

Terms of Reference for the Long Reef Surf 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 Long Reef Surf Life Saving Club (SLSC).

The Working Group is being established to represent the views of key stakeholders, the Long Reef 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 Long Reef Surf Club renewal project focusses on the built form and design of the building. The scope of the project does not encompass accessibility or parking requirements.

It is intended that the building will remain in the same location on the site.

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 Long Reef Surf Club (Executive Committee)
- 1 representative member from Save Long Reef Community Group
- 1 representative of Surf Life Saving Sydney Northern Beaches
- 1 representative from board riders groups
- 1 representative of Manly Surf School
- 2 other local community representatives (randomly selected from applicants who submit expressions of interest including Youth)
- 2 local residents
- 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 29 June, 2017**.

- A further three to four workshops will be held at dates to be determined, likely to be in October, November and December 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 will be made available to all members in advance.
- The Working Group will be disbanded once the Draft Concept Design have 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 Long Reef SLSC will follow this process:

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

We will engage the broader community and the Working Group to understand opportunities and challenges for the renewal of the Long Reef Surf Life Saving building and its surrounds.

The Working Group will review community feedback and work with us to identify design principles for the building as input to the appointment of the design consultant.

Step 2: Engagement (October – December) – 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.

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

Step 3: Reporting (February-March 2018) – Public Exhibition

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

Step 5: Engagement (March-April) – Submission Summary

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

Step 4: Reporting (May) – Approval to proceed

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.