

## Project Control Group Charter

This Charter sets out the role, responsibilities, structure and processes of the Project Control Group (PCG) of HIPCo.

### 1.1 Project Control Group

The Project Control Group (PCG) established for the Hughenden Irrigation Project DBC remains in place and will govern the activities of the project and the engagement of any specialist contractors or advisors. The PCG reports regularly to the Board.

#### 1.1.1 The Charter

The Charter will be reviewed by the HIPCo Board from time to time or when any new Grant Deed funding arrangements are entered into by HIPCo.

#### 1.1.2 Objectives of the PCG

The objectives of the PCG are to:

- Define and drive activities that deliver project milestones in accordance with Grant Deed requirements
- Undertake risk mitigation activities when and where required
- Engage with all stakeholders in a manner that builds trust and develops strong relationships with HIPCo
- Identify preferred water projects that are supported by Local Government and deliver regional economic development for local communities.
- Obtain sufficient water entitlements to develop the identified water project(s).

#### 1.1.3 Membership

The HIPCo Board determines the composition of the PCG and appoints members to the PCG by Board resolutions.

The current PCG membership includes:

- Jim Pruss – (CEO) Chairperson of PCG and Project Director
- Jeff Reid – Chairman and irrigated agriculture advisor
- Clayton Maclean – Former member of local community, and construction and grazing advisor
- Andrew Vitale – Owner’s Engineer Representative
- Keith Wesley – Executive Officer, Secretariat and Project Advisor

#### 1.1.4 Meetings

A quorum will consist of at least the Chairperson of the PCG and two other members.

The PCG will meet regularly (generally weekly via videoconference) to discuss project status, define scopes of work, assess project and activity risks and ensure activities undertaken are in accordance with Grant Deed requirements and deliver the required project milestones as per Grant Deed requirements.

Project reporting is compiled by the Chairperson of the PCG and reported to the Board as part of the CEO Board report and project updates emailed to Board members.

#### **1.1.5 Duties and Responsibilities**

The duties and responsibilities of the PCG are as follows:

- 1) Ensure that activity scope and objectives meet the requirements of the funding deed.
- 2) Submit all milestone documents to the Board for prior approval.
- 3) Project and Cost controls are in place and used to manage the project to meet the required milestones and budget allocations.
- 4) Active risk management is in place.
- 5) Project reporting is compiled and presented to the Board in a timely fashion.
- 6) Ensure that all activities are undertaken in a transparent manner and that proper governance processes and financial accountability are maintained. This includes work done by any expert party engaged to provide advice to the Board via the PCG.
- 7) The CEO has suitable delegations to enable rapid and adaptable investigation for smaller scopes of work, engaging or relevant third party to audit and check items of note or to engage and undertake stakeholder activities. This may also include legal advisors at multiple levels.
- 8) Liaise with all relevant stakeholders to ensure the developed Supplementary Studies to strengthen the DBC reflects the views of the stakeholders including, but not limited to, the Local Councils within the region, local indigenous groups and traditional owners.

#### **1.1.6 Performance Review**

The HIPCo Board will periodically review the performance of the PCG, to ensure that the PCG is fulfilling its Charter responsibilities and operating in an effective and competent manner.