

TERMS OF REFERENCE

1. Introduction

Hepburn Shire Council has been undertaking the Clunes Masterplanning Project that included undertaking the development of long term Master Plans for:

- Queens Park
- Pioneer Park
- Clunes Recreation Reserve (Bull Milgate Reserve)

Both the Draft Queens Park and Draft Pioneer Park Master Plans are being progressed with a view to have these considered for adoption under a separate engagement and Council reporting process.

During the development of the draft Master Plan for the Clunes Recreation Reserve community interest has evolved to consider an alternative option in servicing the future provision of sport and active recreation in Clunes.

As a result, initial investigation work has also been undertaken on consolidating sports and active recreation provision to an alternative greenfield site within Clunes.

The Project Advisory Group will work with Council to:

1. Provide input into the development of the working Draft Clunes Recreation Reserve Master Plan; and
2. Investigate the feasibility of the consolidation of sports and active recreation provision to an alternative greenfield site within Clunes.

2. Purpose

The functions of the Project Advisory Group is to:

- Further investigate and consider the feasibility of the future sport and active recreation provision in Clunes.
- How we might provide quality infrastructure that promotes community connection and active participation in Clunes.

The Project Advisory Group is a reference group and not a decision-making body.

3. Need for Terms of Reference

The purpose of these terms of reference is to document the roles and accountabilities for the project, particularly in relation to Hepburn Shire Council and the Clunes Recreation Provision Feasibility Project Advisory Group.

4. Key Principles

A series of key principles have been identified to guide and underpin the continued progression and delivery of the project by further investigating and considering the feasibility of the future sport and active recreation provision in Clunes. These key principles include:

1. To work in good faith to support the best project outcome for the community, all user groups and stakeholders.
2. To support and encourage the engagement of diverse users of the reserve in the project.
3. A commitment to provide clear and open communication about the project at key milestones.
4. To pursue environmental, social and economic sustainability in all aspects of the project.

5. Project Advisory Group

5.a Roles and Responsibilities

The Project Advisory Group:

- Will be accountable to Hepburn Shire Council.
- Will act as advocates / voices in the community about the project.
- In association with Hepburn Shire Council, be the key point of reference for the project.
- Will be responsible for the further progression of the project by further investigating and considering the feasibility of the future sport and active recreation provision in Clunes.
- Will have a combined role of providing advice and recommendations to Hepburn Shire Council about the project, and the feasibility of the future sport and active recreation provision in Clunes.

5.b Membership

Membership of the Clunes Recreation Provision Feasibility Project Advisory Group aims to ensure there is representation and diversity from the Clunes Recreation Reserve user groups as well as the wider Clunes community. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage and community groups.

Membership will comprise of between ten (10) and twelve (12) members with the membership drawn from:

- Clunes Football Netball Club – Up to two members, one representing football and one representing netball
- Clunes Cricket Club – Up to two members
- Clunes Bowls Club - One member
- Community Members - Up to four members*
- Clunes Neighbourhood House – One member
- Clunes Primary School - One member
- Wesley College at Clunes - One member

* Clunes Community membership is independent of the affiliated clubs/groups/organisations listed above.

Hepburn Shire Council will also be a member of the Project Advisory Group. This may include either Council officers and/or elected representatives. Council officers (or appointed representatives) who are members of the Project Advisory Group will be responsible for keeping Councillors and the Chief Executive Officer informed about the Project Advisory Group and generally about the project.

The Project Advisory Group will be chaired by the Cameron Ward Councillor.

Membership will be invited by way of an Expression of Interest.

When a member is absent from a meeting, they may choose to nominate a proxy from the same interest group to attend the meeting on their behalf.

All Project Advisory Group positions are honorary positions.

TERMS OF REFERENCE

Members can notify Council in writing or have noted in meeting minutes if they intend to rescind their membership. The resigning member, or their specific interest group (if applicable), may co-op a replacement to the Project Advisory Group. If a replacement member has not been co-opted and the member resigning results in an inequity of the membership of Project Advisory Group, Council will undertake an EOI process to replace the resigning member. The PAG will continue with its existing membership whilst the EOI process is undertaken.

6. Hepburn Shire Council

6a. Roles and Responsibilities

Council will have overall accountability for the development and implementation of the Project and ensuring satisfactory achievement of key deliverables for each of the project stages. Council will be required to approve any significant or material changes to scope, budget, or timelines.

Council is committed to working co-operatively with Clunes community organisations and the community in further investigating and considering the feasibility of the future sport and active recreation provision in Clunes.

7. Administration and Conduct

7a. Administration

- The Project Advisory Group will be administered and supported by Hepburn Shire Council including the:
 - organisation of meetings;
 - circulation of minutes; and
 - written material as required.
- Minutes will be utilised only for the purpose of the PAG managing the project and will not be routinely published.
- Meetings of the Clunes Recreation Provision Feasibility Project Advisory Group.
- Project Advisory Group will occur monthly or as needed.
- Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair and Council officers.
- Hepburn Shire Council will be responsible for determining when the Clunes Recreation Provision Feasibility Project Advisory Group is no longer required.

TERMS OF REFERENCE

7b. Conduct

All members of the Project Advisory Group will work in a co-operative and positive manner. Members are expected to:

- Actively participate in the Project Advisory Group and share different opinions and views, with a minimum of 50% of attendance of meetings.
- Adhere to the principle of clear and open communication.
- Treat all members respectfully and in an appropriate manner.
- Declare any conflicts of interest or perceived conflicts of interest.
- Act with integrity with confidential information not to be relayed to third parties.
- Show respect by actively listening to other members' conversation and by not interrupting by speaking over the top of other members.
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner, within the project governance structure.
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.
- Breaches of the Terms of Reference may result in removal from the Project Advisory Group.