

1. INTRODUCTION

The Hepburn Hub project will see the construction of a multi-purpose facility in Daylesford. The Hub will provide a library service, council customer service, community auditorium, digital co-working space and council offices.

The location is 47-53 Vincent Street, Daylesford, the site of the former Rex Theatre.

In June 2021 Council resolved the scope and budget for the facility. As a result, the facility design has been completed and a formal tender process commenced. The scope includes the renovation of the existing facility including the historic theatre to provide a new facility for the community. Given the status of the project and the confirmed design, there is little opportunity to influence design features of the facility.

Funding of the project has been approved by Council and also includes several government grants. The design of the facility has been completed and the project is currently out to tender, so the purpose of this group is to form an additional conduit for sharing information with community about the project, assist with community understanding of decision making and review the completion of the construction and occupation stages.

The Project Reference Group is not a decision-making body and is intended to be a place where council can share information on the project, hear community insights, discuss suggestions of possible minor changes and answer questions the community might have on the development.

2. PROJECT OBJECTIVES

This project aims to:

- Create a hub for community services, currently being delivered from a range of buildings in Hepburn including the Daylesford Library, the Duke Street customer service centre and council offices including those located at Duke Street and Vincent Street.
- Council envisages a centre that will maximise the synergy and collaboration between community organisations, services and community from the co-location in a single facility and physical location.
- The Hub is intended to be a community facility that reflects the heritage, vibrancy and difference of the Hepburn Community. Located centrally in Vincent Street Daylesford it is

intended to embrace a well loved heritage building and be embraced by the community with pride and commitment.

3. ROLES & RESPONSIBILITIES - PROJECT REFERENCE GROUP

The Project Reference Group (PRG) will assist in successfully delivering the project by informing the construction and occupation processes of the project and assisting with transfer of information between Council and community. Areas of responsibility are:

- Representing broad community interests and needs, to help bring the Hepburn Hub to completion and realise the Hepburn Shire community's vision and needs
- Engaging in the construction and occupation process and providing ideas and queries to the project team
- Providing advice about how to effectively engage the broader Hepburn Shire community on these issues
- Sharing information about the project to the Hepburn Shire Community through various community channels and groups

4. ROLE AND RESPONSIBILITIES - HEPBURN SHIRE COUNCIL

Council remains responsible and accountable for the management of:

- the project including the scope, budget and timeline.
- council staff and contractors
- ensuring the satisfactory achievement of key deliverables for each stage.
- approval of any significant or material changes to the scope, budget or timelines.

Council is committed to working co-operatively with the Hepburn Shire community and community organisations in the development and delivery of the Hepburn Hub at the Rex.

5. MEMBERSHIP

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

Membership shall comprise of:

- The Mayor (Chair)
- A Councillor
- Up to six (6) community members who are committed to working positively to see the project's successful completion.
- A representative of Daylesford Community Theatre
- The Project Manager
- The Director Infrastructure & Delivery

Membership shall represent the people of Hepburn Shire in its diversity and is intended to reflect Hepburn's diverse community. In achieving this goal, the following characteristics shall be considered in the selection of the members including cultural; age; gender; access and inclusion; employment and geographical spread across the shire.

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

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 a quorum of four (4) cannot be achieved, then Council may seek to increase the membership by other means such as a further review of the Expressions of Interest submissions or by appointment.

6. ADMINISTRATION

The Project Reference Group will be administered and supported by Hepburn Shire Council. The following administrative rules shall apply:

- the Hepburn Shire Mayor or their representative shall chair meetings.
- A quorum is the presence of a majority plus one
- Meetings will be scheduled to occur on a 6 (six) weekly basis.
- Meeting notes will be provided for the purpose of the Project Reference Group and will not

be routinely published.

- Council officers shall provide secretarial services to such as: sending out meeting requests; circulating the agenda, written notes of previous meeting, any other written material to be tabled and ; for taking notes and minuting actions.

The term of the Project Reference Group will be for the period of appointment to 3 months after Practical Completion of the construction contract. This is anticipated to be October 2022.

7. CONDUCT

All members of the Project Reference Group will work cooperatively and in a positive manner.

Members are expected to:

- Actively participate in meetings, offer opinions and views in a respectful manner;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceive conflicts of interest;
- Act with integrity and avoid the release of confidential information where specified;
- Adhere to the principal of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly, clearly and in a respectful manner;
- Where there is difficulty in resolving any issues Council will make a final determination on all matters.

Breaches of the Terms of Reference may result in the removal from the Project Reference Group. Any such determination shall be made by the Chair.