

Terms of Reference

1. Background

The Broadview Oval is identified as a regional park in accordance with the Council's Open Space Strategy,. It is intended to serve the broader metropolitan community beyond the immediate locality.

At its Council meeting in January 2021, Council endorsed the Broadview Oval/Yarnta Tutu Yarta Master Plan which envisages the construction of the Broadview Oval/Yarnta Tutu Yarta Community and Sports Hub (Broadview Community and Sports Hub) at Poltawa Terrace, Broadview subject to adequate funding being secured.

The City of Prospect has identified this tremendous opportunity to replace the existing clubrooms with a new Community and Sports Hub at Broadview Oval. The new hub is intended to be a timeless, long lasting community asset.

While the current facilities are well utilised and loved by the local community, a new Community and Sports Hub will maximise accessibility to all user groups, increase the usability for multiple sport and community groups, and connect to surrounding public open space and amenities. This will result in an active and integrated community destination for a variety of recreation and local sports clubs alike.

2. The Broadview Community and Sporting Hub

The new Community and Sports Hub facility incorporating changes rooms, club rooms, function and meeting rooms, storage facilities and spectator areas for the Eastern Adelaide region will provide equitable access to user groups, increase participation and promote safety.

This new facility will be designed to meet the needs and aspirations of our growing and diverse community and provide a home for a range of sporting groups.

\$4 million dollars has been secured to deliver the Broadview Community and Sports Hub with \$2.5M being committed by the Council and funding in the amount of \$1.5M being secured from the State Government, Office of Recreation, Sport and Racing through its Grassroots Facilities Program.

3. The Community Reference Group (CRG)

3.1 Purpose

Council is committed to consulting with the community at each stage of the Broadview Community and Sports Hub Project to ensure the facility reflects community needs and aspirations.

For this purpose, the council has adopted a Community Engagement Plan which outlines the Council's approach to engage with the community in relation to the project. One aspect of the community engagement strategy is the establishment of the Community Reference Group (the CRG).

The CRG is established pursuant to the Community Engagement Plan as a group of community representatives and stakeholders that will provide advice to the Project Control Group (PCG) and Elected Members regarding the development and implementation of the Broadview Community and Sports Hub Project.

3.2 Functions

The CRG will help the Project Control Group and Council to understand the matters that a broad cross section of our community believe are important to consider when designing and building the new facility by:

- providing information and advice from diverse perspectives;
- facilitating and considering feedback from stakeholders and member of the public and making recommendations to the Project Control Group to address the feedback as appropriate;
- commenting and/or making recommendations according to reports, plans and requests from the Project Control Group; and
- seeking targeted feedback from community groups as required to inform decision-making regarding the project, for example from the Kurna community and the Disabled Access Advocate
- serving as a "sounding board" with respect to decisions of the Project Control Group relating to the design of the facility.

The advice and recommendations of the CRG will be considered by the Project Control Group and implemented as appropriate, including by way of being incorporated into the Broadview Community and Sports Hub Project design where possible (taking into account those matters that will necessarily influence the decision-making process such as budgetary constraints, legislative requirements, alignment with Council strategic objectives and the terms and conditions attaching to grant funding).

The CRG must, in exercising its functions, have regard to the adopted grant outcomes, which are:

New sports hub facility, incorporating changerooms, clubrooms, function and meeting rooms, storage facilities and spectators area for the Eastern Adelaide region which provides equitable access to user groups, increases participation, and promotes safety.

3.3 Membership

Number

The Community Reference Group will comprise up to 15 members.

Meetings will proceed regardless of the number of persons in attendance – no quorum required.

Composition

Membership will include a range of relevant community representatives, including:

- Chair – staff member from Council as determined by the Chief Executive Officer
- Mayor O’Loughlin
- 2 Ward Councillors appointed by the Council
- up to 2 representatives of the Broadview Football Club as nominated by the Club
- 1 representative of the Prospect District Cricket Club as nominated by the Club
- 1 representative of the Prospect Broadview Bowling Club as nominated by the Club
- 1 Immediate neighbourhood representative (i.e. Poltawa Terrace) appointed by the Council
- 1 representative of the Broadview Tennis Club as nominated by the Club
- 1 representative of the Collingrove Tennis Club as nominated by the Club
- up to 4 Community representatives appointed by the Council – combination of targeted and advertised – expression of interest process (eg Josie Meyer, existing hall user, letter box drop 200-400m, local signage)

Members of the CRG who are not a Council employee or Council member have status as volunteers of the Council.

The CRG may, from time to time, choose to invite members of other community group to attend a meeting of the CRG for the purposes of providing feedback or other information to inform any advice and recommendations to be provided by the CRG.

Nomination and Selection Process

The community and sporting groups identified above may, in addition to nominating a representative, also nominate a Proxy who may attend meetings of the CRG in the absence of the Club’s nominated representative.

Nominations for both representatives and proxies should be submitted via the online Expression of Interest form.

Elected Member(s) will be the Ward Councillors.

The balance of the members of the CRG to be appointed by the Council will be appointed following an expression of interest process.

Structure

Chair:	Director Infrastructure & Environment
Deputy Chair:	Project Manager
Minute Taker:	Directorate – Infrastructure and Environment
Meeting Organiser:	Executive Assistant to the Director – Infrastructure and Environment
Ex officio:	Mayor O’Loughlin
Members:	Nominated from local stakeholder groupings (see Membership Composition above)

3.4 Roles and Responsibilities

Members will be required to:

- actively participate in meetings via attendance, discussions, review of minutes and other relevant documents;
- support and contribute to open discussion and respectfully encourage and listen to the contributions of others; and
- where possible, represent a broad range of views according to the member’s membership of local community groups and community networks.

3.5 Term of Office and Removal from Office

Membership of the CRG is at the pleasure of the Council.

The term of office for members of the CRG is for the duration of the project, which is expected to conclude by 31 December 2023, unless the Council resolves to disband the CRG at an earlier time.

Casual vacancies may be filled using the selection process identified above that applies to the relevant vacancy.

A member of the CRG may be removed from office by the Council on the grounds that:

- the member was absent, without leave from the CRG, for more than three consecutive meetings of the CRG; or
- the member has acted in a manner that is inconsistent with the functions of the CRG or the roles and responsibilities of members as specified herein.

The determination as to whether a member’s conduct constitutes grounds for removal from office will be made by the Council. The Council will observe the principles of natural justice in making any decision to remove a member of the CRG from office and the member will be given an opportunity to comment in relation to any adverse allegations against the member and in relation to any proposal that he/she be removed from office. Any comments made by the member will be taken into account by the Council before a decision is made.

3.6 Meeting Frequency and Duration

Meetings will be held on nominated Wednesdays from 6.00pm – 7.30pm at Payinthe, 128 Prospect Road, Prospect (TK Room) with specific dates to be determined once the CRG is established and may be amended from time to time.

Meetings will be held throughout the duration of the Project as often as is necessary according to Project requirements and as determined by the CRG or the Project Control Group, most likely monthly during the initial stages of the Project and becoming less frequent as the Project progresses.

Attendance at CRG meetings may be arranged through video-conference (Zoom) according to the availability of required resources.

3.7 Public Access to Meetings

Meetings of the CRG will be held in confidence unless the CRG considers that it is appropriate for the meeting or part of it to be open to the public.

3.8 Agendas, Minutes and Discussion Papers

Agendas will be distributed to members at least 3 days prior to the next meeting.

Minutes of meetings will be recorded and distributed to members within 7 days following a meeting and otherwise made available to the Council for information purposes.

Discussions papers will be distributed with the agenda as required.

3.9 Reporting

The CRG will report directly to the Project Control Group via minutes of meetings.

3.10 Project Control Group

The Project Control Group will comprise:

- The Director – Infrastructure and Environment (Chair/Lead of PCG)
- The Project Manager for the Community and Sports Hub Project responsible for project delivery
- Internal council staff responsible for the delivery of the project, including:
 - Staff from the community development team responsible for health and wellbeing programs in the broader community
 - Staff from the events/activation/booking team responsible for the booking and access of the building to the broader community and external sporting groups
- A representative of the contracted builder for the Project
- A representative of the architect for the Project.

The Project Lead will be responsible to provide regular quarterly reporting to Council on the Project.

The Ex officio Member of the CRG may provide regular reports to Council as part of Council Agenda, Standing Item - VERBAL REPORTS FROM COUNCIL REPRESENTATIVES.

3.8 Decision Making of the Community Reference Group

A general 'showing of hands' will allow the Chair to count, record and understand the overall view and perspective of the group.

Where necessary, decisions will be made by the CRG by way of majority vote. All members of the CRG have voting rights, being one (1) vote per member. In the case of a tied vote the Chairperson has a casting vote.

Advice and information provided from the CRG will be considered by the Project Control Group to gain an understanding of the overall view and perspective of the group.

To avoid doubt, the role of the CRG is advisory only and all final decisions for the Broadview Community and Sports Hub Project will be made by Council (or its delegated staff), including but not limited to the design, construction method, procurement, risk management and occupation.