

## 1. Project brief

Council is proposing to rebuild the Manly Life Saving Club to provide facilities that meet the needs for all users, both now and into the future.

The current facility is no longer fit for purpose and does not address accessibility standards required.

The design for the new facility will be a collaborative project involving the broader community, Working Group and other stakeholders, to ensure the design is affordable, sustainable and fit for purpose for all users.

## 2. Purpose

The purpose of the Working Group is to work with Council's project team and the appointed design consultants to prepare a concept design for the renewal of Manly Life Saving Club (MLSC) building.

The Working Group is being established to represent the views of key stakeholders, facility users, those who use the immediate surrounds, the Manly community and other interested parties – and is appointed in an advisory capacity only.

The Working Group will assist in defining the building's intended and appropriate use as well as identifying design principles that will underpin the design concept.

## 3. Scope

The Manly Life Saving Club building renewal project focusses on the built form and design of the building. The scope of the project does not encompass accessibility, parking requirements or broader master planning elements.

It is intended that the building will remain in generally the same location on the site. At this stage the size (i.e. footprint) of the building is unknown.

## 4. Composition

14 people (maximum) will be appointed according to the following composition:

Number of reps	Representative group	Appointment method
2	Manly Life Saving Club	Invitation and direct appoint
1	Surf Life Saving Northern Beaches	Invitation and direct appoint
1	Bold and Beautiful Swim Squad	Invitation and random selection
2	Local resident (within 2km radius of MLSC building)	Self-nomination and random selection
1	Local surfers	Self-nomination and random selection
1	Manly Business Chamber	Invitation and random selection
1	Local business	Self-nomination and random selection
2	Local youth (i.e. 14-25 years)	Self-nomination and random selection
1	Beach foreshore user (e.g. beach runner or group fitness)	Self-nomination and random selection
1	Facility hirers	Self-nomination and random selection
1	Environmental group	Self-nomination and random selection



3.1 Expressions of Interest for Working Group membership will be by:

- invitation and direct appointment (as identified above)
- self-nomination using an online form and randomly selected (Office of Integrity & Complaints).

3.2 Northern Beaches Council Councillors and staff are excluded from membership to the working group.

3.3. A member may at any time resign from the Working Group by giving four (4) weeks' notice in writing.

3.4 Should a representative vacancy occur during the terms of appointment; a new representative will be selected from eligible applications received from the original call for Expressions of Interest. If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies will be filled via a further call for Expressions of Interest.

## 5. Roles and responsibilities

Roles and responsibilities of a Working Group member include:

- signing the Working Group Agreement
- adhering to Code of Conduct and meeting practice
- committing to attend all meetings
- being prepared and punctual for meetings
- advocating for the project
- communicating views of represented group
- collaborating with designers and working group members to define use, and refine design requirements.

Roles and responsibilities of Northern Beaches Council staff include:

- providing a timely Agenda for meetings
- providing a clear outline of meeting purpose
- adhering to Code of Conduct and meeting practice
- fostering an environment for information exchange and learning
- providing timely working group meeting notes
- providing timely project and working group updates
- liaising with design consultants
- communicating with working group members in a timely manner.

## 6. Meetings

The Working Group is anticipated to be established in January 2019 and hold its first two-hour meeting and workshop on the evening of Wednesday 6 February, 2019.

- Between five and seven meetings will be held.
- Meeting dates are anticipated to be the first Wednesday of the month in February, March, April, May, June, July and August 2019 (TBC).
- Meeting times are anticipated to be from 6-8pm.
- Meetings will be held at Council's Civic Centre, 725 Pittwater Road, Dee Why.
- A light working supper will be provided at each meeting.
- Schedule and agendas for each meeting will be made available to all members in advance by email.



## 6.1 Proposed meeting content

- February and March  
Review community comment and contribute feedback to inform the second stage of the design consultant tender.
- April 2019 – Presentations / Guest speakers / Learnings other SLSC projects

## 7. Attendance

- 7.1 Members are expected to attend all meetings, or otherwise tender their apologies to the Project Manager at least 24 hours prior to a meeting.
- 7.2 In the event of a meeting absence a Working Group member is not permitted to delegate attendance to an alternate representative.
- 7.3 No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Project Manager. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- 7.4 A third meeting absence (without leave) will result in relinquishment of a member's position.

## 8. Concept design process

Development of the draft concept design for Manly Life Saving Club is anticipated to follow a three step process.

### **Step 1: Ideas and vision**

The Working Group will review community feedback and help identify the right uses and design principles for the building.

### **Step 2: Draft concept design development**

The Working Group will continue to refine the design principles and work with the design consultant and staff to develop a draft concept design.

### **Step 3: Public exhibition**

The concept design will be presented to Council, seeking endorsement for public exhibition, to be held over six weeks.

## 9. Transparency

In the interests of transparency and project sensitivity it is intended that the identity of each working group members be made public.

Working Group details will be available on Council's Your Say project page – noting the Working Group member's name and their representative group.

Working Group updates and outcomes will be made public via meeting notes on the Your Say project page. Regular project updates will also be provided on this page.

## 10. Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Working Group members.