

CITY OF PORT PHILLIP

**TERMS OF REFERENCE FOR PORT MELBOURNE AND SOUTH MELBOURNE
LIFESAVING CLUB FACILITY STEERING COMMITTEE**

1. Purpose

The purpose of the Port Melbourne and South Melbourne Lifesaving Club Facility Steering Committee, (“**Committee**”) is to assist Council to get the best result by ensuring that the views of relevant community groups, government agencies and others are expressed and taken into account during the concept and design phase for the new Port Melbourne and South Melbourne Lifesaving Club Facility, (“**Project**”).

2. Objectives

The Committee will provide input and advice to the design process for the Project ensuring that:

- Council’s desired outcomes and any limitations, including budget constraints, are ascertained and documented at the start of the scoping process.
- The views of each of the stakeholders are known and given full consideration.
- The project design complies with the desired outcomes and limitations.

3. Policy Framework

The Committee is an advisory committee of the Council and has no delegated powers. Final designs and recommendations of the Committee will be reported to Council for information or decision as required, by Council officers using established reporting mechanisms.

4. Membership

Membership of the Committee will be as follows:

- Two representatives from the Port Melbourne Lifesaving Club
- Two representatives from the South Melbourne Lifesaving Club
- One representative of Lifesaving Victoria
- Two Councillors
- Two Council officers

The Chairperson will be the manager/senior officer appointed by the Chief Executive Officer to have responsibility for the Project.

5. Meetings

The Committee will meet at times to be determined by the Committee, the first meeting to be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program.

The quorum for a meeting will be half the number of members plus one.

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Committee members, Councillors and the Council's Executive Team as soon as they are prepared.

6. Resourcing

The Chairperson will have responsibility for preparation of agenda papers for meetings and distributing them three days prior to the meeting.

7. Project Coordination Committee

The Chairperson, Councillor members of the Committee and any other officers nominated by the Council will comprise a Project Coordination Committee (PCC). The PCC will monitor progress and emerging issues between meetings of the Committee and have an ongoing role until the project is finished and commissioned.

8. Relationship with Project Control Group

Once a contract for construction is let, a Project Control Group (PCG) will be formed by the project manager and the Steering Committee will cease. Former members of the Committee will be kept informed of progress as key milestones are reached.

9. Reporting

The Chairperson is responsible for reporting to Council, via a formal report (or briefing when appropriate) as key milestones are reached or if a Council decision is required.