

TERMS of REFERENCE

PIC: CONSTRUCTION AND ESTABLISHMENT OF A CATHOLIC SECONDARY SCHOOL AT MEDOWIE

Rationale

Through the Schools Planning & Development Committee (SPDC), demographic and facilities assessment studies have been completed on all schools by regions in 2014-2015.

With reference to the 'School Planning and Development Policy, September 2012', a Project Implementation Committee (PIC) is required to respond to the approved recommendations to build new secondary schools at Chisholm and Medowie. The approved commencement year for the new secondary at Chisholm is 2018 and concurrent and equivalent planning will occur for the new secondary school at Medowie, the commencement year being determined as 2020. A discreet Medowie Project Implementation Committee will commence planning in 2016.

Reporting Structure

The Medowie PIC will report its progress and any issues of significance to the SPDC. The SPDC will act as a steering group to oversight and monitor plans, progress and budgets. A key accountability of the SPDC is the periodic reporting to and liaison with key stakeholder groups on progress of planning, design, construction and establishment of the new schools.

Scope

1. The PIC is a working group for the SPDC and will operate in accord with the principles and guidelines of the SPDC Charter and its associated policies, including the School Planning and Development Policy (Sept 2012) and Capital Works Project Funding Application Policy (Oct 2011). The SPDC Charter and associated policies provide the framework and principles governing the operation of the PIC.
2. In conducting its work, and in determining its recommendations, the PIC will have regard to diocesan governance protocols and procedures, and ensure alignment to diocesan strategic direction and integrity of financial controls.
3. The PIC will provide an educational brief underpinned by the diocesan philosophy for contemporary learning, to inform and direct the design of the new schools. This brief will be reviewed by the CSC prior to submission to architects.
4. The PIC and SPDC will participate in and inform the selection of the most suitable architectural company/s to support the diocese in the design and construction of the new schools.
5. The PIC will develop an overall project plan with stages, budget and milestones from initiation to commencement of the Medowie secondary school in 2020. In particular, the PIC will ensure the Medowie project is submitted by the required deadline for the 2018 CBGA funding process. The PIC will also provide advice to the Director of Schools on timing for recruitment of staff and planning for each school's operations.
6. The PIC and SPDC will ensure that an elemental budget is developed, monitored, controlled and reported for the whole project.

Deliverables

1. At its formation the PIC will develop and provide a project plan/s to the SPDC.
2. The PIC will provide a comprehensive report that provides commentary and evidence for –
 - Educational brief to inform and direct the design of the new schools
 - Process and rationale for selection of Architects
 - Development and monitoring of project plans, progress and budgets
 - Quantitative and qualitative controls in the project management.
 - Architectural design and submission to the CBGA for 2018 funding round.
 - A Strategic approach to staging of the development and optimised financing.
 - Final design, budget and process to select building company/s for stages for each school
 - Advice to the Director of Schools for timing of recruitment of staff and establishment of operations.
3. The PIC will copy relevant correspondence and minutes of meetings to members of the SPDC.
4. The PIC will provide periodic progress reports to the SPDC
5. The SPDC will provide periodic progress reports and presentations to the Key Stakeholders.
6. The SPDC will submit and present final implementation and review to the Bishop through the Diocesan Governance and Stakeholder Structure.

Composition, Resources, Timing

1. With regard to the SPDC Charter and School Planning and Development Policy (Sept 2012), the membership of the PIC will be –
 - Gerard Mowbray, Assistant Director, CSO (Chairperson)
 - Fr Kevin Kiem, Parish Priest and Director of Clergy Life and Ministry
 - Ray Bowen, Diocesan Manager Property and Assets
 - Boyd McCallum, Diocesan Property Consultant
 - David Palmer, Primary Principal
 - Rachael Connor, Parent Representative
 - Nick Diemar, Parent Representative
 - Anita Howarth, Parent Representative
 - Monique Malone, Parent Representative
 - Craig Wattam, Assistant Director, CSO
 - Tony Kelly, Acting Assistant Director, CSO & Secondary School Principal
 - Carmel Tapley, Education Officer (Secondary), CSO
 - Geoff Whitnall, CSO School Facilities Manager
 - Paul Murray, CSO Head of Financial Services
 - Rita Campbell, Administration Support, CSO
2. Any member of the SPDC can attend meetings of the PIC.
3. The PIC will be empowered to co-opt external expertise, form specific purpose working groups and will be provided with a budget to be determined during the initial planning of stages and process. David Hutton, will be utilised as External Education Expert Advisor when required.
4. The PIC will finalise all project reporting and evidence by opening of the Medowie secondary school in 2020.

Approved by

Ray Collins
Director of Schools

Paul Murray
Chair of SPDC