

Cromwell Cultural Centre Trust Construction Working Group

Revision: 2
Date: 1.07.2019

NOTE: This is a living document that will be reviewed and updated as the project develops.

1. Role of the Working Group

- a. To assist the Trustees and other working groups in all areas relating to the planning and construction of the proposed Cromwell Cultural Centre.
- b. To assist in Design and in the preparing of Contractual and Tender Documents.
- c. To work alongside the Chosen Building Company and Project Coordinator
- d. To ensure Quality Control Documents, Safety Documents and Procedures are prepared prior to construction.
- e. To ensure the agreed procedures are carried out during the construction phase.

2. Accountability

- a. Individual members will report back to the group on progress in any particular area they have been assigned.
- b. Reporting will be via email to include trustees, Google Docs and monthly meetings.
- c. Working group members will not engage directly with the news media without approval of the trustees or the media working group.

3. Review

- a. The review will be by way of monthly meetings or any other such meeting called.

4. Working Methods

- a. Will be based largely on experience in a particular field and by liaison with other working groups.

5. Meetings

- a. A minimum of monthly meetings or more often as required including site meetings as the construction phase is entered.

- b.** Topics may be advised prior to meetings or raised at a meeting for discussion. More urgent topics that may arise will be notified by phone or email.
- c.** Non-members can be included in meetings on a casual basis when required. This may be for a set portion of a meeting as a speaker for example.
- d.** Chair - Yet to be determined.
- e.** Secretary - Yet to be determined.

6. Sharing of Information

- a.** The working group will have a representative that reports to the Trustees meeting and a trustee will be included in the group.
- b.** Confidential information will be reported to and controlled by the media working group and the trustees.