

Terms of Reference



Stawell Recreation Advisory Group

Responsible director:	CEO
Responsible officers:	Senior Placemaker Manager Active Communities
Adopted by Council:	2 December 2019
Review date:	31 October 2021
Expiry date:	31 October 2025

Objective

- To engage with the community and other stakeholder on the implementations of the requirements for recreation in Stawell.
- To focus on Central Park and North Park and the relative precinct plan outcomes and recommendations for each of the reserves.
- To work with the community to address the need to increase the focus on participation and activation of spaces post COVID-19, to ensure the sporting clubs develop strategies that build their capacity to thrive into the future.

Background

Council appointed the Stawell Recreation Advisory Group (the Group) in 2017 to provide Council with advice and recommendations on the implementation of relevant master plans and recreation strategic plans giving consideration of other relevant Council Plans as required for active recreation reserves, namely Central Park and North Park in Stawell. The Group consists of representatives of the community and organisations relevant to a recreational focus.

On 6 July 2020 Council endorsed the Activate 2020–2030 Strategy. The Strategy is a 10-year regional strategic plan enabling a coordinated and collaborative approach aimed at increasing participation in sport and active recreation for livability, health and wellbeing of the Central Highlands and Grampians Pyrenees region.

Key strategic areas of the Activate 2020-2030 Strategy include:

1. Working Together
1. Activating Places and Spaces
2. Creating quality spaces and places
3. Community cohesion through sport and active recreation

The Strategy will guide work delivered by Council in consultation with the advisory group.

Purpose of the advisory group

- To represent the community and sporting groups in delivering their aspirations for a healthy environment through infrastructure and participation in activities that support the growth of an active community.
- To provide Council with advice and recommendations:
 - On the implementation of the Stawell Parks Precinct Plan, North Park Masterplan and sport and recreation strategies with consideration of other relevant Council plans as required.
 - That aligned with Council's long-term policy for facility usage and development and achieving strategic outcomes from the Activate 2020-2030 Strategy.
- To investigate and to co-opt expertise as needed.
- To review the Stawell Parks Precinct Plan and North Park Masterplan and work towards the delivery of the recommendations and strategies to achieve the best outcomes for the community by:
 - Undertaking a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps and opportunities relevant to the community, and in particular the users of Central Park and North Park.
 - Developing documentation and evidence to support the consultation that has already taken place to enable Central Park and North Park to be developed to reach their full potential for the current and future needs of the community.
 - Delivering the required documentation to support infrastructure investment to transform existing aged infrastructure into integrated and well-coordinated community precincts ensuring that Central Park and North Park community infrastructure:
 - Is suitably and strategically located
 - Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, future-proofing and relationship to nearby facilities
 - Provides a plan for delivery in a well-coordinated and sequenced manner
 - Provides the best value for money and community outcomes for potential funding partners
 - Addresses the interface and connection between land use
 - Leverages required funding from appropriate public and private sources
 - Collaborate with council on achieving strategic outcomes from the Activate 2020-2030 plan.

Membership

The Group will be comprised of the following members:

- One Councilor
- Up to nine community members as delegated representatives (or proxies) from Central Park and North Park user groups or general community
- One Council staff member (who will be the minute taker and have no voting rights) - Council officers will be determined by the Chief Executive Officer.

Council:

- will aim for a gender balance of representation
- will aim for one or more members aged under 25 years, and
- must consider applications/nominations from all user groups.

Council will seek to appoint people with experience, knowledge and understanding of local issues with the capacity to provide recommendations to Council on the suitability of Central Park and North Park as a recreational facility. Accordingly, the following criteria will be used to evaluate appointments to the Group:

1. Possess sound knowledge of the local area and recent involvement in the local community.

2. An ability to represent issues impacting the local community in relation to the need for a recreational facility and to work in consultation with the Group to develop strategies to address this.
3. Demonstrate relevant experience in the management of recreational facilities.
4. Previous experience in working with committees or groups will be well regarded but is not essential.

The selection process will be as follows:

- Expressions of interest will be sought widely in the community including media.
- Should there be more applicants than required to fill vacancies, Council may seek further information from the applicants in determining their suitability for appointment to the Group.

Term

The term of the Group is expected to be 24 months.

Community members will apply for selection and user groups can nominate representatives who can be appointed to the Group for the 24-month term of the Group.

Authority/roles and responsibilities

The Group has no powers conferred to it by the Council. The committee is to operate in line with the purpose and terms of reference.

The Group will provide recommendations based on the following key areas and in terms of the precinct plan:

- Ongoing sustainability of Central Park and North Park as a recreation facility and how it will continue to meet the needs of the community.
- Infrastructure – Prioritised needs and costs associated with relevant development if recommended, to include ongoing operational costs and responsible parties
- Maintenance - Prioritised needs with relevant recommendations for precinct requirements
- Stakeholder or key organisational support - Provide relative evidence from user groups, peak sporting bodies and community groups that support recommended project activities. Support for grant and funding submission through respectful group discussion.
- Limitations of the site in sustaining use associated with recreational activities
- Accessibility considerations for people with disabilities, gender equality and diversity
- Risks – Assessment, review and management strategies
- Cultural heritage values to be considered.
- Participation and Activation outcomes to be considered in line with the Activate 2020-2030 Strategy and aligned with organisations objectives for sustainability.

Scope and deliverables

The Stawell Parks Precinct Plan and North Park Masterplan's key objectives were to:

- Undertake a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps and opportunities relevant to the community, and in particular the users of Central Park and North Park.
- Having regard to recent past consultation, consult with the Stawell community including existing and future user groups to inform the development of the Stawell Parks Precinct Plan and North Park Masterplan.
- Develop documentation and evidence to support the consultation that has already taken place to enable Central Park and North Park to be developed to reach its full potential for the current and future needs of the community.

- Deliver the required documentation to support infrastructure investment to transform existing aged infrastructure into an integrated and well-coordinated community precinct ensuring that Central Park and North Park community infrastructure:
 - Is suitably and strategically located
 - Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, futureproofing and relationship to nearby facilities
 - Provides a plan for delivery in a well-coordinated and sequenced manner
 - Provides the best value for money and community outcomes for potential funding partners.
 - Addresses the interface and connection between land use
 - Leverages required funding from appropriate public and private sources.

The Stawell Parks Precinct Plan and North Park Masterplan have been established under the *Northern Grampians Shire Council Open Space, Sport and Recreation Strategy 2013 - 2022* key principles and key strategy framework as follows.

- a. Principles:
 - Increased opportunities and participation for all
 - A diverse range of open space, sport and recreation choices
 - Great places for people to recreate
 - Building the health and wellbeing of the Northern Grampians Shire community
 - Responsive to identified open space, sport and recreation needs of the community
 - Inspiring and empowering people to recreate
 - Delivering economic outcomes for the NGSC community through sport and recreation.
- b. Strategy Framework:
 - Facilities: What we will do to provide safe, livable, sustainable and usable assets to improve the quality of life for residents, considering community opportunities and needs.
 - Programs: What we will do to provide safe, accessible and usable programs to improve the quality of life for residents.
 - Services: What we will do to provide safe, accessible and usable services to improve the quality of life for residents.

Resources and constraints

The Group will:

- work with Council to prioritise capital works projects to assist Council in applications for funding to support the capital development of the reserves, and
- work with Council on an annual basis to make recommendations to Council for maintenance works allocated through Council budget.

Meetings

A Councillor will chair the Group meetings to ensure that advice provided by the Group is presented directly to the level of authority in Council where decisions are made.

- The Councillor has voting rights.
- Council officers do not have voting rights.
- General community members and user group members elected to the Group will have voting rights.
- Invited members from Government and Non-Government agencies will not have voting rights.
- Conflict of Interest of any member of the Group must be declared.

- From time to time the Group may decide that it would be beneficial for Council officers from other programs to also attend to address specific areas of interest. These officers will not have voting rights.

Council will provide assistance and support to the Group with the resources available to it in order to enable the Group to effectively undertake its role. In order to assist members of the Group, Council undertakes to provide the following support:

- Secretariat services to the Group such as minute taking and agenda distribution, and
- meeting agenda and information papers for agenda items will be provided prior to the meeting.

Meetings will be held at least twice per year.

Quorum: to allow for vacancies that occur during the term of the group, a quorum will be half of the operational membership plus 1 (6).

Proxies:

1. A group member may appoint another person as his or her proxy to vote and speak on his or her behalf at a general meeting.
2. The appointment of a proxy must be in writing and signed by the group member making the appointment.
3. The group member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise, the proxy may vote on behalf of the member in any matter as he or she sees fit.

If required, the Group can agree to meetings out of the schedule to respond to a particular issue or task. A schedule of meeting dates and times for the forthcoming 12 months will be decided at the first meeting.

Reporting responsibilities and communication

Meeting minutes will be recorded and provided to members of the Group. Copies of the minutes will also be provided to Councillors for information purposes.

Any recommendations to Council will be submitted through Council meeting schedules and protocols.

Timeframes and review

An interim review of the Group operations and Terms of Reference will be done at 12 months if required.

Council Plan objective/strategy

The Terms of Reference are aligned with Council's Council Plan goals, objectives and strategies through Enhanced Lifestyle and Community, Wellness and Welfare and Creating an Enriching Place to Live.

Legislation and Standards

Council Plan 2021-25

Stawell Parks Precinct Plan

Northern Grampians Shire Council Open Space Sport and Recreation Strategy 2013-2022

Municipal Public Health and Wellbeing Plan 2017-2021

Stakeholders

Councillors, Council's Community Strengthening staff and members are directly affected by the Terms of Reference and must be consulted during development or revision of the Terms of Reference.

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 will be communicated to stakeholders through reporting to the Stawell Recreation Advisory Group and inclusion in meeting minutes.

Review history

Date	Review Details	Action
4 December 2017	Draft	Present to Council for approval
2 December 2019	Draft	Present to Council for adoption
1 November 2021	Draft	Present to Council for adoption
8 November 2021		Adopted by Council