

Sale Integrated Centre for Children and Families Industry Reference Group

TERMS OF REFERENCE

PURPOSE OF THE INDUSTRY REFERENCE GROUP

The Industry Reference Group for the Sale Integrated Centre for Children and Families is a group established to facilitate community engagement, planning and feedback throughout the concept and schematic design process.

PROJECT DESCRIPTION

Sale Integrated Centre for Children and Families

The Sale Integrated Centre for Children and Families will bring together a range of services working in collaboration to deliver education, care, health and support services to children and their families. Located in a growth area, the centre would improve accessibility, and integration of early childhood services in the region.

Proposed Development:

The service and facility mix recommended for the site is:

- 122 place childcare and kindergarten service with 56 places for children aged under 3 years and 66 places for 3 – 5-year-olds.
- The proposed mix of program spaces is 3 rooms x 12 children aged 0 – 2 years, 1 room x 20 children aged 2 – 3 years and 3 rooms x 22 children aged 3 – 5 years.
- Multiple consulting suites which could accommodate early childhood support services (e.g. MCH and early intervention programs) and family support programs either through an outreach model or by being permanently based in the centre.
- Multipurpose community meeting and activity spaces with connected outdoor space to support playgroups, parent education programs, the activities of the early childhood services and general community use.

The Wellington Shire Council is looking to develop a set of concept and schematic designs for the development of the Sale Integrated Centre for Children and Families. The centre will be located on Gibsons Road Sale.

ROLES & RESPONSIBILITIES

The role of the Industry Reference Group is to:

- Represent community and industry needs
- Provide operational input into concept and schematic designs
- Encourage and promote community interest in the Sale Integrated Centre for Children and Families project

Council is to:

- Ensure community and industry feedback is taken into consideration during the concept and schematic design phases of the project
- Provide project updates, briefings and reports to all stakeholders as required

All representatives are to :

- Represent their community/industry
- Engage in effective two-way communication between the Industry Reference Group and their representative group
- Present and represent decisions from their group as required
- Respond to requests from Industry Reference Group discussions within one week of meeting
- Discuss emergent issues as required

The Industry Reference Group does not have the ability to make final decisions about the project. Final decisions are the responsibility of Council officers as assigned by Council delegations.

COMPOSITION

The Industry Reference Group represents the key project participants in the design of the Sale Integrated Centre for Children and Families project works. It does not include consultants, Councillors or contractor/s, although various parties may be requested to attend IRG meetings on request.

Members of the IRG include:

Role/Title	Name(s)	Role Description
Chairperson WSC Manager Community Facilities & Emergencies	Sam McPherson	Chairs all meetings
WSC Senior Community Facilities Projects Officer	Natasha French	Project Manager
WSC Coordinator Project Services	Ray Weber	Project Manager
WSC Early Years Officer	TBA	Project Support
Early Years Representative (3 positions)		Responsible for providing guidance and feedback to the project team and contractors in relation to Early Years requirements
Allied Health Representative (2 positions)		Responsible for providing guidance and feedback to the project team and contractors in relation to Allied Health requirements
Maternal Child Health Representative (1 position)		Responsible for providing guidance and feedback to the project team and contractors in relation to MCH requirements
Community Representative (2 positions)		Responsible for providing guidance and feedback to the project team and contractors in relation to community requirements
Department of Education Representative (1 position)		Responsible for providing guidance and feedback to the project team and contractors in relation to Department of Education requirements

The selection and appointment by Council of industry reference group members shall be in accordance with the following process:

- i. Recruitment campaign seeking expressions of interest from suitable applicants;
- ii. Evaluation of applicant skills, qualifications, experience, personal interests, other relevant background;
- iii. Assessment process by Council staff, including a panel interview of shortlisted applicants if required;
- iv. Appointment of successful applicants made via formal letter and or alternative accessible method of communication.
- v. IRG members will be appointed until the end of the concept and schematic design project works.
- vi. Cancellation of the IRG or membership may happen at Council's discretion. Council will advise the member in writing, including the reason for cancellation.
- vii. An IRG member may resign at any time by giving notice verbally or in writing to a Council staff member on the IRG.
- viii. Membership of the IRG is voluntary. No community representative will receive any payment for their services as a member.
- ix. The IRG has no delegated decision-making,

QUORUM

A minimum of five (5) industry reference group members are required for a meeting to be recognised as an authorised meeting, in order for the recommendations or resolutions to be valid. The quorum must include a nominated chair and at least one other WSC representative.

FORMAT OF CONSULTATION

All consultation with and between the IRG will be conducted in the following way:

- Engagement will be for the concept and schematic design project phases. Frequency of meetings will be determined upon appointment of lead architect, likely to be up to eight meetings over six months.
- Members of the IRG will be updated on project design matters or at major decision-making points (on an as needs basis);
- The meeting agenda will be formal, with action items recorded and progress on actions reported at each meeting.
- The meeting is to be chaired by the Manager Community, Facilities & Emergencies.
- Minutes are to be distributed within one week of meetings.
- Reporting documents will be provided at least one day prior to all meetings and will include relevant information for discussion.

DELEGATION OF RESPONSIBILITY

If a member is unable to attend a meeting, the member may formally delegate their position to an alternative representative, from the interest group they are representing, to attend in their place.

ATTENDANCE OF NON-MEMBERS

Non-members may attend the IRG meeting with the Chair's prior approval. Non-members seeking to table an item must advise the Chair in writing not later than three working days prior to the next meeting.

DISPUTE RESOLUTION

All members of the IRG will work collaboratively in the spirit of goodwill. If one member believes the substance or details of the Terms of Reference is not being fulfilled, they will initiate discussions with chair to resolve the issue or concern.

If the member/s and chair are unable to reach a satisfactory resolution of a dispute, the chair will initiate proceedings for the matters that may be referred to a specifically convened meeting, mediated by an independent party acceptable to all.

CONFIDENTIALITY

Members of the Industry Reference Group are bound by the provisions of Section 77 of the Local Government Act 1989 in relation to confidentiality. In this regard, members are expected to maintain confidentiality of information in relation to confidential matters that may be under consideration from time to time, particularly those matters of a commercial in confidence nature.

Members of the Reference Group are not permitted to discuss Council policy or operations in relation to the Sale Integrated Centre for Children and Families with the media unless authorised to do so by Wellington Shire Council.

Industry Reference Group (IRG)		
<u>Role</u> Provides industry information to project team. Provides industry information to consultant undertaking concept and schematic designs.		
<u>Governance</u> - Terms of Reference – Industry Reference Group. - Monthly Project Team (PT) reporting to include update from IRG.		
<u>Meeting Frequency</u> - Up to eight meetings over six months during concept and schematic design.		
<u>Membership</u>		
Name	Position	Role
Sam McPherson	M CF&E	Chair
Natasha French	SnrOff CFP	Co-Project Manager (Concept/Schematic Design)
Ray Weber	C Proj. Services	Co-Project Manager (Detailed Design/Construction)
	EY Officer	Project Support
		EY Industry Representative*
		EY Industry Representative*
		EY Industry Representative*
		Allied Health Representative*
		Allied Health (CGH) Representative
		MCH Representative
		Community Representative*
		Community Representative*
		Department of Education Representative

The Industry Reference Group will be responsible for providing guidance and feedback to the project team and contractors during the concept and schematic design phases.

* Indicates a position filled through an Expression of Interest Process