Terms of Reference for the Mona Vale Surf Life Saving Club

Working Group - May 2017

1. Purpose

To work with us and the appointed design consultants to prepare a concept design for the renewal of Mona Vale Surf Life Saving Club (SLSC).

The Working Group is being established to represent the views of key stakeholders, the Mona Vale community and other interested parties. The Working Group will assist in identifying the main design principles that will underpin the design concept.

The design for this 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.

2.   Scope

The Mona Vale Surf Club renewal project focusses on the built form and design of the building. The scope of the project does not encompass parking requirements.

It is intended that the building will remain in the same location on the site, with the proposed new building having approximately double the existing floor space, i.e. up to 1400 m^2.

3. Composition of the Working Group

Expressions of interest for membership of the Working Group will be by self-nomination using an online form. A maximum of 15 people will be for this project according to the following composition.

- 3 representatives of the Mona Vale Surf Life Saving Club (Executive Committee)
- 1 representative of Surf Life Saving Sydney Northern Beaches
- 1 representative from board riders groups
- 1 representative of Bronze Café
- 2 representatives from a resident group and or a local business
- 2 local residents
- 1 Youth
- 2 key users/ hirers of the facility
- 1 person representing environmental groups

4. Meetings

The Working Group will be established and hold its first two-hour meeting and workshop on the evening of **Thursday 20 July**.

- A further three to four workshops will be held at dates to be determined, likely to be in August and September with the appointed consultants to provide input on design. However, **additional meetings may be convened as required.**

- A meeting schedule and agendas for each meeting with be made available to all members in advance.

- The Working Group will be disbanded once the Draft Concept Design has been approved to proceed to the Development Application Process.

- The Working Group will be kept informed as the project progresses to detailed design stage.

- Meetings will not be open to observers, except with agreement of the Working Group.

5. Concept Design development process and timeline

Community development of the draft concept design for Mona Vale SLSC will follow this process:

Step 1: Engagement (May / June) – Ideas, Vision

We will engage the broader community to understand opportunities and challenges for the renewal of the Mona Vale Surf Life Saving building and its surrounds.

Step 2: Engagement (July-September) – Design Development

The Working Group will review community feedback and work with us to identify design principles for the building. They will work closely with the design consultant and staff to develop a Draft Concept Design.

This is expected to be completed over the course of two to four workshops.

Step 3: Reporting (October) – Public Exhibition

The Draft Concept Design will be presented to Council to seek endorsement for public exhibition for a period of (28 Days).

Step 4: Engagement (November) – Submission Summary

Community submissions received during the public exhibition period will be summarised, considered and responded to as part of this process.

Step 5: Reporting (December) – Approval to proceed to Development Application

A report will be presented to Council seeking endorsement of the Draft Final Concept Design to proceed to Development Application Stage.

6. Communication Protocol

- Communication between Council and the Working Group outside of workshops will be by email wherever possible.

- Notes will be taken at each meeting and will be made available to members of the Working Group and the community on the Your Say project page.

- Project updates will be posted on the Your Say project page.