

## **1. PURPOSE**

The purpose of the Horsham City Centre Central Activity District (CAD) Community Reference Group is to provide support, advice and guidance to the project manager, consultants and Council for delivery of the CAD Revitalisation: Streetscape Plan projects.

The CAD Revitalisation; Streetscape Plan focuses on 15 streetscape and public realm projects. They are:-

Project #1 Create the 'Horsham Walk' from Horsham's existing laneway network.

Project #2 Improve Firebrace Street with more shade, more crossings and more public realm.

Project #3 Create more places for people on Wilson Street.

Project #4 Make O'Callaghans Parade an attractive and fitting arrival corridor into Horsham's Town Centre.

Project #5 Emphasise trees and bikes on Urquhart Street.

Project #6 Emphasise pedestrian safety on Darlot Street.

Project #7 Engage with property owners to undertake facade improvements to heritage buildings.

Project #8 Develop Advertising Signage Controls.

Project #9 Build a Town Square in Horsham's Town Centre.

Project #10 Build a pedestrian-friendly environment on Ward Street to support the Town Square and connectivity between Roberts Avenue and the Town Hall.

Project #11 Build a Children's Park in the Town Centre, on the site of the former Kindergarten.

Project #12 Reimagine May Park as a youth-oriented space.

Project #13 Create better, safer connections within the Town Centre and beyond.

Project #14 Create a streetscape design palette manual and begin to implement incrementally.

Project #15 Support the Greening Greater Horsham Strategy. (Plant more trees).

## **2. ROLE**

The CRG is not a decision-making body. Its role is to:

2.1 Help identify key issues with regard to the implementation of the CAD Revitalisation; Streetscape Plan Projects

2.2 Provide representative insight into the development of policy relating to the implementation of the CAD Revitalisation; Streetscape Plan Projects

2.3 Provide guidance as to potential solutions pertaining to the implementation of the CAD Revitalisation; Streetscape Plan Projects

2.4 Act as an initial focus group for review of the Consultants/Council Officers' findings and reports prior to their presentation to Council and/or the community.

2.5 Provide a communication conduit to the community during the community engagement phase

### **3. SCOPE AND RESPONSIBILITIES**

The scope of the CRG is to work collaboratively with Council via its Project Manager and Consultant/s in relation to the Project.

When a consultant is engaged to support the project, that consultant will be actively engaged with the CRG.

Level of engagement – IAP2 level of participation

#### *Involve*

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

#### *Collaborate*

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution

The Community Reference Group's deliberations and recommendations will be minuted and communicated to Council at the next available Council meeting.

#### **Conduct**

The CRG or members of the CRG do not respond to personal or individual complaints. They may acknowledge a person's concern and advise a person how to register their concern with Council.

All members of the CRG must abide by the Horsham Rural City Council Code of Conduct. Members are expected to work considerately and respectfully of diversity of opinions and experience.

It is not the role of the CRG to speak with the media in relation to the work of the CRG or on behalf of Council.

#### **Confidentiality**

Whilst an important role of the CRG will be to champion and help promote the activities in developing the Project to the community, information discussed, received, used or created by the CRG may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Council Officer supporting the CRG.

#### **Conflicts of Interest**

Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes of the CRG, and appropriate steps taken in accordance with the declared Conflict of Interest.

Council may terminate a CRG member's appointment if they have been found to breach confidentiality, conflict of interest or code of conduct requirements.

#### **4. MEMBERSHIP**

Membership will include a maximum of 12 members and a minute taker.

The CAD Community Reference Group membership includes:

- One Business Owner/Operator within the CAD precinct,
- Two Business Operators in Retail within the CAD precinct
- Two Business Operator in hospitality within the CAD precinct
- Two WestVic Business Members
- One Resident living within the CAD precinct
- One Resident who lives outside the municipality whose main shopping centre is Horsham
- One Youth Council (Rep)
- One Older Persons Advisory Group (Rep)
- One Mobility Advisory Group (Rep)

Membership will reflect and comply with Council's equity and inclusion policy and procedures

Membership is anticipated to be from October 2022 to September 2025

If a member is unable to attend three or more consecutive meetings, they will be contacted and if required, a new member identified.

##### **4.1 Selection**

The selection criteria will be developed by the Investment Attraction & Growth Department based on the nature of the project and include the following.

- Regular involvement in and an awareness of the issues being considered by the CRG
- A willingness to work with others and share decision making to achieve improved outcomes
- An ability to represent a broad range of views that reflect the diversity of the community
- A willingness to contribute to meetings in a fair and unbiased manner
- A capacity to commit to the Committee for the duration of the term of membership

Stakeholder organisations, identified by the Investment Attraction & Growth Department, will be invited to nominate a representative for the committee.

- Prospective members will be approached and other members will be identified through an expression of interest process where vacancies will be advertised through Council's media channels.
- Membership will aim to achieve a gender balance and a diverse representation of age, experience of disability and cultural and linguistic backgrounds.
- The relevant Council Officer will be responsible for membership selection.

##### **4.2 Meetings**

Meetings will be held monthly and the duration of the meeting will be no longer than 1.5hrs

The purpose of the Horsham City Centre Central Activity District (CAD) Community Reference Group is to provide ongoing support and advice for the delivery of the CAD Revitalisation: Streetscape Plan projects

- As a standing agenda item, the Chair will acknowledge and pay respect to the traditional custodians of the land as per the Council’s Acknowledgement of Country.
- The agenda will be set by the Project Manager in collaboration with the Chair and Project Consultant (when employed).
- The secretariat (meeting organisation, minutes distribution etc.) will be provided by Council
- A stakeholder/community representative will be appointed to Chair the meetings by the committee at its inaugural meeting. The Chair is to be independent from council.
- Once the Project is completed a final meeting will be held to formally wind up the CRG, evaluate the project outcomes and thank all participant.

## **10. GRIEVANCE PROCEDURE**

Grievance Procedures are as detailed in the HRCC volunteer management policies and procedures toolkit.

**Responsible Officer:** Manager Investment Attraction and Growth

### **1. DOCUMENT CONTROL**

<b>Version Number</b>	<b>Approval Date</b>	<b>Approval By</b>	<b>Amendment</b>	<b>Review Date</b>
01	24 Oct 2022	Council	• New ToR	24 Oct 2026