

Projects Committee – Terms of Reference

Forum Purpose:

The purpose of the Western Port Biosphere Reserve Foundation ('the Biosphere') **Projects Committee** is to provide oversight and decision making to govern the delivery of Biosphere projects.

Forum Responsibilities:

The Projects Committee, on behalf of the Board, is responsible for project oversight to ensure the project remains viable and within agreed constraints:

- a) Oversight of major project funding disbursements
- b) Ensuring projects deliver within allocated budgets
- c) Oversight of project milestones and checkpoints and agreed schedules
- d) Approval or rejection of project exception reports and change requests

This Projects Committee does not replace a Project Steering Committee or Project Implementation Committee (which direct the project and/or guide the project co-ordinator/manager in the running and/or implementation of the project).

The table below sets out the decision making responsibility of each forum within the Biosphere Governance Structure. Other decision makers and agreements may be required externally to the Biosphere and are not listed here. These will be handled on a case by case basis by the Project Manager or Project Co-ordinator.

Item	Tolerance	Decision	Prior agreement by
Initial project plan/ budgets	All	Board	Project Steering Committee or Project Implementation Committee
Project start or end date changes	Changes more than two months	Board	Projects Committee and either Project Steering Committee or Project Implementation Committee
	Changes less than two months	Projects Committee	Project Steering Committee or Project Implementation Committee
Other project schedule changes	Milestone / checkpoint changes	Projects Committee	Project Steering Committee or Project Implementation Committee
	Activity start or end dates	Project Steering Committee or Project Implementation Committee	Executive Officer
Total project budget or financial year budget changes	\$50k or 25% of total project budget or financial year budget, whichever is the lesser	Board	Projects Committee and either Project Steering Committee or Project Implementation Committee
Project expenditure (per item)	Between \$10k or \$49k	Projects Committee	Project Manager or Project Co- ordinator
	Less than \$10k	Executive Officer	
Changes to project scope	As specified in project plans or in other binding documents such as grant submissions	Board	Project Steering Committee or Project Implementation Committee

Authority:			
This Committee is delegated authority from the Board.			
Members:			
<ul style="list-style-type: none"> a) The Deputy Chair of the Board b) The Treasurer c) The Executive Officer 			
Any 2 members will constitute a quorum. Deputies are not permitted.			
Biosphere staff that are directly employed by the organisation and who are responsible for any project may be invited to a Projects Committee meeting as deemed useful or necessary.			
Meetings:			
<ul style="list-style-type: none"> • The Projects Committee will meet monthly or as required, with meeting scheduled at the discretion of the Chair. • Meetings may be held in person or by telephone conference. • Any changes authorised by the Projects Committee will be oversighted to the Board in the regular report to the Board made by the Chair of the Projects Committee. Minutes will be taken and recorded, and appended to the Board oversight paper. • The Board will receive status reports from all projects. • Projects will submit changes requests or expenditure requests in a standard format to the Projects Committee (format to be determined). 			