



Regional Sports Hub Stage 1 Project Community Reference Group Terms of Reference

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Background

Mount Barker District Council has determined to pursue the construction of a Regional Hub including sports and other associated community and commercial infrastructure on Council owned land (38 hectares) bordered by Bald Hills Road and Springs Road. The land was acquired as part of a strategic land purchase for these purposes in 2009.

Purpose

The Regionals Sports Hub (RSH) Stage 1 Project Community Reference Group (CRG) can play an important role in providing input to the design and operations of the RSH to help ensure that the current and future needs of all potential users are considered prior to the construction of the facility.

The Community Reference Group gives a representative, cross section of individuals from the community an opportunity to:

- Provide feedback to the design team so that the needs of users, both current and future, are considered.
- Provide a local perspective on the impact of the facility in terms of use and accessibility.
- Harness local expertise as it relates to the unique nature of this project.
- Understand the scope and constraints of the project to contribute to design discussions which consider operational effectiveness and efficiency of the completed RSH stage 1.

Composition

The RSH CRG will seek a small composition of people, from the local community, generally representing the following areas:

- district sporting community (not a particular sport)
- education providers
- business sector
- community groups
- allied health service providers
- general community representatives.

Representatives of other groups including peak bodies, industry groups, other sports facilities and other stakeholders may be invited to attend or present to the CRG to provide information or feedback as required. The Design Team Contractor will also be liaising with Elected Members, Project Partners, and other key stakeholders directly as required, separately and concurrently to the CRG process.

Representatives from the Council's project management team will attend all meetings to listen to CRG members and to provide administrative support.

Council's RSH design services contractor will facilitate workshops and discussion with the CRG.

Appointment

A call for nominations to the RSH CRG by a specified date and time will be by way of public notification in the local newspaper, *The Courier*, and on the Council's website.

Nominations are to be made using the application form at **appendix 1** and should be received before the nominated closing date and time.

Applicants who do not agree to the conditions of nomination contained within the application form will not be considered for appointment.

Appointments to the CRG will be made by the selection panel. The selection panel will make appointments based upon the selection criteria detailed within these Terms of Reference. The selection panel will consist of:

- Project Leader, Regional Hub Delivery
- Manager Community Connections.

CRG representatives will hold their positions for the detailed design period of RSH stage 1 project being no more than six (6) months from the date of appointment. This period may be extended if required.

CRG members will be added to the project's mailing list to keep them informed of the project's progress through detailed design and construction.

Selection Criteria

The selection panel will make appointments after considering the following selection criteria:

- local knowledge and experience in at least two of the following areas:
 - Mount Barker district sporting community (as a player, volunteer and/or caregiver)
 - education
 - business
 - community groups
 - allied health service
 - local community
 - accessibility
- a balance of knowledge and experience areas within the recommended CRG membership
- a balance of gender and age within the recommended CGR membership
- a diverse range of backgrounds and life experience within the recommended CRG membership

Function

The members of the RSH CRG are required to:

- Attend meetings / workshops at the Mount Barker District Council Civic Centre.
- Provide a user perspective to inform the design and development of the RSH site layout and in particular Stage 1.
- Be an advocate for the project within the community.
- Provide a broad range of community perspectives for consideration by the RSH Project Team and Design Team.

Operation

Key operational details of the RSH CRG include:

- Two (2) to four (4) meetings will be held during its life cycle unless further meetings are requested by the Project Leader.
- Meetings/workshops will generally be scheduled on a Wednesday and commence at 4pm. Meetings/workshops are likely to run for approximately two hours (although may be scheduled for longer in which case advance notice of this will be advised and appropriate catering will be provided).
- The RSH CRG will operate for the detailed design period of the project. It is anticipated that the key input time for the CRG will be in March and April 2018. The detailed design phase of the project is currently scheduled to conclude in July 2018.
- Council's project staff will be responsible for the administration associated with the CRG including the organisation of meetings, venues, agendas, briefing papers and the preparation of meeting notes.

CRG Powers

The CRG is established by Council and provides feedback to the RSH Project and Design teams ; however, the CRG is not a decision making body. The CRG does not have any formally delegated powers under the Local Government Act.

Disclaimer

Council is committed to enhancing the public availability, dissemination and exchange of information. To that end, the RSH CRG has been established to enable the exchange of information, ideas and feedback to inform the design and operations of the RSH precinct and Stage 1 detailed design.

Information, ideas and feedback obtained through the course of the CRG where appropriate may be used by the RSH Project Team and the design consultants engaged by the Council.

Appendix

1. Regional Sports Hub Stage 1 Project Community Reference Group Nomination Form



MOUNT BARKER
DISTRICT COUNCIL

Regional Sports Hub Stage 1 Project Community Reference Group Terms of Reference

Thank you for your interest in becoming a member of the Regionals Sports Hub (RSH) Stage 1 Project Community Reference Group (CRG).

Please read the information provided and take the time to answer the questions in each section.

Any additional supporting information can be attached to this form.

The selection panel as detailed in the Terms of Reference will assess your nomination based on the information you provide.

You will be notified in writing as to whether your nomination has been successful or not.

Applications should be received by ~~9am on Monday, 5 February 2018~~. Extended to 9am on Monday, 12 February 2018.

Nomination forms and supporting documentation should be address attention to '*Regional Sports Hub Stage 1 Community Reference Group*' and returned to:

Mount Barker District Council
PO Box 54
MOUNT BARKER SA 5251

or via email: council@mountbarker.sa.gov.au

For further information on the Mount Barker Regional Sports Hub Stage 1 project visit <http://www.mountbarker.sa.gov.au/rsh>

Regional Sports Hub Stage 1 Project

Community Reference Group

SECTION A: Terms of Reference Acknowledgement

Before completing this nomination form, it is important that you read the Mount Barker Regional Sports Hub Stage 1 Community Reference Group Terms of Reference.

After reading the Terms of Reference, please tick, sign and date the checklist below.

Checklist

- ☐ I have read the Mount Barker Regional Sports Hub Stage 1 Community Reference Group Terms of Reference.
- ☐ I understand that the Community Reference Group is an advisory group formed to provide input into the design, functionality and operations of the Regional Sports Hub.
- ☐ I understand that the Regional Sports Hub Stage 1 Community Reference Group represents various opinions within the community.
- ☐ I understand that I may be required to read material provided to me prior to meetings so I can effectively participate in Community Reference Group discussions.
- ☐ I understand that as a member of the Community Reference Group I cannot make comments to the media on behalf of the Community Reference Group.

If my nomination is successful, based on my experience, knowledge and roles in the community, I will be representing (tick one or more boxes as relevant to your application):

- ☐ district sporting community
- ☐ education provider(s)
- ☐ business sector
- ☐ community group(s)
- ☐ allied health service provider(s)
- ☐ general community representative

Name:

Organisation:.....

Signature: Date:

Regional Sports Hub Stage 1 Project Community Reference Group

SECTION B: Nomination

Title: ☐Miss ☐Mrs ☐Ms ☐Mr ☐Other:

First name: **Surname:**

Age: ☐Under 18 ☐18-35 ☐36-55 ☐56-69 ☐70 and over

Residential address:

.....

..... **Postcode:**

Mailing address: ☐tick if same as residential address

.....

..... **Postcode:**

Phone number: (Home)(Work)

..... (Mobile)

Email address:

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Occupation / Organisation:

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Reason for nominating. Please provide a brief overview of your interest in the Mount Barker Regional Sports Hub Stage 1 Community Reference Group and which aspects of the community you would be representing as a member of the group (district sporting community, education

provider(s), business sector, community group(s), allied health service provider(s) and/or general community representative):

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Relevant experience, skills, knowledge and/or qualifications. Please outline any particular qualifications, skills, experience or capabilities that you believe would benefit the Mount Barker Regional Sports Hub Stage 1 Community Reference Group:

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☐ tick if curriculum vitae / resume attached (optional – please only attach 1-2 page CV/resumes)

Please list any community organisations or groups you have been involved in and, if applicable, the position you held within the organisation.

| Community Group/Organisation | Years of membership | Membership role (eg. member / secretary) |
|------------------------------|---------------------|--|
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Other. Please provide any other comments as relevant.

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Thank you for your nomination.