

Caloundra Centre Activation Project Control Group CHARTER

Purpose

The purpose of the Caloundra Centre Activation Project Control Group (PCG) is to guide the activation of central Caloundra, particularly in relation to the future use of Council's assets and the longer term coordination of traffic, public transport and open space connections in the core area.

The Caloundra Centre Activation PCG is not a decision-making body. The decision-making body is Council and the decisions of Council will be implemented in accordance with the delegations approved by the Chief Executive Officer.

Background

In March 2017, Council adopted the Caloundra Centre Master Plan (Master Plan). The purpose of the Master Plan is to provide an integrated approach to the future development of the Caloundra central area, providing a stimulus to both public and private investment.

While the Master Plan covers an extended area, the primary focus of the PCG is the coordination of investment around the 'government precinct' at the intersection of Omrah Avenue, Nutley Street and Otranto Avenue.

The Caloundra Centre Activation PCG reports to full Council.

The term of the Caloundra Centre Activation PCG is, initially, to 30 June 2020, after which the need for extension will be reviewed.

Other actions arising from the Master Plan will be addressed by the appropriate area of Council and are not intended to be the primary responsibility of the PCG. However, there will naturally be some relationships between other projects that need to be considered as part of the implementation of the Caloundra Centre Activation Project. Particularly important interactions exist with the Sunshine Coast Light Rail Project and the Caloundra Road Network Improvement Project.

There may also be interactions with privately led redevelopment projects occurring as a result of the review of Council's assets and/or other stimulus measures implemented as a result of the Master Plan. Consideration ought to be given to the potential for these types of projects to complement and multiply the revitalisation benefits delivered by the Caloundra Centre Activation Project.

Responsibilities of the Caloundra Centre Activation Project Control Group

- (1) Oversee and coordinate the first stage delivery of the Caloundra Centre Activation envisaged in the Caloundra Centre Master Plan, with a focus on:
 - (a) oversee the detailed planning and decision-making for Council's future needs in the Caloundra Centre;
 - (b) oversee the repurposing and refurbishing the Caloundra Administration Centre to accommodate a range of uses and activities which will contribute to the ongoing vitality of Caloundra Centre following the Smart Move;
 - (c) improving the orientation and integration of the Caloundra Events Centre with the Caloundra Administration Centre and adjoining community facilities and urban spaces;
 - (d) redeveloping Felicity Park, the Caloundra Art Gallery and Library sites, the old Council Administration Building site and other identified peripheral sites to accommodate a new town square and mixed use development comprising one or more iconic buildings;

- (e) plan for the establishment of a new transit station within close proximity to the central site and ensuring other current car parking station sites provide an appropriate and beneficial outcome for Council; and
 - (f) attraction and facilitation of other private development projects in the vicinity of the Town Square redevelopment.
- (2) Ensure that transport connections, entry statements and urban design outcomes are incorporated into the outcomes gained through the built environment.
 - (3) Ensure that decisions requiring Council consideration are referred to Council and provide informed decision making within delegations.
 - (4) Provide three monthly advice, risk identification, feedback and updates to Council and Board of Management.
 - (5) Provide advice and information for promotion and communication of project progress to internal and external stakeholders.
 - (6) Oversee any representative Industry Reference Group or Technical Working Group which shall report to the PCG.
 - (7) Recognise the opportunity for this project to promote and connect (eg. wayfinding signage) the identified “ceremony location” at Bulcock Beach with the central site.

Timeframes

The PCG aims to achieve its responsibilities and outcomes by June 2025, working to the following project specific deadlines:

- (1) Precinct master planning and development staging framework (end 2018).
- (2) Planning and delivery of repurposing and refurbishment of the Caloundra Administration Building and orientation / integration of outcomes for Caloundra Events Centre (end 2019).
- (3) Development of first stage of Caloundra Town Square (mid 2020).
- (4) Development of one or more iconic buildings adjacent to Caloundra Town Square (mid 2021).
- (5) Development of a new Transit Station (mid 2022).

Membership

- Councillor Tim Dwyer (Chair)
- Councillor Rick Baberowski
- Councillor Peter Cox
- Chief Executive Officer: Michael Whittaker
- Project Director: Debra Robinson
- Group Executive, Customer Engagement and Planning Services: James Ruprai
- Manager Strategic Planning: Stephen Patey
- Manager Communication: Belinda Warren

Meeting protocols and procedures

- The Chair of the Caloundra Centre Activation PCG is responsible for scheduling meetings quarterly or on an as needs basis, as dictated by the Chair and agreement of members.
- The Project Director is responsible for overseeing agendas and minutes, including distribution of the agenda and minutes, and maintaining a list of outstanding matters.

- A quorum is four members (at least one of which must be a Councillor) of the Caloundra Centre Activation PCG.
- Members of the Caloundra Centre Activation PCG may nominate a Chair for a meeting if the appointed Chair is not available.
- A member may nominate a delegate if unable to attend a meeting.
- Non Caloundra Centre Activation PCG members may be invited by the Chair to attend meetings to discuss issues associated with the Project.
- All matters considered by the Caloundra Centre Activation PCG are treated as commercial-in-confidence and are not to be disclosed to any party unless otherwise agreed by the Chief Executive Officer and PCG Chair.
- Members are responsible for the declaration and management of any conflicts of interest on items considered by the Caloundra Centre Activation PCG.

Authority

The Charter of the Caloundra Centre Activation Project Control Group is authorised by the Chief Executive Officer and may be amended from time to time.



Authorised

Michael Whittaker
Chief Executive Officer, Sunshine Coast Council

Date 15 August 2018