

ORDINARY MEETING	22
21 DECEMBER 2023	

## **CAIRNS GALLERY PRECINCT PROJECT STEERING COMMITTEE DISSOLUTION**

79/4/1 | #7314080

### **RECOMMENDATION:**

**That Council:**

- 1. Endorses the dissolution of the Cairns Gallery Precinct Project Steering Committee; and**
- 2. Rescinds the Cairns Gallery Precinct Project Steering Committee Terms of Reference.**

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### **INTERESTED PARTIES:**

Nil.

*Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.*

### **EXECUTIVE SUMMARY:**

The Cairns Gallery Precinct Project Steering Committee (the Committee) was established in August 2021 to make decisions regarding aspects of the planning and development of the Cairns Gallery Precinct (the project) within scope of the project budget.

Since then, the Committee has met regularly to monitor the progress of the project and to provide direction in line with the committee's Terms of Reference. Now that the key project contracts have been issued in line with the agreed scope of the project it is anticipated that no additional monitoring of this project will be required beyond the existing reporting mechanisms to Council including workshop updates and monthly reports.

It is with this in mind that it is recommended that the Cairns Gallery Precinct Project Steering Committee be disbanded.

### **COMMENT:**

The Cairns Gallery Precinct Project Steering Committee (the Committee) was established in August 2021 to make decisions with regard to aspects of the planning and development of the Cairns Gallery Precinct that are within scope of the project budget. The Committee has met regularly since its establishment to review and discuss various matters pertaining to stakeholder engagement, establishment of project tenders and preliminary design works, refurbishment of the former Mulgrave Shire Building (now Mulgrave Gallery) component of the precinct, as well as monitoring overall project updates.

A key focus for the Committee has been ensuring that the project scope and intent remained unchanged from the initial project brief and subsequent funding agreements.

Now that the key contracts for Stage 3 (Mulgrave Gallery construction), Stage 4 (Cairns Art Gallery Integration and Connectivity) and Stage 5 (New Art Gallery Design and Master Planning Consultancy) have been resolved any further risk of project scope creep has been largely mitigated. With this noted regular reporting on the project's progress will follow Council's established project management framework and reporting process.

### **OPTIONS:**

#### Option 1: (Recommended)

That Council:

1. Endorses the dissolution of the Cairns Gallery Precinct Project Steering Committee; and
2. Rescinds the Cairns Gallery Precinct Project Steering Committee Terms of Reference.

#### Option 2:

That Council does not support the recommendation and adopts an alternative course of action.

### **CONSIDERATIONS:**

#### Risk Management:

Prior to the creation of the Committee key risks were identified with the project scope, timeline and budget. Throughout the course of the Committee's work these risk areas have been significantly mitigated and are reflected in the finalised briefs that formed the basis of the various tenders and funding agreements of the project.

While there is always the potential for variables throughout the life of any particular project these are actively managed and reported through regular Project Control Meetings and periodical Council updates and reports.

#### Corporate and Operational Plans:

The Cairns Gallery Precinct aligns with Council's corporate goals to become the arts and cultural capital of Northern Australia and to complete the arts and cultural precinct with support from state and federal governments.

#### Policy:

The Committee is governed by the Cairns Gallery Precinct Project Steering Committee Terms of Reference (Attachment 1).

**CONSULTATION:**

The intention to dissolve the Committee was discussed at the last meeting of the Committee all in attendance were supportive.

**ATTACHMENTS:**

Attachment 1: Cairns Gallery Precinct Project Steering Committee Terms of Reference



Destry Puia  
Director Lifestyle & Community

## Attachment 1: Cairns Gallery Precinct Project Steering Committee Terms of Reference

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### CAIRNS REGIONAL COUNCIL

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#### **CAIRNS GALLERY PRECINCT PROJECT STEERING COMMITTEE (PSC) - TERMS OF REFERENCE**

- Intent** The Project Steering Committee will make decisions with regard to aspects of the planning and development of the Cairns Gallery Precinct project that are within scope of the project budget. Decisions that are not within the project budget scope or considered to be major or sensitive by the Project Steering Committee will be referred to full Council for decision.
- Scope** Applies to Councillors and staff of Cairns Regional Council.

#### **PROVISIONS**

##### **Name of the Committee**

The Cairns Gallery Precinct Project Steering Committee (PSC)

##### **Purpose, Responsibilities and Powers of the Committee**

Within the Cairns Gallery Precinct Project, there will be a multitude of matters that require discussion and deliberation. The Project Control Group will be guided by the recommendations arising from the PSC. Matters that are significantly outside the current scope and budget of the project or are considered major or sensitive will be referred to the full Council for decision.

##### **Membership**

The members of the PSC will be:

PSC Chair Mayor – Cr Bob Manning  
 Deputy Mayor – Cr Terry James  
 Elected Member Division 5 – Cr Amy Eden.

The following staff will also attend the PSC:

Chief Executive Officer  
 Director Lifestyle and Community  
 Associate Director Engineering Services  
 Other staff as required.

All Councillors will have the option of attending the PSC meetings should they so desire, in an observer capacity. A PSC officer member can appoint an alternate officer member if they are unable to attend.

A quorum will consist of two PSC members, with no less than two Councillor members in attendance.

##### **Timing and regularity of meetings**

It is proposed that the PSC will meet on a monthly basis or more often if required.

##### **Conduct of meetings**

The PSC will be chaired by the Mayor. If the Chair is absent the Councillors will elect a replacement for the duration of the meeting.

The PSC will receive written agendas on matters pertaining to the development of the new Cairns Gallery Precinct prior to each meeting.

**Recordkeeping**

Administrative support will be provided to the PSC by Lifestyle and Community staff.

It is proposed that the PSC will report to Council via the monthly Director Lifestyle and Community report, with additional reports to Council on an as needs basis. All PSC meetings will be minuted.

**Terms of Committee**

It is envisaged that the PSC will run for the duration of the Gallery Precinct Project or until terminated by the Committee.

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