

► TERMS OF REFERENCE

1. INTRODUCTION

The Daylesford Community Facilities project will see the design and development of a multi-function assembly hall and contemporary library at the Daylesford Town Hall site which includes the Town Hall, office accommodation, and Senior Citizens' room.

Project delivery is to be dependent on feasibility of delivering the project scope within the confines of the site. Project construction is subject to external funding availability.

The Project Advisory Group is a reference group and not a decision-making body.

2. PROJECT OBJECTIVES

The project aims to:

- Undertake feasibility to develop a new Daylesford Library on the Daylesford Town Hall site.
- Upgrade the existing assembly hall to be a high quality, multi-purpose performance and events space.
- By executing the above, create a community hub in the historic site, in the centre of Daylesford.
- Maximise the activation of the Daylesford Town Hall site by community.

3. PROJECT ADVISORY GROUP

3.1 Roles and Responsibilities

The Project Advisory Group (PAG) will assist in successfully delivering the project by constructively informing the concept design process and possible future stages of the project. Areas of responsibility are:

1. Representing broad community interests and needs, to help the Daylesford Community Facilities project realise the vision and community needs.
2. Engaging in the concept design process and providing input and ideas to the designers.
3. Providing advice about how to effectively engage the broader Daylesford community on the project design.
4. Sharing information about the project to the community through various community channels and groups.

3.2 Membership

The membership of the Project Advisory Group aims to ensure there is representation of broad community needs relevant to this facility.

Membership will comprise of between four (4) and eight (8) community members (not including the chairs and Council officers) who are committed to working positively to see this project completed successfully.

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Membership shall represent the range of interests and needs of people in Daylesford. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will also aim to include people who bring a range of skills to the group. Such skills may include community engagement, marketing and communication, tourism and economic development, community program development, and technology and innovation.

The Project Advisory Group will be co-chaired by the Birch Ward Councillors. A decision on chairing of the group post-2024 local government elections will be made by the new Council as part of the determination of committee membership.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another Expression of Interest process. Council will otherwise not accept membership Expressions of Interest after the initial membership has been appointed.

4. HEPBURN SHIRE COUNCIL

4.1 Role and Responsibilities

Council will have accountability for management of the contract with the architect and ensuring satisfactory achievement of key deliverables for each of the project stages. Council will be required to approve any significant or material changes to scope, budget, or timelines.

Council is committed to working co-operatively with community organisations and the community in the development of the Daylesford Community Facilities project.

5. ADMINISTRATION AND CONDUCT

5.1 Administration

- The Project Advisory Group will be co-chaired by both Birch Ward Councillors, with each undertaking chairing duties at alternate meetings.
- The Project Advisory Group will be administered and supported by Hepburn Shire Council. Council will be responsible for calling meetings and circulating minutes and written material as required.
- Minutes will be utilised only for the purpose of the PAG managing the project and will not be routinely published.
- Meetings of the Project Advisory Group are planned to occur monthly.
- A review period will apply to the Project Advisory Group at the end of Stage 1 (concept design complete, approximately 6-12 months) and will be undertaken by Council.
- A quorum will be a majority of the group present at a Project Advisory Group meeting.

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5.2 Conduct

All members of the Daylesford Community Facilities Project Advisory Group will work in a co-operative and positive manner. Members are expected to:

- Actively participate in Project Advisory Group meetings, offer opinions and views, and attend a minimum of 50% of meetings.
- Treat all persons with respect and have due regard to the opinions, rights, and responsibilities of others.
- Declare any conflicts of interest or perceived conflicts of interest.
- Act with integrity and not release confidential information.
- Adhere to the principle of clear and open communication.
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner.
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the Project Advisory Group.