

# TERMS OF REFERENCE

## Indoor Aquatic and Leisure Centre Design Reference Group

**Purpose:** The Design Reference Group will provide informed advice to Council on the design and functional priorities for the development of a Concept Design for an Aquatic Facility and Leisure Centre for Castlemaine, located on the Western Reserve.

**Objectives:** The Design Reference Group will:

- Perform an advisory role, discussing and working through detailed functional issues arising during the development of the design by providing input and advice to the appointed architects, Sutera Architects;
- Provide constructive critique of the design approach and recommendations;
- Ensure collaborative development of the design;
- Provide advice on an information and consultation process with the community once the concept design is finalised

<b>Term of Committee</b>	The Design Reference Group will commence in September 2011 and meet as required	<b>Review Period for Terms of Reference</b>	To be reviewed at end of phase one of the project, November 2011.
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**Membership and Roles:** Membership will comprise:

- One member representing Primary Education;
- One member representing Secondary Education;
- One member representing Allied Health;
- One member representing Youth;
- One member representing Access and All Abilities;
- One representative from Castlemaine Swim Club;
- One representative from a Childcare Facility;
- One representative from a Learn to Swim Program;
- Director Economic and Social Development (chair)
- Major Projects Facilitator
- Manager Community and Culture
- Additional members may be co-opted at the discretion of the Reference Group.

Suters Architects to attend in accordance with agreed workplan.

**Quorum:** There must be at least five people at each meeting including the Director Economic and Social Development or appointed representative.

**Meetings:** Meetings shall be held as required throughout Phase 1 of the Design Process. It is anticipated there will be up to three meetings.

**Reporting and Circulation:** The Design Reference Group will report to the Project Control Group via the Director Economic and Social development and through direct participation in the design workshops. Project notes will be circulated the Project Control Group members and the architect.

**Authorisation:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Chief Executive Officer Date