

TERMS OF REFERENCE

St Marys Exhibition Building Liaison Committee

1. Background

The St Marys Exhibition Building, located at the St Marys Sports Complex, has been identified as requiring immediate structural remediation and consideration of longer term redevelopment to meet evolving community needs. Council has allocated \$100,000 in the 2025–2026 financial year to commence remediation and planning works,

Council has received a community-submitted structural design brief (Graeme Wathen, BE Civil, M.Eng.Sc, 10 February 2025) outlining a potential low-cost external buttress frame solution. This proposal will be formally considered as part of the Committee’s deliberations.

2. Purpose

To support Council in planning and delivering a staged redevelopment of the St Marys Exhibition Building, ensuring that all structural and community-use options—including community submitted solutions are explored in a transparent, technically sound, and financially responsible manner.

3. Responsibilities

Stage 1 (2025–2026)

- Oversee the allocation and use of the \$100,000 budget for:
 - Immediate remediation works
 - Development of the structural and design brief
- Consider all available engineering advice including:
 - Council-commissioned reports
 - The 2025 low-cost structural concept, which includes:
 - External steel buttress frames to stabilise the building
 - Minimal internal interference
 - Preserved floor and roofing components
 - Reduced cost compared to internal portal frame solutions
 - Lateral wind load resistance
 - Existing structural displacements (e.g., wall bowing)
 - Foundation and soil anchorage requirements
 - Low maintenance and long-term structural durability

Stage 2

- Assess requirements, limitations, and opportunities for the building;
- Review EOI submissions from interested community members and stakeholders;
- Determine:
 - Building use scenarios
 - Spatial needs
 - Design brief and indicative costing
- Recommend a funding allocation for the 2026–2027 financial year
- Assist with development of any further community engagement activities.

Stage 3

- Finalise a comprehensive project brief suitable for tender
- Identify and initiate any required planning, building, or heritage approvals

4. Committee Composition

Role	Name/Position
Project Manager	Jake (Development Services Coordinator)
Secretary / Liaison Officer	Jayne (Executive Officer)
Councillor Representative	1 x Councillor (to be nominated)
Community Assistant Project Manager	1 x Community Member
Community Members	Up to 3 x Community Members via EOI process

Council reserves the right to review and amend membership as required.

5. Meeting Frequency

- Meetings will occur monthly or as needed depending on project phase.
- Additional meetings may be scheduled by the Project Manager to meet key deadlines or respond to emerging issues.

6. Quorum and Decision-Making

- A quorum requires at least four members, including at least one staff member and one community member.
- The Committee operates by **consensus**. Where consensus cannot be reached, recommendations and dissenting views will be documented and referred to Council.

7. Reporting and Accountability

- All meetings will be minuted, and key outcomes will be reported to Council via the Project Manager or General Manager.
- Final recommendations will form part of Council agenda papers for formal decision-making.

8. Term

- The Committee will operate from October 2025 until the conclusion of Stage 3 (unless otherwise extended) and then be disbanded.

9. Support and Resources

- Council will provide administrative and technical support as required.
- Professional advice, including engineering, architectural, and legal inputs, may be commissioned subject to budget availability and Council approval (where required).

10. Governance

- This Committee operates as a liaison group to make recommendation to Council. All final decisions relating to expenditure, building use, project scope, and procurement rest with Council.

11. Integration of Engineering & Qualified Advice

In alignment with Council's duty to consider qualified technical input (as required under Section 65 of the *Local Government Act 1993*), the Committee will:

- Compare engineering reports provided by Council and the community.
- Consider the feasibility, cost, and risks associated with:
 - Remedial works (internal or external bracing systems)
 - Ongoing use for community activities and storage options
- Ensure any recommendations made are based on sound structural advice and cost-benefit analysis.
- Any independent expert advice.