



CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 21 JULY 2021

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Lower Chittering Hall Replacement

Reference Group - Terms of Reference

1. OBJECTIVES

The Reference Group is to contribute to the task of overseeing the Lower Chittering Hall Replacement project and where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

2. ORGANISATIONAL SUPPORT

The Shire Community Development Officer is the appointed project manager for this project and will attend meetings to provide administrative support and advice.

One of the Elected Members appointed to the Reference Group will be the presiding person at all meetings.

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) Designs and reports regarding estimated cost, risk, and deliverables for a new facility;
- c) The register of design changes, including impact to cost/size/scope;
- d) Final documented concept designs before presentation to Council for endorsement;
- e) Wherever timeliness allows, major variations (over \$100,000? in cost, or where they 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 new Facility;
- g) The development of a *Facility Programming Framework* outlining how the various users will utilise the new Facility.

Members will be required to:

- h) Seek to understand the historical, and current use of the existing Lower Chittering Hall, and take this into consideration as part of decisions made in regard to the Lower Chittering Hall Replacement Project;
- i) Seek to understand how the project will be constructed and how the new Facility will need to co-operatively operate as a community/recreation facility in the future;
- j) Provide valuable input in to considerations in regard to the new Facility's construction/operational activities;
- k) Be courteous, constructive and receptive to the views of others;
- l) Appreciate and understand that all decisions have impacts, and demonstrate a measured approach to promoting views and contributing to discussions;
- m) Be an advocate for the Group and work co-operatively and constructively with all members of the Group;



- n) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- o) 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:

- Two Elected Members/Council Delegates of the Shire of Chittering (one of whom is to be the Presiding Person). Council Delegates may be re-appointed following biennial Local Government Councillor Elections.
- 5 independent Community representatives, with preference for 2 positions going to representatives of the current users of the existing Lower Chittering Hall facility and;
- 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.

6. TERM

The term of membership for reference group members shall commence upon appointment, and continue for the duration of the development of concept plans for the new facility.

Once concept plans have been finalised and endorsed by council the reference group will fall in to recession.

Upon approval from Council to proceed with the build, the group will be then be reinstated, a revised terms of reference endorsed by Council and; a new term will continue 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. MEETING FREQUENCY

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