

# Muchea Recreation Centre Project

## Reference Group Terms of Reference

### 1. OBJECTIVES

The reference group is to contribute to the task of overseeing the Muchea Recreation Centre project and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

### 2. PROJECT MANAGER

The Shire Principal Building Surveyor is the appointed project manager for this project and will facilitate all reference group meetings. The Project Manager will be responsible for all administrative duties related to the reference group.

### 3. ROLES AND RESPONSIBILITIES

Reference Group members will meet (as determined by the Project Manager) throughout the project to make recommendations on:

- a) development of a *Communication Plan* to guide how the Shire should share information and seek input from stakeholders and community;
- b) Updated designs and reports regarding estimated cost, risk, and deliverables;
- c) The register of design changes, including impact to cost / size / scope;
- d) Final documented designs before presentation to Council for endorsement;
- e) Wherever timeliness allows, major variations (over \$100,000 in cost, or exceed total budget, or change in scope that affects functionality or purpose of area) for recommendation to the Chief Executive Officer/Council;
- f) *An Agreement of Operational Use and Costs Responsibility* for the various Stakeholder Groups and for the various parts of the Facility; and
- g) The development of a *Facility Programming Framework* outlining how the various users will utilise the Facility.
- h) Seek to understand the how the project will be constructed and how the Facility will need to cooperatively operate as a sports and recreation facility in the future;
- i) Provide valuable input into considerations in regard to the Facility's construction/operational activities;
- j) Be courteous, constructive, and receptive to the views of others;
- k) Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- l) Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- m) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- n) Ensure that any private or confidential information shared during the project is protected and remains confidential.

### 4. MEMBERSHIP

Membership of the Reference Group shall consist of:

- o The elected representative appointed to the Muchea Hall User Group (MHUG)
- o Project Manager;
- o 4 representatives of the existing Muchea Hall User Group – 1 (Cricket) 1 (Football) 1 (Netball) 1 (Judo);
- o 3 independent Community representatives and;
- o Other intermittent stakeholders as determined and invited by the Project Manager.

**5. DELEGATED AUTHORITY**

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities (#2 above).

**6. TERM**

The term of membership for committee members shall commence upon appointment for the duration of the build. At the conclusion of the build component of the project transition arrangements will be implemented to the management model for the new facility.

**7. FREQUENCY MEETINGS**

To be held as required and advised by the Project Manager.