

Sunshine Coast Light Rail Taskforce TERMS OF REFERENCE



Sunshine Coast
Council

light**rail**
2020

SUNSHINE COAST LIGHT RAIL TASKFORCE

TERMS OF REFERENCE

PURPOSE

The purpose of the Sunshine Coast Light Rail Taskforce is to develop a business case for light rail. The target is to deliver a sleek, modern light rail on the Sunshine Coast by 2020.

BACKGROUND

On 24 August 2011 the Sunshine Coast Regional Council resolved to establish a skilled taskforce with representation from Council, business and the community and develop a business case for light rail.

Council has established a dedicated light rail team to deliver the project in conjunction with the Taskforce.

The business case study work will have two phases:

- Phase 1, a pre-feasibility study and preliminary business case will incorporate industry and community consultation, identified needs and options. Based on this pre-feasibility study, a submission will be made to the newly elected Council in May 2012 to recommend whether to proceed to a detailed feasibility study
- Phase 2, a detailed feasibility study and full business case, to be completed by 2014.

The Sunshine Coast Light Rail project will be progressed to pre-feasibility level (Phase 1) by the Sunshine Coast Regional Council, working in collaboration with external business and community interests, and the Queensland Government.

The formal governance structure for Phase 1 will be comprised of six groups as shown in figure 1 below.

The six groups are:

1. A Steering group comprised of senior elected and appointed Council officials
2. A core project team of Council staff and contractors
3. External Taskforce members - a group of external members of the community who are interested and capable of championing the project in the local community and to the state and Commonwealth governments
4. A formal Taskforce comprised of groups 1, 2 and 3
5. An external stakeholder reference group to provide input to the project on issues and impacts that need to be considered
6. An internal working group comprising Council officers who can help guide the project in relation to Council requirements and to provide leveraging and consistency with other initiatives.

It is also proposed that representatives from other government agencies, particularly the Department of Transport and Main Roads, will be invited to join the governance arrangements at the appropriate time.

The governance arrangements will be kept under review and will be revised for Phase 2.

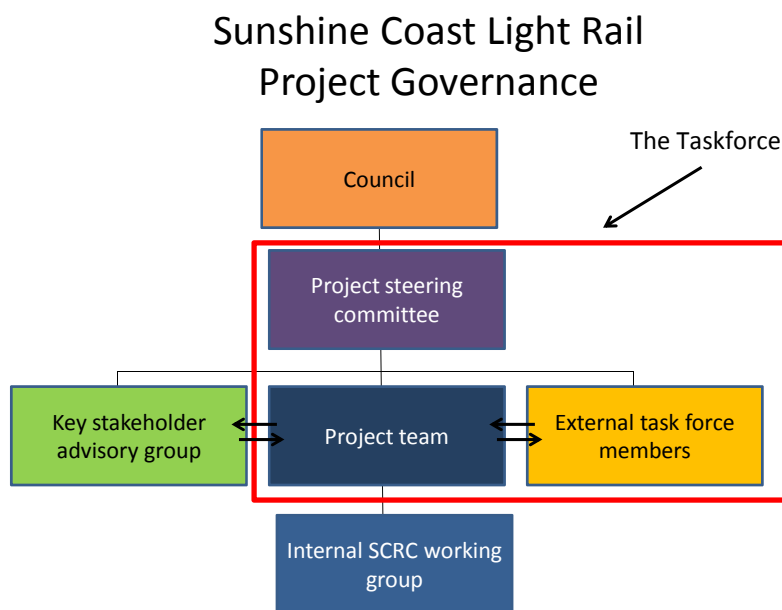


Figure 1 Governance structure for Sunshine Coast Light Rail Project

OBJECTIVES OF THE SUNSHINE COAST LIGHT RAIL TASKFORCE

The establishment of a Light Rail Taskforce was endorsed by the Council resolution dated 24 August 2011. The Terms of Reference for the Taskforce derived from this resolution include:

- Clearly articulate the impact of “do nothing” and the expansion of car dominant development
- Develop a business case for light rail on the Sunshine Coast
- Build a coalition of support for the project within the community
- Advocate state and federal funding for the project

The Taskforce will comprise three components:

- The Project Steering Committee
- The Project Team
- The External Members of the Taskforce

The details of the Taskforce are shown in table 1.

The Taskforce is also to oversight governance arrangements for the project. The governance arrangements for the Taskforce provide for the establishment of a Project Steering Committee as a part of the Taskforce construct. The Project Steering Committee will assume primary responsibility for oversighting governance.

Category	Details
Name	Project Taskforce (TF)
Role	<ul style="list-style-type: none"> Clearly articulate the impact of “do nothing” and the expansion of car dominant development Develop a business case for light rail on the Sunshine Coast Build a coalition of support for the project within the community Advocate for state and federal funding for the project
Accountabilities	Reports to Project Steering Committee through the Chair
Chair	CEO or delegate
Membership	<ul style="list-style-type: none"> Project Steering Committee Project Team Taskforce external members
Meetings	Generally every month

Table 1 Project Taskforce

MEETING ADMINISTRATION AND PROTOCOL

- Meetings to be held generally on a monthly basis or as dictated by key project milestones
- Meetings will be held initially over a three month period with an option to continue on an ongoing basis
- Agendas, key discussion items and topics for presentations will be determined by the Chair, in conjunction with the Convenor
- Key guest speakers and specialists may be invited by the Chair to keep the Taskforce innovative and dynamic
- The Convenor will organise venues and proceedings and may commission a facilitator to administer elements of the proceedings, if required
- The Convenor will prepare and distribute agendas at least 3 days prior to each meeting
- Administrative support will be provided. Minutes will be collated and distributed to the members via email within 7 days of each meeting
- The Convenor will maintain a list of uncompleted action items from the minutes
- Total membership is expected to have 20 persons maximum
- The Chair will maintain order, resolutions and agreed actions
- The Chair will invite comments and discussion on each of the agenda items
- The Chair will be the CEO of Council or his delegate.

MEMBERSHIP OF THE SUNSHINE COAST LIGHT RAIL TASKFORCE

Councillors

- Relevant portfolio councillors.

Council Officers

- John Knaggs, Chief Executive Officer (Chair)
- Warren Bunker, Executive Director, Regional Strategy and Planning
- Andrew Ryan, Executive Director, Infrastructure Services
- Graeme Krisanski, Project Leader, Transportation Strategy

External members

Up to 10 external members, with relevant community standing, experience, and skills to promote the light rail project as noted in Table 1 above.

At least two of these external members will be selected through a public expression of interest process. The Steering Committee will decide the final make up the external members of the Light Rail Taskforce.

The external members must meet the following criteria:

- Over 18 and a permanent resident of the Sunshine Coast;
- Forward looking and passionate about making the Sunshine Coast a better place in the future;
- Prepared to make a positive contribution to the development of the light rail 2020 project; and
- Available to volunteer your time to attend at least two meetings on a date to be confirmed between 13 February and 20 April 2012, with a three hour commitment for each meeting.

Convenor

- Graeme Krisanski, Project Leader, Transportation Strategy.

Core contributors

- Sunshine Coast Light Rail Project Team

RELATIONSHIPS

The Executive Director, Regional Strategy and Planning is delegated by the CEO with the authority and role to lead and manage the Taskforce on a day to day basis.

This Taskforce will be reviewed and may be realigned as Council develops the formalised Community Engagement Framework.

REPORTING

The Convenor may report outcomes of meeting, projects, expert findings, other assessments to Council at the discretion of the Chair.