

## MAROOCHYDORE CITY CENTRE PRIORITY DEVELOPMENT AREA

### TECHNICAL REFERENCE GROUP - TERMS OF REFERENCE – REVISION 3

*24 January 2017*

#### BACKGROUND

The Maroochydore City Centre PDA (“the PDA”) is recognised as a game changer project for the Sunshine Coast. The PDA area consists of land owned by Sunshine Coast Council (the Horton Park Golf Course), additional land in Dalton Drive plus a section of the Dalton Drive roadway. The Dalton Drive land is already developed and serviced and the golf course land is undeveloped for urban use and is only partly serviced by infrastructure.

Council has acquired the Horton Park Golf Course land and additional land sites external to the PDA in order to deliver much needed infrastructure to the Sunshine Coast community. The Horton Park Golf Course will be developed as the new city heart, aimed at rejuvenating Maroochydore and generating significant economic development and employment opportunities.

In order to assist the efficient delivery of this development, Council has established an independent corporate entity (SunCentral Pty Ltd) operating at arm’s length to Council’s normal operations although remaining subject to strict governance protocols. The specific roles, relationships and governance structure of this entity have been resolved by Council.



## PURPOSE

The **Technical Reference Group (TRG)** will work with the SunCentral management team and staff to provide technical support and assistance and facilitate provision of key technical advice and specialist contact referrals to aid the seamless design and delivery of the Maroochydore City Centre PDA. The TRG will work in a consultative capacity ensuring that all specialist urban design, traffic engineering, community asset, accessibility, open space and landscaping specification knowledge and expertise within Council are made available to ensure that the project receives full advantage of all expertise and value add resources currently available to Council.

Building a new CBD on the Council owned land is a complex and highly technical project necessitating advisory contributions from a range of people possessing beneficial skillsets. It is recognised that a wide array of necessary technical skills and broad experience currently exists within Council and the TRG will ensure that those skills and knowledge base are accretive to the project and aid the project management team and project consultancy team to deliver high quality and meaningful outcomes for Council and the community.

The TRG will provide specialist advice to the elected Council via the set Special Meetings to help meet the goal of Council to design and build a 21<sup>st</sup> century contemporary city, within Council's commercial and financial boundaries.

## APPROVAL AUTHORITY

Ultimately the TRG will take on the role of the Council approval authority to approve and sign off on design details, on behalf of Council, that covers all aspects of the public realm development, acting as Council's asset steward and future owner and operator of all public realm assets that are created through the development. i.e. similar to the operational works process undertaken within the Council Planning Scheme approval process for development.

## SITUATIONAL APPRECIATION

Members of the TRG will appraise themselves of the content of the Maroochydore City Centre PDA Master Plan Urban Design Report as current from time to time together with the PDA Development Scheme and any other relevant supporting technical reports and materials.

## TRG FOCUS AREAS

Areas of TRG focus and approval will be:

- Road and traffic engineering configuration and design details;
- Urban design treatments;
- Park development and design;
- Lighting, and electrical systems;
- Public realm architectural and landscape features including public art proposals;
- Community facilities to be situated in the public realm;

- Input into design specifications for expert consultancies to report on identified project elements, and assistance in reviewing reports and concepts arising out of the consultancies;
- Procurement planning for lodgement to EDQ
- Input into construction specifications for delivery of the project assets
- Value engineering workshops to assist design optimisation with SunCentral;
- Development of Smart City design treatments;
- General advice and support to assist SunCentral to progress the design and construction in a timely manner;
- Opportunities for enhanced asset treatments to provide better whole of life outcomes;
- Development of asset hand over and inspection regimes for assets as they come off the on maintenance programs

#### MEMBERSHIP

From January 2017, the TRG will operate on two levels with a Core Group consisting of key Council officers, and a wider Working Group that will be part of the minute distributions and invited to present on an as requested basis, sourced from each of:

- Economic Development & Major Projects
- Community Services
- Corporate Services
- Infrastructure Services
- Planning & Environment

Plus at least two representatives from the SunCentral team will attend.

Additional Council or external resources may be invited to participate in TRG meetings from time to time where specialist skillsets are desirable.

#### RESPONSIBILITIES OF TRG MEMBERS

All TRG Core Group members acting in an advisory role will:

- Regularly attend TRG meetings or nominate an alternate representative to attend on their behalf.
- Endeavour to ensure that specialist technical input from their department or team is provided to the project management team as required.
- Make effort to appraise, align and influence direction of the project with the work of their department and ensure their department is appraised of the key objectives and progress of the project.

- Appraise the TRG of any relevant processes or strategies under review where any review may impact on the project.
- Appraise the TRG of any misalignment with departmental objectives in project direction.
- Offer constructive input to the TRG with focus on achieving outcomes consistent with the project vision, project programme and project budget.

All TRG Working Group members acting in an advisory role will:

- Attend TRG meetings or nominate an alternate representative to attend on their behalf upon invitation or request
- Provide their specialist technical input on behalf of their department as required.
- Make effort to appraise, align and influence direction of the TRG Core Group with the work of their department and ensure their department is appraised of the key objectives and progress of the project.
- Appraise the TRG of any relevant processes or strategies under review where any review may impact work of the project team.
- Appraise the TRG of any misalignment with departmental objectives in project direction.
- Offer constructive input to the TRG with focus on achieving outcomes consistent with the project vision, project programme and project budget.

#### **PARTICIPATION PROTOCOL**

Given the broad nature of technical issues to be addressed it is expected that contributions to the TRG will be sourced from a number of Council employees. In order to derive maximum efficiency, a participation protocol must be observed by each contributor to the TRG.

1. Participate only when an individual's technical expertise is required.
2. Contributions must be accretive to project value.
3. Contributions must advance the project programme and/or budget set by Council
4. The project team will seek Council direction guidance where item 3 is not met.

#### **CONFIDENTIALITY**

Given the market and commercial sensitivity of TRG considerations, each participant will be required to sign a Confidentiality Agreement.

#### **TRG MEETINGS**

TRG meetings will be held on the third Tuesday of every month unless determined otherwise.

Agendas will be established by the project management team with input invited from the TRG Core and Working Groups 7 days in advance of meetings.

### TRG REPORTING

The TRG will report strategic recommendations to Council via the Special Meeting reporting procedures.

### COMMUNICATIONS

Communications to the TRG Working Group will be via group email. Meeting notes will be recorded and distributed to all team members. Key action items will be identified. Formal meeting minutes will be recorded.

### TRG MEMBERSHIP & AREAS OF EXPERTISE COVERED

The meeting Chairperson is the Director Infrastructure Services (Andrew Ryan).

Members shall be made up of two sets of participants:

- “Core Group” participants - members who will be the primary contacts and will attend all meetings or send identified proxies in their place;
- “Working Group” participants – members who will attend the TRG meetings upon invitation to discuss a topic of specialist expertise or will attend as proxies

Further, certain core members will be identified as being responsible for coordinating and collating responses in their areas of core expertise, as nominated.

The areas of principal expertise to be covered are:

- Community development & social services planning & design
- Parks & open space planning & design
- Environment & water - planning & design
- Stormwater management: quality and capacity
- Transport (motor vehicles, cyclists and pedestrians), & parking
- Smart City design, place making & urban design
- Precinct planning & DA advice
- Civil design, survey & project delivery, asset standards & construction
- Contributed Assets and Life Cycle Costing
- “Core Group” participants are :
  - **Andrew Ryan**, Director Infrastructure Services
  - **Tom Jamieson**, Manager Project Delivery
  - **Jamie Franklin**, Coordinator Place Making
  - **Tamara Clarkson**, Project Coordinator

- Invitees :
  - **John Knaggs**, Chief Executive Officer (SunCentral)
  - **Mark Salmon**, Project Director (SunCentral)
  
- Working group participants are:
  - **Andrew Ryan**, Director Infrastructure Services
  - **Tom Jamieson**, Manager Project Delivery
  - **Brian Beswick**, Chief Information Officer
  - **Paul Skillen**, Manager Procurement & Contracts
  - **Chris Allen**, Manager Environmental Operations
  - **Nick Cooney**, Director Transport & Infrastructure Policy
  - **Mark Presswell**, Manager Parks & Gardens
  - **Ron Piper**, Manager Major Urban Developments
  - **John Clarke**, Manager Transport Infrastructure Management
  - **Grantley Switzer** Manager Community Facilities & Planning
  - **Tamara Clarkson**, Project Coordinator
  - **Kerrie White**, Coordinator Landscape Design Planning
  - **Jamie Franklin**, Coordinator Place Making
  - **Michael Whereat**, Coordinator Smart City Framework
  - **Robyn Douglas**, Coordinator Open Space & Social Policy
  - **Ben McGovern**, Project Officer
  - **Craig Connelly**, Place Project Officer
  
- Invitees
  - **John Knaggs**, Chief Executive Officer (SunCentral)
  - **Mark Salmon**, Project Director (SunCentral)
  - **Neale Kaalund**, Project Manager (SunCentral)
  - **Simon Kay**, Development Manager (SunCentral)