the Architect. ACT Procurement Solutions will be a part of the Design Working Group in their role as representative for the Territory in the contract with the Architect.

Roles

In facilitating the design of the new Youth Detention Centre, the Design Working Group will:

- Ensure the outcomes of the project, outlined in the Functional Brief, are met;
- Provide advice to the Architect on key issues from member's areas of responsibility;
- Communicate, consult and update design intent with key stakeholders;
- Ensure the design and construction of the facility can be met within the available budget; and
- Endorse the Preliminary Sketch Plans and Final Sketch Plans within required time frames.

4.6. Operation And Service Delivery

Members

- Paul Wyles, Director, Client and Adolescent Services, Office of Children, Youth and Family Support, DHCS
- Matt Kennedy, Manager, Quamby
- Tony Day, Operations Manager, Quamby
- Sue Robinson, Office of Children, Youth and Family Support, DHCS
- Melissa Chester, Office of Children, Youth and Family Support, DHCS.

Meetings

The Operations and Service Delivery team will meet as required throughout the design phase.

Responsibilities

- Ensure the outcomes of the project, outlined in the Functional Brief, are met;
- Provide advice to the Architect on key issues from member's areas of responsibility;

Roles

The role of the Operation and Service Delivery Group is to update and provide the Architect with:

- Youth Justice Blueprint
- Positive Links Document
- Integrated Response to Youth Offending in the ACT, incorporating
 - Service Delivery Model
 - Case Management Framework

These documents are being developed concurrently with the design of the centre and it is anticipated that each will inform the other.

4.7. Architect

Members

Architects- Perumal Pedavoli:

- Arch. Vince Pedavoli
- Arch. Katherine Longhurst
- Arch. Matthew Ireland

Responsibilities

- Chairing the Design Working Group (including taking and distributing minutes)

- Chairing consultation with internal and external stakeholders (including taking and distributing minutes)
- Operation and Service Delivery Group meetings
- Design
- Documentation
- Consultation
- Research
- Liaison
- Budget
- Program

Roles

The role of the Architect is to design the new Youth Detention Centre within the prescribed program, the allocated budget, and to the specifications outlined in the Functional Brief and following consultation with stakeholders.

4.8. Internal And External Stakeholders

A wide range of internal and external stakeholders have been consulted with to date on the new Youth Detention Centre Project. These groups will meet as required and will be coordinated by the Project Coordination Group.

Figure 1- Design Development

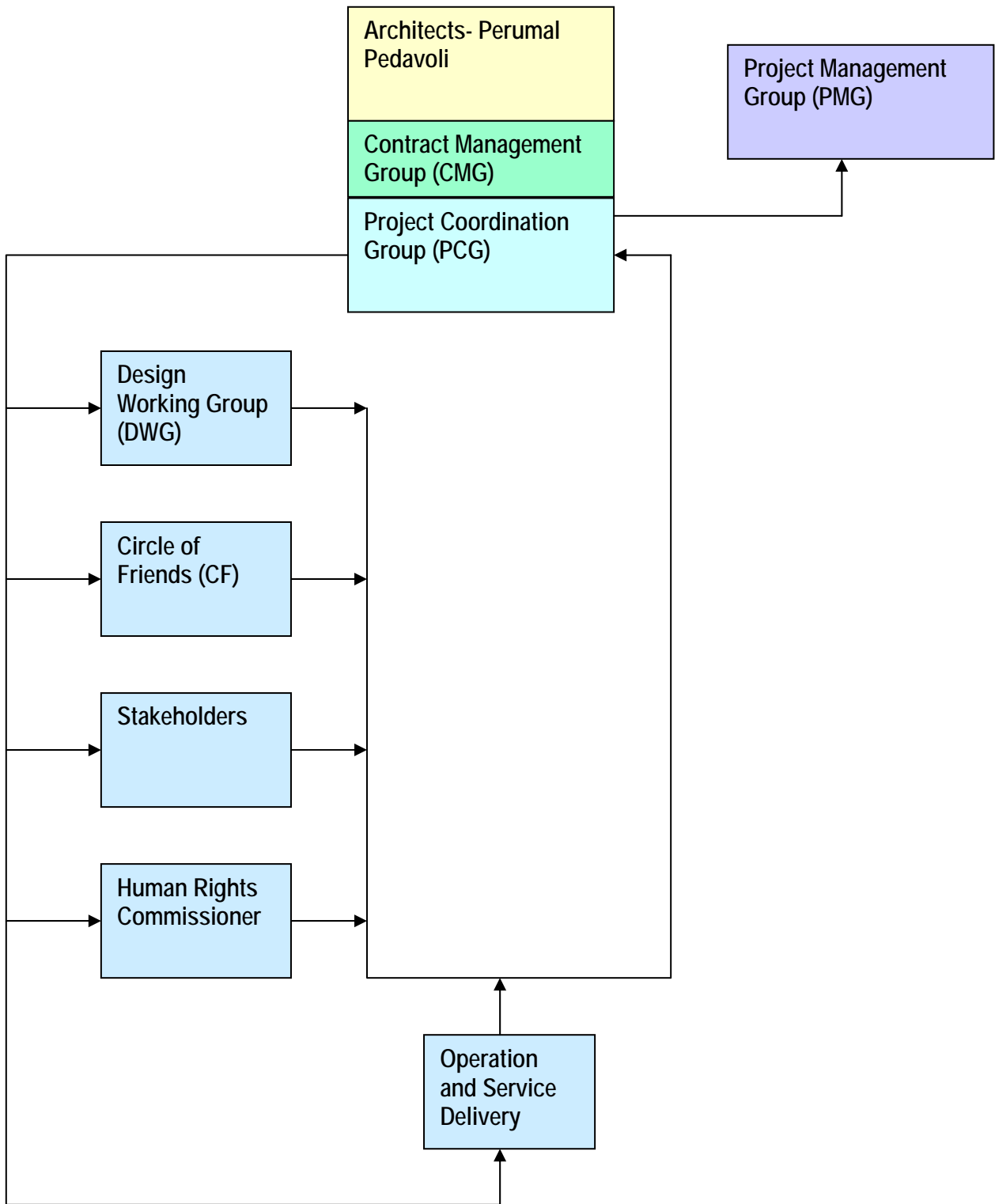
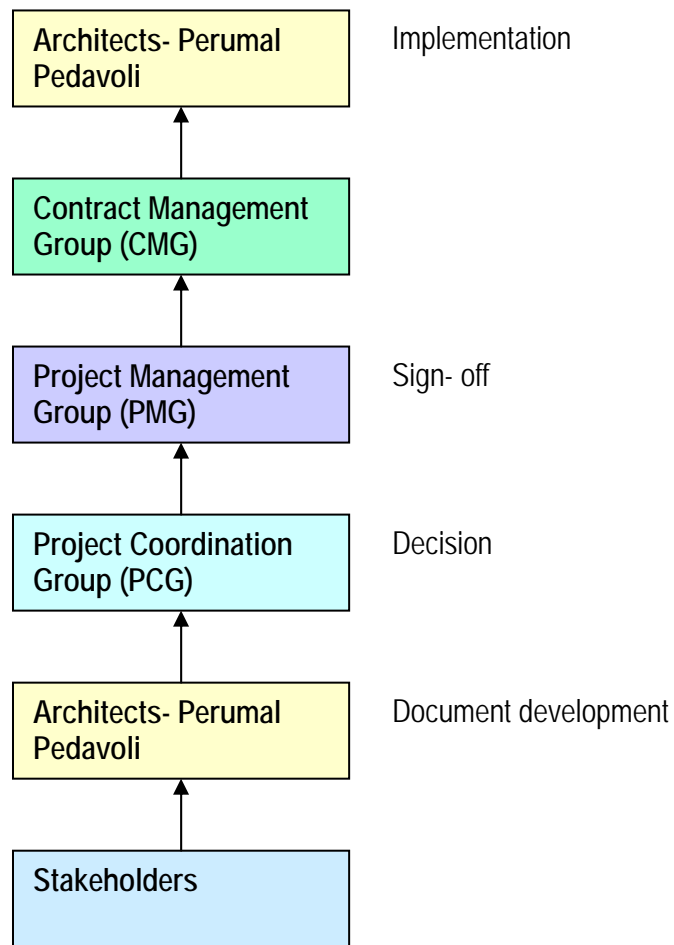


Figure 2- Document Approval



5. Communication

In order to ensure clear and concise directions are provided to the Architect communication protocols have been established (see Figure 2)

All communication with the Architect with reference to design issues is to be conducted through the DWG.

Where "one on one" consultation between the Architect and a Stakeholder group is required, the Contract Management Group will coordinate this consultation. The architect will collate information gathered and where this information conflicts with the documented Functional Brief requirements, the Architect will notify the DWG and seek direction.

All other communication with the Architect is to go through the Asset Management Branch, DHCS to ACT Procurement Solutions to the Architect.