

Macmillan Precinct Masterplan Working Group

Terms of reference

Purpose and objective

The purpose of the Macmillan Precinct Masterplan Working Group (the group) is to guide the progression of 'Stage 3 – Masterplan' of the Macmillan Precinct Redevelopment Project, with the objective of delivering the Masterplan Report for Council consideration by December 2022.

Scope

In line with the Town's GEN6 Public Participation Policy, the level of participation from the group is up to 'Collaborate'. This means that the Town, Elected Members and Community Members will partner in each aspect of the decision making process throughout 'Stage 3 – Masterplan' of the Macmillan Precinct Redevelopment Project.

Specifically the group will be actively involved in providing feedback, workshopping and endorsing the approach at key stages of the project. These include but are not limited to:

- Input into the Bowls Club and Community Hub Design Brief;
- Input into the Design Options Exploration of the Bowls Club and Community Hub;
- Input into the Schematic Options, Costs, Multi-Criteria Assessment and findings of the above design options;
- Input and recommendation on the preferred option and design direction of the Bowls Club and Community Hub;
- Input and recommendation on the design development of the Bowls Club, Community Hub and Wider Precinct; and
- Input into the draft Masterplan Report.

Term

To ensure that the group continues to be fit-for-purpose and remain meaningfully engaged, members of the group will be appointed for the full duration of 'Stage 3 – Masterplan' up to 23 December 2022, with an option to extend the term a further 12 months.

Membership

The group shall be comprised of the following members:

- Four (4) Town officers (Additional officers and guests may be invited based on meeting agenda and priorities);
- Four (4) Elected Members;
- Six (6) community members selected following an Expression of Interest process; and
- Six (6) stakeholder representatives.

Members are appointed for the duration of the group.



Members have the option to exit the group at any time at their own discretion. If a member exits the group the Town may invite a replacement based upon submissions from a previous EOI process or re-advertise the position at the Town's discretion.

Roles and responsibilities

Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.

Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.

In addition to these, the specific roles for each membership type are as follows:

- a) Elected members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's objective – [to be altered depending on agreement from group]
- b) Community members and Stakeholder Representatives are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities – [to be altered depending on agreement from group]
- c) Officers are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.
- d) Guests will be invited to the group on occasion and will be responsible for presenting, facilitation or provide independent representation of stakeholders.

Meeting procedures

The group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will be the person consulted on the day-to-day operations of the group and its required preparations, including the agenda, for its next meeting.

The group will meet as per the attached meeting schedule or as required, upon the calling of the meeting by the presiding member.

A meeting quorum will be at least 50% of the participating members of the group. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.

The agenda and minutes of the meeting are to be prepared by the Town, as follows:

1. The agenda will be distributed no later than three working days before the meeting on the Town's website.
2. The draft minutes will be distributed no later than five working days after the meeting to the group

3. Members review the minutes and provide feedback through the presiding member within seven days
4. The draft minutes form part of the next agenda for endorsement
5. Both the agenda and minutes are to be developed in the prescribed form.

Reporting

The group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.

