

1. PURPOSE

The establishment of the City to River City Oval/Sawyer Park Precinct Community Reference Group ensures timely advice is received from key stakeholders as well as community representatives on behalf of the broader community.

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 specific objectives for the City Oval/Sawyer Park Precinct redevelopment is to:

1. Maintain the current sporting role and upgrade to meet all contemporary facility standards including Universal Design.
2. Increase public access to and through the site by allowing greater permeability, removing fences, encouraging passive recreation and creating an inviting public realm and interface.
3. Improve integration of City Oval with surrounding areas including Sawyer Park, the Riverfront and key pedestrian access routes to the CAD.
4. Upgrade City Oval as Horsham’s premier regional AFL/cricket venue.

5. Upgrade City Oval to a regional standard to enable regional AFL and cricket sporting events and other non-sporting events to be hosted. Upgrades required are likely to include expansion of the size of the field, a new multi-purpose pavilion and clubrooms (including fully accessible and female friendly facilities) and covered spectator areas. Delivery of a second netball court would assist in club training and matches.
6. Recognise the role of Sawyer Park as an events space ensuring it is fit for purpose and meets future demand so as to activate the Wimmera River.
7. Recognise the significance of the Cenotaph. Consider its future development.
8. Acknowledge the role of the Miniature Railway in activating the riverfront and work with the Wimmera Live Steam and Model Engineering Society to explore design options and a viable operating model as part of the next phase of planning and design process.

The City to River City Oval/Sawyer Park Precinct will focus on Sawyer Park and City Oval. This project will see the following work undertaken:

- Detailed concept design and schematic plans for City to River City Oval/Sawyer Park Precinct.

3. MEMBERSHIP

Membership will include a maximum of 18 members as follows:

Council

- Director Communities and Place
- Manager Arts, Culture and Recreation
- Co-ordinator Performance and Events
- Co-ordinator Parks and Gardens
- Co-ordinator Recreation and Open Space Planning
- Project Manager

Participant Organisations (1 representative unless otherwise stated)

- Horsham Pipe Band
- Horsham Brass Band
- Horsham RSL
- Wimmera Live Steam and Model Engineering Society
- Horsham Cricket Association
- Horsham Demons Football and Netball Club
- Youth Council
- Horsham Rural Ratepayers and Residents Representative
- 1 Event Organiser
- General community members (x3) outside current membership.

3.1 Community Member/Events Organiser 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 Communities & Place 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 Communities and Place 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 Precinct City Oval/Sawyer Community Reference Group meetings to provide specialist advice. They will not be involved in the decision making process and will not vote on issues.

3.6 Council Officer

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

3.7 Term of Office

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

3.8 Resignations

City to River City Oval/Sawyer Park Precinct 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 City Oval/Sawyer Park Precinct Internal Reference Group (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 City Oval/Sawyer Park Precinct 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 City Oval/Sawyer Park Precinct Internal Reference Group
- Work closely with the HRCC Internal Reference Group to identify specific design elements of the City to River City Oval/Sawyer Park Precinct project
- Act as ambassadors/advocates for the project, accepting that there may be times where differences of opinion occur, seek to explore differences through the agreed 'Working Agreements' and seek constructive compromises by the majority.
- Agree to the approach, purpose and responsibilities for undertaking the agreed Engagement Framework and Plan
- Be active participants in the engagement process with Council staff and the community.

The Community Reference Group may be invited to join the HRCC Internal Reference Group 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. If an item is deemed confidential, this will be clearly communicated and marked as such, prior to sharing with the group.

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 the Director Communities & Place, with specific input from the Chair. If individual members receive media requests, all inquiries made on behalf of the CRG should be referred to either, the Director Communities & Place, or the Chair.

Individuals may make media comment representing their respective groups, however and ideally not in the same story or context where the Chair or Director Communities and Place is commenting.

This is to avoid public confusion or damage to the CRG, its' work and its' intent.

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
- Meeting's agenda is followed and business transacted in a timely manner
- Be available to attend HRCC Internal Working Group meetings as required.

If the Chair is unable to attend a meeting, a Vice Chair will be nominated by the CRG members to act as Chair and undertake the Chair's responsibilities for that meeting.

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 Communities and Place 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 CRG will be provided via minutes to the Internal Reference Group.

Direct engagement and feedback will occur between the CRG, the Design Team and Project Manager as part of the formal engagement process. This feedback will be documented and shared with the Internal Reference Group.

Progress and updates from the Internal Reference Group will be communicated formally through the Director Communities and Place, to the CRG at its' meetings.

Progress and updates from the Technical Working Group will also be communicated formally through the Project Manager, to the CRG at its' meetings.

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 Communities and Place

7. DOCUMENT CONTROL

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