

Terms of Reference

1. Project Name

Community Hub, Library and Innovation Centre (CLIC)

2. Project Executive Group Membership (PEG)

Chair: Director Community and Planning

Executive Group

Core Members

- Mayor David O'Loughlin
- Deputy Mayor Mark Groote
- Chief Executive Officer Cate Atkinson
- Director Community and Planning Nathan Cunningham
- Director Business and Innovation Chris Newby

Other Members

- Project Manager
- Architect
- Key staff and other specialists as required

Note: These meetings are open for any Elected Members who wish to attend.

- Administrative support will be provided by a nominated Council Officer.
- Working groups can be established to progress specific tasks according to the development and implementation of the Project Management Plan, reporting to PEG.
- Both internal (Council staff) and external (consultant) subject-expert advice or resources will be utilised by PEG, as required.

3. Purpose

- 3.1. Develop and implement a Project Management Plan for all aspects towards final completion of the CLIC and utilisation by Prospect residents.
- 3.2. The PEG is established solely to support the CLIC project and its operation will cease at successful commissioning of the project (incl. defects liability period).
- 3.3. Develop a contract and conduct the tender process to recruit a Project Manager, Architect and Cost Planner.
 - 3.3.1. Support and provide oversight of the contract of the nominated Project Manager.
- 3.4. Ensure timely reporting to Council on all matters relating to the development and implementation of the Project Management Plan.
- 3.5. Ensure that the individual input, contributions and interests of Elected Members are given voice and considered within the development and implementation of the Project Management Plan.
 - 3.5.1. Utilise skills of the members in project management and delivery.

- 3.6. Develop, obtain Council endorsement and manage the implementation of the Community Engagement Plan.
 - 3.6.1. Consider and incorporate findings from community engagement processes.
- 3.7. Provide an 'open discussion' collective problem solving forum to:
 - 3.7.1. Anticipate operational matters that may cause delay within project implementation.
 - 3.7.2. Quickly respond to issues of an operational nature (if not requiring Council decision).

4. Operation of PEG

- Consider the views and aspirations of the community and stakeholders and balance those with other influences such as budgetary constraints, legislative requirements, alignment with State and Federal government strategic objectives and make decisions within the context of Council's adopted Strategic Plan.
- Application of effective project management principles and practices.
- To provide guidance and support to (future) Project Manager, Architect and Cost Planner.
- Acknowledge any gaps in knowledge and skills that exist within the PEG membership and seek external support and/or advice for specific tasks as appropriate.
- Develop a collegiate and positive group, whose individual members respect and value the skills and contributions of each other.
- Identify suggestions and actively represent ideas with the broader Council group.
- Review and provide regular feedback on information to be presented to the broader Council group and to the community.

5. Outcomes

- Successful delivery of a facility that achieves/ exceeds community aspirations.
- Highly connected and functional project team.
- Delivery of the CLIC on time and on budget and to the agreed specification.
- A highly engaged community which feels ownership of the outcome.

6. Governance

- No formal decision making on behalf of Council.
- Internal direction to staff and consultants as well as operational decisions where full Council consideration not required.
- PEG to ensure that Council is fully engaged with key decision making on this project.

7. Meeting and Reporting Arrangements:

- Meeting scheduled on first and third Tuesday of each month (or as needed).
- Agendas will be distributed prior to meetings. Notes of meetings will be recorded and distributed with Actions table.
- Project group communication will be via email, telephone and meetings. Council communication will be via formal information and decision reports, presentation of information via workshops and emails.

Updated 2/11/16 – Following 1/11/16 PEG Meeting