

1. Council Committee Framework

Project Working / Project Advisory Groups

2. 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.

3. 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.

4. Scope

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

5. 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



5.1 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).

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

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

5.4 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.

6. 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.

7. 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.
- Following the project pause due to Covid-19 and the engagement of a Design Consultant, it is expected to go for eighteen months from late 2022 until mid-2024.
- Between five and seven meetings will likely be held.
- Meeting dates are anticipated to be the first Wednesday of the month as required.
- Meeting times are anticipated to be from 6-8pm.
- Meetings will be at a date and location as decided by Council staff, with the potential for some to be held remotely.
- If meetings are in person, light refreshments will be provided.
- Schedule and agendas for each meeting will be made available to all members in advance by email.



8. Attendance

- 8.1 Members are expected to attend all meetings, or otherwise tender their apologies to the Project Manager at least 24 hours prior to a meeting.
- 8.2 In the event of a meeting absence a Working Group member is not permitted to delegate attendance to an alternate representative.
- 8.3 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.
- 8.4 A third meeting absence (without leave) will result in relinquishment of a member's position.

9. Concept design process

Development of the draft concept design for Manly Life Saving Club & Associated Community Facilities is anticipated to follow the below three step process completed by the appointed Design Consultant.

- Phase 1: Planning Review, feasibility and location assessment
- Phase 2: Location/s of building/s
- Phase 3: Concept designs of Building/s.

10. 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.

11. Amendment, modification or variation

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

12. Conduct and Conflicts of Interest

- 12.1 **Representation:** Members of the Working Group do not have the authority to act or speak on behalf of Council including representations to the media on Council or the Working Groups behalf.
- 13.2 **Conflicts of Interest:** Council recognises that representatives join such Groups and because of special interests or knowledge they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups. Therefore, members are requested to declare any organisation or person(s) they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes.
- 14.3 **Confidentiality and Privacy:** Members may have contact with confidential or personal information retained by Council or other agencies. If so, members are required to maintain the security of any confidential or personal information and not access, unless the member is authorised to do so.



Revision history:

1	Terms of Reference agreed drafted and Working Group convened.	October 2018
2	Terms of Reference updated to reflect role and scope of Working Group and project	Approved – Manager Building Assets – October 2022