

Cromwell Cultural Centre Trust Design 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 drive the direction of the project design so the outcome enhances and celebrates our vibrant community.
- b. To integrate the requirements developed by the Advisors, other working groups, stakeholders and community feedback into a design brief.
- c. To develop the functional requirements for specific areas of the building as required by community consultation.
- d. To consider the location, context, neighbourhood and landscape as part of the design.
- e. To consider the cost, construction, operation and maintenance of the proposals, alongside other working groups, and the Trust

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.