Project Control Board

Terms of Reference

## Purpose

The Project Control Board (PCB) is an invitational only forum chaired by the Lead Department to ensure that for whole of Victorian Government (WoVG) procurement activities;

* stakeholder feedback is captured and appropriately represented during the project planning stage.
* appropriate advice, support and endorsements are provided to the project team in a timely and orderly manner.

Consisting of individuals appointed by the Responsible Officers (RO. E.g., CPO, CIO or equivalent as is appropriate), charged with representing the specific requirements and interests of their respective entities (Member), such as ensuring;

* the views of their constituency are known and considered.
* alignment with government policies and user needs.
* with consideration to the relevant User Reference Group (URG) feedback and recommendations.
* opportunities and risks are identified and appropriately managed.

The Lead Department will assign an individual/s to manage the PCB (Chair).

## Roles & Responsibilities

#### Each Member will:

* Complete, sign and return a conflict of interest (COI) and confidentiality declaration/s, to the Chair and immediately advise the Chair in the event of any change to their COI circumstances, or should they become aware of any breach of confidentiality.
* Represent the interests of their respective entities by:
  + understanding the project objectives;
  + provide strategic advice during the project plan development including the market approach;
* Actively contribute to the collective oversight and governance of the project; including but not limited to;
  + endorse the project plan;
  + endorse tender documentation;
  + provide guidance to the project team throughout the sourcing project;
  + endorse milestone completions and project recommendations;
* Review and endorse the contract award recommendations;
* Undertake any other relevant project activities as necessary;
* Maintain probity requirements;
* Support WoVG procurement implementation activities;

#### Administrative arrangements

* The PCB will meet periodically during the strategy development phase and at each milestone throughout the sourcing project, or as otherwise deemed necessary by the Chair.
* During the sourcing project documentation can be endorsed and decisions registered out of session via email confirmation.
* Secretariat support will be provided by the Lead Department, and a documented record of the meeting including recorded actions and decisions taken (Minutes) will be distributed by email within three working days. Minutes will also be stored in the electronic Document and Records Management system – Content Manager (CM).
* The Chair will support the right of all Members to engage in free discussion, and ensure that privacy, security, and confidentiality standards are met.

#### Representation

* Members may delegate responsibility to another individual (Delegate) to act on behalf of the Member, including attending a meeting of the PCB, by forward notification to the Chair, including the relevant period. The Delegate must have completed the necessary COI and confidentiality declarations and have the authority to make informed decisions on the Members behalf, including respond to out-of-session decision requests as required.
* Delegation should be infrequent and should be avoided to the extent possible.
* The RO, as determined to be appropriate based on the greatest spend and risk estimates by the Lead Department for the relevant category, has the right to nominate one Member.
* If the Lead Department believes that it is necessary for additional representation from a specific entity or group of similar entities with specific needs or interest in the relevant goods & services, it may make a request in writing for such support, to the relevant entity RO to action. Such representation will be considered a Member for the duration such support is required, as determined by the Lead Department.
* Meetings can proceed with three or more Members present, with decisions and/or endorsement actions carried as subject to a two third majority, calculated as follows;
  + where each Member has an equal vote; with,
  + absentees and abstaining Members to be noted in the Minutes, but not included in the result calculation.
  + all individuals present, including their title and entity, must be documented in the Minutes.

#### Other

The PCB may seek additional input in the form of stakeholder surveys, ‘town hall’ meetings, engagement of subject matter expertise, or by whatever form or means it determines necessary to achieve an optimal outcome.

Any involvement of a current VGPB Member must be strictly limited to activities that do not compromise the PCB ability to execute its governance obligations, and such involvement does not constitute that individual being recognised as a PCB Member at any time.