

# Moree Civic Precinct Redevelopment Project Reference Group Terms of Reference

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## **1 PROJECT BACKGROUND**

Moree Plains Shire Council is in the process of redeveloping the Moree Civic Precinct by carrying out upgrades to bring the Civic Precinct into compliance with current National Construction Code (building) requirements such as for power, lighting, communications, heating, cooling, fire safety, access including for people with disabilities. In addition, consideration is being given other key safety elements including the mezzanine, stage and rigging and potential provision for rooftop solar. A key element is the need to “future proof” the Precinct for a range of future potential community uses.

## **2 ROLE OF THE REFERENCE GROUP**

Membership to the Moree Civic Precinct Redevelopment Project Reference Group (Reference Group) is open to residents residing within the local government area of Moree Plains Shire. Residents having a broad background in the arts and culture event management and/or an understanding of the range of key infrastructure elements that are required for an effective multi-use arts and culture facility are encouraged to consider applying for membership in the Reference Group.

Reference Group members will contribute both local and technical knowledge about issues that are relevant to the project and provide representation for a variety of stakeholder interests.

Specifically, the Reference Group will:

- Provide input, advice and recommendations to the project team
- Review and comment on draft project documents
- Ensure that the views and interests of the community are represented, and that relevant stakeholders are engaged
- Provide an active and positive contribution to the project.

## **3 REFERENCE GROUP FUNCTIONS**

### **3.1 Project Documents Review**

The Reference Group will review documents relating to the project and provide advice and recommendations to the Project Team. This may include:

- Changes and additions to the structure and content
- Corrections to technical accuracy
- Ideas and insights including in relation to draft designs
- Improvements to document quality.

The Steering Group will give consideration to all recommendations from the Reference Group.

### **3.2 Relationship to the Steering Group**

The Reference Group’s advice and recommendations to the Project Manager will also be communicated to the Steering Group.

### **3.3 Advocacy**

Members of the Reference Group are expected to actively support the Project and act as advocates for its intent and outcomes.

### **3.4 Declaration of Conflict of Interest**

Members have a responsibility to declare any conflict or potential conflict between their business, community or professional interests, and their roles as members of the Reference Group.

### **3.5 Media**

Members of the Reference Group must comply with the following:

- Members are not authorised to speak to or comment to the media about the matters discussed at the Reference Group meetings
- All media enquiries must be referred to the Moree Plains Shire Council Communications team.

## **4 REFERENCE GROUP OPERATIONS**

### **4.1 Term**

The Reference Group shall operate for the duration of the project, expected to be until June 2020.

### **4.2 Meetings**

It is expected that the Reference Group meetings shall be linked to key project milestones. Approximately 4-6 meetings are anticipated over the duration of the project, coinciding with major milestones in the program.

### **4.3 Venue**

The location and time of the meetings will be determined by the Reference Group Chair with input from the Reference Group.

### **4.4 Confidentiality**

If any aspects of discussions and documents tabled at meetings are to be treated as confidential, this will be highlighted by the Project Team.

### **4.5 Quorum**

The Reference Group shall operate according to a consensus model. If consensus cannot be achieved different views will be noted and recorded.

### **4.6 Agenda**

The Project Manager is responsible for preparation and circulation of meeting agendas and attachments.

The agenda and attachments will be distributed at least five (5) working days prior to the next scheduled meeting.

### **4.7 Meeting Minutes**

Minutes of meetings will be recorded and prepared and circulated by the Project Manager.

The minutes will be circulated to all Members as a draft seeking comment / amendments within five (5) business days following the meeting.

Requested amendments will be incorporated into the final Minutes for circulation. Minutes will be accepted at the beginning of the subsequent meeting.

### **4.8 Reporting to Council**

Recommendations of the Reference Group that are considered to have significant bearing on the project will be reported to Council by the Project Manager as part of reporting linked to project milestones.

Resolutions of Council will be reported back to the Reference Group by the Project Manager.

## **5 REFERENCE GROUP ORGANISATION**

### **5.1 Chair**

The Chair will be Council's Director of Planning and Community Development to be responsible for ensuring the Reference Group operates efficiently, effectively and according to the Terms of Reference.

The Chair will act to enable all members with equal opportunity to contribute.

In the event of the absence of the Chair from a meeting, the Project Manager will act as Chair.

### **5.2 Convenor**

The Project Manager shall convene Reference Group meetings (where possible, according to a date and time agreed at the preceding meeting).

## **6 GLOSSARY OF TERMS**

| <b>Term</b>             | <b>Definition</b>   |
|-------------------------|---|
| Head Contractor         | Oversees project delivery activities  |
| Project                 | Redevelopment of the Moree Civic Precinct.  |
| Project Manager         | The Project Manager responsible for leading, coordinating, and delivering the project according to the agreed timeline, scope and budget. |
| Project Management Team | Responsible for undertaking project tasks as directed by the Project Manager.   |
| Project Reference Group | Key stakeholders brought together to provide advice and act as a reference for the project  |
| Project Sponsor         | Overall responsibility for ensuring that a project meets its objectives and delivers the projected benefits                               |
| Steering Group          | A team representing the Project responsible for overseeing the Project.   |