

1. PURPOSE

The establishment of the City to River Riverfront Activation (Stage 1) Community Reference Group ensures timely advice is received from key stakeholders and community representatives on community engagement methods and design considerations in relation to the development of concept plans, schematic plans and detailed designs for this stage.

2. INTRODUCTION

Horsham Rural City Council is planning for the long term future of the Wimmera River Precinct and Central Activities District (CAD). The aim is to transform and revitalise the area to make it a more attractive place to live, work, visit and invest in. This project forms part of Transforming Horsham, a suite of projects being undertaken concurrently by Council with a view to creating a brighter future for Horsham over the coming decades. Transforming Horsham is about imagining together, talking together, working together and moving forward together. The “City to River Masterplan” is a long term Vision and Masterplan for central Horsham and will be used to guide the revitalisation of the area over the next 20 to 30 years. The Vision and Masterplan is informed by independent research, analysis and consultation with representatives of community groups, organisations, businesses, Government agencies and traditional owners. To respond to research and analysis, initiatives were identified where they could materially improve one or both of the following principles:

- Liveability
- Economic Resilience

By focusing on improvements which support liveability and economic resilience, the area will promote the attraction and retention of population and investment which will preserve the City’s critical role for Horsham and the Wimmera region.

Together, the Horsham Central Activities District and the Wimmera riverfront will form an attractive, prosperous and sustainable destination that residents are proud of, businesses thrive within, investors covet, and visitors enjoy.

The City to River Riverfront Activation (Stage 1) project will focus on the Riverfront precinct from Wotonga Drive to East of the Western Highway bridge (refer to appendix 1)

This project will see the following work undertaken:

- Detailed concept design for the Riverfront Activation (Stage 1) including:
 - new community meeting place, water play space, boardwalks, outdoor seating, shade, landscaping, lighting, signage and interpretation and café site identification.
- Schematic design, detailed design and tender documentation for riverfront activation stage 1 works.
- Construction of riverfront activation (stage 1)

3. MEMBERSHIP

Membership will include a maximum of 15 members as follows:

Council

- Director Community Wellbeing
- Manager Arts, Culture and Recreation
- Co-ordinator Recreation and Open Space Planning
- Project Manager

Participant Organisations (1 representative)

- Aboriginal Advisory Committee
- Barengi Gadjin Land Council
- Angling Club
- Rowing Club
- Horsham Caravan Park
- Wimmera River Improvement Committee
- Horsham Rural Ratepayers & Residents
- Youth Council

Community

- General community members (x3) outside current membership.

3.1 Community Member Selection

Community Members will be selected through an expression of interest process to be advertised in local newspapers, Council's website and Council's social media.

Membership will aim to achieve a gender balance, diverse representation of age, experience of disability and cultural and linguistic backgrounds. The Director Community Wellbeing will be responsible for membership selection against criteria and communication.

The selection criteria for community representatives are those that:

- Represent diverse community interests outside groups already represented on the Community Reference Group.
- Live in Horsham Rural City municipality.
- Have strong community links and the ability to represent and engage with a broad-range of community.
- Are willing to constructively participate in an advisory capacity and reach consensus.

3.2 Participant Organisations

Nominated Participant Organisations will be contacted by the Director Community Wellbeing and invited to identify one representative for this Community Reference Group.

3.3 Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named participant organisation. Alternative representatives are entitled to vote if the main representative of the participant organisation is not present.

3.4 Specialist Advice

Individuals and groups may be invited to attend the City to River Riverfront Activation (Stage 1) Community Reference Group meetings to provide specialist advice. They will not be involved in the decision making process and will not vote on issues.

3.5 Council Officer

Council Officers are members of the committee in order to provide advice/recommendations/administration support and have no voting rights.

3.6 Term of Office

Membership shall be for a term of two years from the date of first meeting and can be terminated due to early conclusion of the project.

3.7 Resignations

City to River Riverfront Activation (Stage 1) Community Reference Group members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson. If a vacancy occurs within two months of the end of the term, the vacancy will not be filled. In all other instances, the vacancy may be filled, subject to the requirements of 3.1 being met.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Allocate funds for administration support.
- Document minutes of each scheduled meeting and distribute minutes to members.
- Ensure the approved minutes is forwarded to City to River Riverfront Activation (Stage 1) Project Control Group.
- Ensure relevant Council Officers attend meetings.
- Determine a schedule of meetings in advance, where relevant. Members may be consulted to determine whether there are any constraints that may limit participation at meetings.
- Distribute the agenda within reasonable time prior to the meeting
- Provide staff administration support to document the minutes of the meeting.
- Select locations for meetings that are safe and accessible for all members.
- Use an action list to provide members with updates on recommendations.
- Council may provide refreshments if a meeting occurs over a meal period.

4.2 Committee

The City to River Riverfront Activation (Stage 1) Community Reference Group will:

- Ensure meetings will not go later than stated.
- Evaluate and provide advice on engagement.
- Respond to requests for support, assistance and advice on particular engagement and design elements from the City to River Riverfront Activation (Stage 1) Project Control Group (PCG).

- Work closely with the PCG to identify specific design elements of the City to River Riverfront Activation (Stage 1) project.
- Act as ambassadors/advocates for the project.

The Community Reference Group may be invited to join the PCG in combined meetings as required.

4.3 Attendance at meetings

Members of the committee may participate in the meeting via a conference telephone or similar means, as long as all members can communicate with one another. Such participation constitutes attendance. If a member misses half of the meetings per year, without explanation to the Chairperson, their position may be considered vacant. If a member resigns, their position may be filled subject to the requirements of 3.1 being met.

4.4 Confidentiality

During the course of the project, committee members will have access to confidential and/or sensitive information. Committee members will not disclose confidential information to any other party unless specifically authorised to do so by the chairperson and shall not make improper use of any information.

If there is a breach of confidentiality a committee member may be dismissed.

4.5 Conflicts of Interest

Conflicts of interest must be declared and the declaration must be recorded in the minutes.

4.6 Media

All media responsibility in relation to this project sits with Director Community Wellbeing.

4.7 Chair

The chairperson will be elected by the committee.

The responsibilities of the Chair include:

- Ensuring all members have the opportunity to voice their opinions
- Supporting the group to reach consensus on matters being considered
- Meetings agenda is followed and business transacted in a timely manner
- Be available to attend PCG meetings as required.

4.8 Code of Conduct:

All members shall refrain from any form of conduct which may cause any member unwarranted offence or embarrassment. Members are expected to act honestly, treat others with respect and be considerate of the diversity of opinions and experiences of committee members.

Behaviours that encourage or support bullying, discrimination, sexism or sexual harassment will not be tolerated. Offensive or bad language will not be tolerated.

If any behaviours breach the code of conduct, the Chair or Director Community Wellbeing should be notified immediately. This member may be directed to step down.

5. OPERATING PROCEDURES

5.1 Quorum and Decision Making

The quorum is at least half of the members. If a quorum is not present, a vote may occur within 24 hours to provide all members with the opportunity to participate. This will occur via email.

If there is an equal division of votes, the Chairperson shall have a second or casting vote.

5.2 Recommendations and Actions

Recommendations made by the committee are to be submitted to the City to River Riverfront Activation (Stage 1) Project Control Group for consideration. A copy of the minutes will be provided to the PCG. The PCG will report outcomes of recommendations/actions to a future committee meeting.

5.3 Supporting Participation

Applications for financial support must be made when completing the Expression of Interest form. Council may reimburse the cost of necessary expenses for childcare up to and including 16 years of age, and the care of elderly or disabled family members of committee members. Council may reimburse the cost of transport to and from the Horsham City Council Civic Centre for committee members that cannot otherwise participate. Council may also support members of the committee with other forms of specific assistance, such as interpreters. Reimbursement needs to be supported by a tax invoice.

6. RESPONSIBILITY

Owner: Director Community Wellbeing

7. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3.03.2020	EMT	<ul style="list-style-type: none"> New Terms of Reference 	TBA

Appendix 1

City to River, Stage 1 Riverfront Precinct, scope of works

