

**PAEKAKARIKI SURF LIFEGUARDS CONSTRUCTION
SUB-COMMITTEE TERMS OF REFERENCE – JULY 2024**

The Construction Sub-Committee (Construction Committee) is a sub-committee of the Paekakariki Surf Lifeguards Management Committee. This Terms of Reference (ToR) sets the responsibilities and delegations of the Construction Committee and nature of its relationship with the Management Committee. The project has been underway for the past 10 years and the target completion date will be mid-2025.

Committee Relationships:

The Construction Committee and Management Committee will need to work closely to ensure the project is implemented successfully. Both play an equally important role in ensuring the project is completed to get the best result while acting in a prudent manner. They will also keep a positive relationship with other stakeholders including councils, iwi, and other contractors.

Stage 1

The Construction Committee is the link between the club and the construction company to monitor stage 1 of the build. This group will monitor the work of the contractors and sign off progress payments. They will lead discussions about variations and work with the architect and engineers to rectify issues.

Scope of stage 1

Stage one of the project includes delivery of the construction contract agreed between the Management Committee and Homestead Construction Ltd on x March 2024.

With the approval of the Management Committee and Fundraising Committee, Stage 1 of the project may be extended to cover fit out of any of the following:

- the patrol tower.
- store spaces.
- other building systems required to attain a certificate of public use, to use the building for lifeguard patrols while the build continues (such as fire protection systems, electrical systems, and HVAC).
- Lining of internal walls and ceilings.

Extension of stage 1 to cover these items will be dependent on the Construction Committee receiving quotes for works, and the Fundraising sub-Committee's confirmation of available funding.

Design of any fixtures or joinery not already included in the building design (e.g. equipment storage solutions) will be completed and approved in consultation with the Directors of Lifesaving and Sport, and/or their delegates.

The Construction Committee's delegations for Stage 1 will not include design or fit-out of any other internal or external spaces other than those noted above.

Further stages

The Management Committee will confirm and publish a revised ToR for any further stages of the project beyond stage 1. This will require either;

- establishment of a separate sub-committee, or
- review of the membership of the Construction Committee.

To ensure alignment across the project stages, at least one member of the Construction Committee will be a member of any separate group established to oversee a stage of the build project.

Unless otherwise agreed by the Management Committee, priority for design, funding and delivery of further stages will be prioritised to the provision of lifesaving services and use of external public spaces in the first instance. Funding following stage one will therefore be prioritised as follows:

- the ground floor (including first aid bay, lifeguards' toilets, showers and changing rooms).
- landscaping
- first floor fit out (community spaces, bar etc.)
- external building areas.

Exceptions to this may be given where suppliers or contracted services are provided for fit out of the whole building.

Where the build programme allows, completed and approved interior designs will be provided to the Construction Committee for quotes within the stage 1 contract.

Role of the Management Committee

The Management Committee's role is to monitor the progress of the project and take a high-level overview of progress.

The Management Committee will approve all major decisions and monitor finances. Their role is not to override decisions made by the Construction Committee but to check and provide feedback if there are related questions. The committee will be the link between the Fundraising Sub-Committee and the Construction Committee.

Membership

The Construction Committee shall consist of the at least two (2) members of the Management Committee (which could be appointed) and at least 3 others. There shall be a maximum of 8 people that make up the membership of the Construction Committee. All membership will be voluntary (unpaid) unless otherwise agreed by the Management Committee.

Appointment of Sub-Committee

The Management Committee shall determine the members of the Construction Committee for the duration of the project. Following any review of membership, expressions of interest will be sought from the club and wider community via newsletters, social media, and the club website.

The Management Committee will take all reasonable steps to ensure that membership of the Construction Committee (or any other sub-committee established to support the build project) includes suitably qualified or experienced members for the scope of the stage being undertaken.

Sub-Committee Tenure

The Sub-committee membership shall be for the duration of the approved project stage, or until replaced by the Management Committee.

Casual Vacancies

The Management Committee shall fill casual vacancies occurring in membership of the Construction Committee if required. Filling casual vacancies will not require expressions of interest to be sought. The Management Committee or Sub-Committee may appoint other members if specific skills are required on an ad-hoc basis.

Chairperson

The Management Committee shall appoint a chairperson who will act as Chairperson for the duration of the project. If this Chair is unable to continue the Construction Committee shall appoint another person to fill the role.

The Chairperson will oversee the Construction Committee and chair meetings, report to the management committee, lead stakeholder management process, and monitor building plans and budgets (with the Treasurer and Financial Advisor).

Other roles

Other roles on the Construction Committee for stage one will include the following:

- Project Engineer – Lead the relationship between the club and the contractor to monitor the contract is completed to requirements and lead the decisions on variations.
- Construction Advisor/s – Support the Construction Engineer and provide advice.
- Committee members – Assist and provide advice to the Construction Committee. Ensure good records are kept of decisions and progress.

Meeting Rules

Frequency of Meetings

The Construction Committee shall meet as required but at least once every month. A quorum at each meeting shall be 3 members.

Record of Meetings and Reporting

The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Management Committee.

Management Committee Attendance

At the Chairperson's discretion or the Construction Committee's request, members of the Management Committee may attend Construction Committee meetings.

Delegations

The following delegations will apply to stage one of the project:

	<i>Project Engineer</i>	<i>Construction Committee</i>	<i>Management Committee</i>
<i>Contract approval</i>	<i>Nil</i>	<i>Nil</i>	<i>All contracts signed in support of the build project</i>
<i>Financial</i>	<i>Up to \$5,000 per variation</i>	<i>Up to \$10,000 per variation</i>	<i>No limit</i>
	<i>Up to a maximum of \$100,000 total without review of delegations by the Management Committee</i>		
<i>Scope</i>	<i>Within financial delegations, as required to adhere to building or resource consents, or changes to technical specifications submitted by the contractor.</i>		<i>No limit</i>

Review of Delegations

Delegations will be reviewed with any update to these ToR, progression, or extension to project stages, or at the discretion of the Management Committee.

Publication of these Terms of Reference

Current terms of reference for the Construction Committee will be published on the club website following approval by the Management Committee.