

DEANS MARSH COMMUNITY HUB FACILITY DEVELOPMENT PLAN

PROJECT STEERING GROUP - TERMS OF REFERENCE

Project Objective

The Surf Coast Shire in partnership with key community stakeholders is undertaking a project to develop a Facility Development Plan for a new Multi-purpose Community Hub for the Deans Marsh community. The purpose of the project is to prepare a Community Hub Facility Development Plan for the future development of the Deans Marsh Community Hall, Cottage and Child Care, located within the Deans Marsh Memorial Reserve.

The project includes the development of a detailed concept design and associated costing of a new multi-purpose community hub that meets the current and future needs of the Deans Marsh community and that also considers and celebrates the unique character and local significance of the existing site.

Objective of the Project Steering Group

The responsibilities of the Steering Group will be to work with the appointed consultants, the Project Reference Group and relevant Council officers, including the Project Manager to provide technical advice on the project, ensure all relevant technical issues are considered, and guide the work of specialist consultants and general direction setting. Members of the Project Steering Group will:

- Act as representatives for their organisations/group and to provide report-backs to such
- Coordinate the involvement of the key stakeholder groups.
- Represent and communicate stakeholder sentiment back to the project team to ensure aligned decision-making and project directions where necessary.
- Act as a conduit for two-way flow of information between key stakeholder groups through the planning process.
- Provide a forum for discussion and resolution of issues as they arise throughout the planning process.
- Contribute to quality assurance in relation to the design process itself and the ongoing community engagement works.

Role of individual Project Steering Group members

The role of the individual member of the Project Steering Group includes:

- Act respectfully towards other group members and council staff
- Respect the confidential nature of information discussed and provided throughout the project by:
 - *Maintaining the confidentiality of the information to which I have access and take reasonable precautions to prevent its unauthorised dissemination or use.*
 - *Not use any confidential information for the purposes other than those necessary to perform this member function and shall not allow any other person access to the confidential information.*
- Appreciate the significance of the project for the community and stakeholders
- Have a broad understanding of the project
- Be committed to, and actively involved in, pursuing the project's outcomes
- Consider ideas and issues raised and positively contribute to resolutions
- Contribute the time needed to review related material
- Provide subject matter expertise and perspectives in the assessment of data and development of a future facility option/s
- Apply good analytical skills, objectivity and good judgement

Composition

The Project Steering Group will comprise of the following membership:

Surf Coast Shire
Brittany Mitchell Kristin Davies Tym Guthridge
Deans Marsh Community Asset Committee
Tara Simes Richard Di Natale James Maund Kristy Stewart Lynette Clucas Madeleine McCarney
Deans Marsh Community Cottage
Jennifer McDonald Deborah Rohde
Deans Marsh primary School
Russell Taylor-Shaw Tarryn Attard
Positive Ageing Advisory Committee
Sue Cole

Convenor/Chair

The Surf Coast Shire Project team will convene any required Project Steering Group meetings.

Agenda Items

The Surf Coast Shire Project Team will distribute the agenda with required documents prior to any meetings.

Meeting Minutes

The Project Manager will coordinate the preparation and distribution of any meeting minutes required.

Frequency of Participation

Meetings will be held as required. Correspondence may occur via email or in person and online meetings. The process is expected to be from March 2022 through to June 2022.

ToR Acknowledgment

Acknowledgement of participation and acceptance to Terms of Reference will be recorded via email.