PART A – THE OPPORTUNITY

Background
Moonee Ponds West Primary School (MPWPS) is seeking expressions of interest from staff and members of the school community who wish to be involved in the development of the school’s Building Masterplan. This will be developed in order to address the school’s medium and longer term enrolment trends.

In addition, there are a number of pressing issues associated with school enrolment trends with which the Working Group will also be involved. Most notably, this may include the need to reconfigure existing buildings to realise an additional two classrooms taking into account the student population density in the school playground.

Working Group Membership
Working Group members will be selected by the principal according to their knowledge, skills and experience. Selection of Working Group members will be undertaken in accordance with the process outlined in this document.

In addition, the principal may appoint other experts to the Working Group at his absolute discretion.

Remuneration
No remuneration will be paid to Working Group members.

Outline of Building Masterplan
The Masterplan, which will be developed by the Working Group, should:

- Consider the school’s immediate and long term student enrolment trends in particular taking account of:
  - Student population density;
  - Occupational Health and Safety;
  - Budget constraints;
  - School Strategic Plan;
  - Any other relevant Department of Education and Training policies;
- Address the school’s immediate need to create two additional classrooms through reconfiguration and/or construction of new buildings;
- Identify, describe and examine options (including possible allied improvements to office space, playground amenity and the student toilets); and
- Recommend preferred options and provide a rationale for same.
Proposed Terms of Reference for Buildings Masterplan Working Group

The following is a draft of the proposed terms of reference of the Masterplan Working Group.

Role of Working Group

The Masterplan Working Group is established in order to develop recommendations for, and oversee the development and implementation of a Masterplan for the school's buildings.

Minutes will be kept of all Working Group meetings.

Terms of Reference

The Masterplan Working Group will operate in accordance with the following Terms of Reference:

- All Working Group members must at all times meet their obligations as specified by the school in relation to conflict of interest and confidentiality. In particular, it is critical that any related procurements undertaken by the School are not compromised as a result of the privileged access gained by Working Group Members.
- The Working Group will examine immediate priorities pertaining to the school's enrolment trends, and ensure that decisions made can be integrated into the longer-term Masterplan.
- The Working Group will contribute its specialist skills and experience to ensuring the Masterplan is of high quality, fit for purpose and is good value for money.
- The Working Group will meet approximately monthly in order to fulfil these Terms of Reference.
- Identify and Address Short Term Priorities:
  - Ensure consistency with longer term vision;
  - Oversee immediate procurement and works requirements for the two additional classrooms, including the engagement of an architect/consultant; and subsequent engagement of construction services to implement refit works;
- Research: Work with the school and all relevant stakeholders in order to identify and define all key information and variables relevant to the Masterplan. This may involve procuring and overseeing specialist expertise as may be necessary.
- Develop a Medium and Long Term Strategy:
  - Taking into account the results of the research;
  - Feasible from a budget and business case perspective;
  - Engaging and overseeing specialist expertise as may be necessary; and
  - Including alternative options and a recommended option(s).

Governance

The Working Group is chaired by the school principal and reports to the Resources Subcommittee. Its recommendations are to be tabled at the first meeting of term 3, will be of an advisory nature, and will not be strictly binding upon the School.
PART B – EXPRESSIONS OF INTEREST SUBMISSION

Applicants are required to complete and submit this Part B.

Lodgement Requirements
This Part B must be completed and returned to the school by no later than 4:00 pm April 15 2016.

Return to: Jeff Lyon
moonee.ponds.west.ps@edumail.vic.gov.au

Evaluation of Expressions of Interest
The evaluation of expressions of interest will be based upon the following criteria, which are listed in no particular order of importance:

- Experience in relevant industries
- Ability to commit the necessary time
- Conflict of Interest and Confidentiality
- Experience working on Boards and Working Groups
- Any other matters determined relevant to an applicant’s standing or suitability as a Working Group member

Applicant’s Response
[INSERT YOUR RESPONSE HERE. DELETE THIS NOTE.]
PART C – CONFLICT OF INTEREST AND CONFIDENTIALITY DEEDS

All Working Group members will be required to sign, unamended, the following Conflict of Interest and Confidentiality deeds.

Date:………………………………………..

Mr/Ms [NAME]
[TITLE]
[ADDRESS]
[ADDRESS]

Dear Mr/Ms [NAME]

Conflict of Interest and Confidentiality – VPS

As a member of the Moonee Ponds West Primary School’s Building Masterplan Working Group I am writing with regard to my obligations in relation to conflict of interest and confidentiality.

Conflict of Interest

I am fully aware of my obligations under the VPS Code of Conduct to avoid all conflicts of interest in carrying out my duties, and to disclose any potential conflict of interest if they emerge in the course of my official duties.

I currently have no such conflicts. / To the best of my knowledge I have no conflicts except for those listed below (attach further information if necessary):

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Confidentiality

I am fully aware of my obligations under the VPS Code of Conduct in relation to confidential information. I will not disclose anything about the tenders or the process to anyone who is not part of the formal selection process in relation to this tender, unless:

1. I am compelled to do so by law;
2. The information is already legally in the public domain; or
3. I have your prior permission.
All documents received by me will either be returned to the school or destroyed in a secure manner.

Yours sincerely

Signed:

Name:

Title:

Role:
Conflict of Interest and Confidentiality – Community Member

As a member of the Moonee Ponds West Primary School’s Building Masterplan Working Group (‘MWG’) I am writing to confirm my obligations in relation to conflict of interest and confidentiality to MGW, Moonee Ponds West Primary School and the Department of Education.

Conflict of Interest

Although I am not a Victorian Public Servant (‘VPS’) I acknowledge the VPS Code of Conduct applies to my colleagues on the MWG and I confirm and agree that I will abide by the VPS Code of Conduct as if I was a VPS. I am now fully aware of my obligations under the VPS Code of Conduct to avoid all conflicts of interest in carrying out my duties, and to disclose in writing to MWG any potential conflict of interest if they emerge in the course of my official duties after the date of this Letter.

I currently have no such conflicts. / To the best of my knowledge I have no conflicts except for those listed below (attach further information if necessary):

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Confidentiality

I am fully aware of my obligations under the VPS Code of Conduct in relation to confidential information. I will not disclose anything about the tenders or the process to anyone who is not part of the formal selection process in relation to this tender, unless:

1. I am compelled to do so by law;
2. The information is already legally in the public domain; or
3. I have your prior permission.

All documents received by me will either be returned to the school or destroyed in a secure manner.

Yours sincerely

Signed:

Name:

Title:

Role:

Date: