

Terms of Reference



Halls Gap Action Plan Reference Group

Responsible director:
Responsible officer:
Functional area:
Approved by CEO:

CEO
Manager Economic Growth
Planning
18 June 2018

Background

The Halls Gap Village Centre Action Plan (the Action Plan) identifies how Council will deliver some of the ideas set out in the *Halls Gap Master Plan for Commercial Investment and Public Land Development (Master Plan) 2016*. The Action Plan will guide where Council invests money in the Village Centre and which work it prioritises. It will also identify changes required to the Planning Scheme that apply to the village centre.

The Action Plan is needed to transform Halls Gap to a world-class tourist village. It sets out a vision statement, sketch plan and priority projects and focuses on what Council can take action on, or directly influence. Specifically, the Action Plan will steer future access and car parking infrastructure, landscaping, built form and signage design guidelines for the Halls Gap Village Centre.

Although the Action Plan will be delivered as a specific project, its implementation will involve a series of infrastructure and landscaping projects, planning scheme amendments, community and cultural activities.

Reference Group Scope

A Halls Gap Action Plan Reference Group (the Reference Group) will be formed to assist Council in delivery of the project by:

- providing a community perspective on project design details to ensure the deliverables align with documented community expectations;
- bringing together representatives from a cross section of the Halls Gap community, who have a keen interest in the future of the village centre;
- maximising the skills, experience and understanding of place that exist in the community;
- enhancing communication and collaboration between Council and the community;
- assisting in development of appropriate strategies for wider community engagement;
- sharing information about the project with their networks; and
- acting as advocates for the community and feeding information from the community to the Project Manager.

Membership

Reference Group membership will be capped at five community members, plus Council representatives. Membership selection will be based on forming a group that comprises of members who:

- represent a cross section of the Halls Gap community;
- are committed to a helping Council balance the needs of the community, visitors, natural environment and economy;
- are forward thinking, have a broad perspective and are positive about the future potential of Halls Gap Village from a local and visitor perspective; and
- demonstrate a willingness to work with Council in good faith and confidentially where required.

Application requirement

- When applying applicants are asked to respond to a series of short questions
- Applicants will be asked to provide Council with a contact phone or email.

Authority/roles and responsibilities

The Reference Group has no powers delegated to it by Council and will act in an advisory capacity only. The Reference Group is to operate in line with the purpose and terms of reference.

Meetings

Members will be expected to be involved for the life of the project as described in 'Background'. The expected lifespan is June 2018 - June 2019), with a large percentage of works to be delivered by November 2018.

Members will be expected to take part in Reference Group meetings at key decision points in the design process.

It is expected that members will attend up to three Reference Group meetings in a financial year. Meetings will be held at the Halls Gap Centenary Hall Supper Room or Stawell Town Hall.

Reporting responsibilities and communication

Meetings will be documented and minutes will be made available to the public via the project website. There is an expectation that members will share project updates within their networks to ensure open and transparent communication.

Timeframes and review

Membership and the terms of reference will remain current for the life of the project as described in the 'Reference Group Scope'.

Council Plan objective/strategy

Members will be have access to relevant reports that have influenced the *Halls Gap Action Plan*. Members must be familiar with these background documents.

Definitions

Terms of Reference - *describe the purpose and structure of a project, committee, sub-committee, group, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal; and*

- *they provide a documented basis for making future decisions and for developing a common understanding of the scope among stakeholders.*

*The terms of reference are often referred to as the **charter**, eg committee charter.*

Communication and implementation

The Terms of Reference and Expression of Interest period will be advertised via: Council's website, Halls Gap Community Website, Facebook (shared with the 'Halls Gap Community Watch and Alert' and 'Halls Gap Community' Facebook pages), flyer, at project drop-in'-sessions, emailing key community interest and stakeholder groups.

Review history

Date	Review Details	Action
5 June 2018	Draft	Review

18 June 2018	Final	CEO to approve
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