

Diamond Valley Sports and Fitness Centre Masterplan Strategic Advisory Group Terms of Reference

1. Introduction

Terms of Reference Purpose:	The purpose of this document is to set out the terms of reference, composition and operating arrangements for the DVSFC Masterplan Strategic Advisory Group (SAG).
Reporting To:	<p>The Strategic Advisory Group is not a formal committee of Council but is a strategic group established by Council. It is not a decision making body and does not require voting protocols or other decision making mechanisms.</p> <p>The Strategic Advisory Group reports to the General Manager Community and Leisure</p>
Strategic Advisory Group purpose:	The purpose of the Strategic Advisory Group is to provide specialist knowledge and advice to Council across health, business and broader community interests in respect to development of the DVSFC Masterplan.

2. Role of the Diamond Valley Sports and Fitness Centre Masterplan Strategic Advisory Group:

The role of the Group is to:

- Provide knowledge and advice pertaining to health, business, education and broader community.
- Assist Council to identify opportunities and constraints of the site.
- Assist Council to identify future needs and directions of sport, recreation and health within the community.
- Represent community and stakeholders interests and requirements.
- Be an advocate for the masterplan's outcome.
- Respect confidentially, if required, of matters discussed in meetings.

3. Role of individual Group members

The role of the individual group members is to:

- Contribute to the development of the masterplan consultants brief;
- Attend scheduled meetings.
- Provide a link between the Project Reference Group;
- Give consideration to all stakeholders' interests and requirements;
- Be an advocate for the masterplan's outcomes; and
- Give consideration to project management issues and approaches.



In practice, this means:

- We work together to achieve the project outcome - to ensure all stakeholders' requirements are heard and that outcomes balance the range of requirements;
- We treat risks and manage opportunities associated with the project and help balance them;
- We provide guidance and advice in a timely manner;
- We find creative solutions to issues and ideas; and
- Work together for the greater good of the community.

Membership

STAKEHOLDER	ROLE IN PROJECT
Blue Lake Ward Councillor	Chair the Strategic Advisory Group
Nominated Councillor	Provide Council input and community representation
General Manager Community and Leisure	To oversee the process, provide advice and input into the Masterplan and liaise with GMT
Leisure Facilities Senior Contract Supervisor	To manage the operation of the project and be the key point of contact and perform the secretariat role
Up to 8 community representatives	Provides community knowledge, advice and perspectives across a diverse range of interests and disciplines to shape the project opportunities and directions

Responsibility

DVSFC Masterplan Strategic Advisory Group: Provide input into the project and review documentation. The Strategic Advisory Group is not a decision making body and does not require voting protocols or other decision making mechanisms.

Project Manager: Effective management of tasks and timelines to achieve project objectives. Oversee stakeholder and community engagement activities.

Operating Procedures

Chair: The Blue Lake Ward Councillor shall chair the Strategic Advisory Group meetings. If the designated Chair is not available, then the other appointed Councillor or the General Manager Community and Leisure will be responsible for chairing that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Frequency of meetings: The Group shall meet as per the agreed meeting schedule (to be determined by the Strategic Advisory Group).

Term of appointment: The Diamond Valley Sports and Fitness Centre Masterplan Strategic Advisory Group shall exist, using these articulated governance arrangements, until the Diamond Valley Sports and Fitness Centre masterplan is completed.

- Support:** Meetings will be convened by the Chair. The Project Manager or a Council Officer will be responsible for secretariat support including preparation of agendas, minutes, correspondence, reports and other matters that may arise.
- Full copies of the meeting minutes, including attachments, shall be circulated to all SAG members no later than five working days following each meeting.
- Agenda items:** All the Group agenda items must be forwarded to the Project Manager by C.O.B. five working days prior to the next scheduled meeting.
- The report with agenda items will be distributed to members by C.O.B. three working days prior to the next scheduled meeting.
- Public statements:** Any public statements made by the Chair or ordinary members of the SAG must be in accordance with Council's media protocol.
- Decision making:** The SAG does not have delegated decision making responsibilities. Advice and recommendations made by the SAG will be considered by Council when developing the Masterplan for Diamond Valley Sports and Fitness Centre.
- Review timetable:** The effectiveness and membership of the SAG will be reviewed monthly.

Project Governance Structure

This document outlines the scope and structure of the Diamond Valley Sports and Fitness Centre (DVSFC) Masterplan Strategic Advisory Group (SAG). It articulates representation on the SAG and defines the roles and responsibilities of its members.

Project purpose

Preparation of a Masterplan for DVSFC which will guide the future planning and development opportunities in order to meet the current and future needs of the community.

Project Deliverables

The project will be achieved through:

- The development of a Masterplan.

Project Governance & Reporting:

