

Terms of Reference

Camp Reserve Community Consultation Committee



February 2022

1. Background

Camp Reserve is Mount Alexander Shire's premier sporting reserve and is located centrally in the shire's main population centre of Castlemaine. The reserve currently accommodates a range of sporting and community uses including football, netball, cricket, table tennis and periodic events (e.g. Lions Club swap meets; Castlemaine and District Agricultural Society annual show). Camp Reserve is located on Crown Land and is managed by Council, with responsibility for day-to-day management delegated to a Community Asset Committee (CAC). However, Council retains responsibility for planning of long-term facility maintenance and development of the site.

Camp Reserve is located within the 'Camp Reserve and Environs' conservation area which is listed on the heritage overlay of the Mount Alexander Planning Scheme at H0 668 at local level. The extent of registration includes the whole site. Its cultural heritage significance is embedded in the history of the site, the aesthetic values of its natural and cultural landscapes and the strong social values held by the local community and users for the place.

The resident clubs and main user groups of the reserve are:

- Camp Reserve Community Asset Committee - Committee of Management (CRCM).
- Castlemaine Football Netball Club
- Castlemaine and District Cricket Association
- Castlemaine United Cricket Club
- Castlemaine Table Tennis Association
- Castlemaine and District Agricultural Society

The reserve is a significant public open space for the community and is used daily by local residents for exercise and recreation.

In September 2020, Council endorsed the Camp Reserve Master Plan (refer Appendix 1) which provides a future direction for the improvement of facilities at the reserve. The major recommendations from the master plan are the development of a new multi-use community pavilion (western side of oval) and the addition of 2 new courts (1 netball and 1 multi-purpose) at the southern end of the reserve.

In the 2021/22 Council Capital Works program, funding was provided to advance the designs of the pavilion and netball courts. Council has engaged the services of a design team (architects and sub consultants) to work through a design development process throughout 2022.

2. Purpose and role of Consultation Committee

The Camp Reserve Community Consultation Committee (CRCCC) has been established as a partnership between Council and members of the Castlemaine community to support the advancement of the design development of key infrastructure elements of the endorsed Camp Reserve Master Plan (2020).

The CRCCC will support and encourage constructive collaboration between Council and the community to deliver these critical community aspirations.

The CRCCC will provide advice to Council and assist with coordinating consultation with the broader community during the design phase of the pavilion and netball courts at Camp Reserve.

Council is seeking applications from those who can bring a set of skills and local knowledge to guide the project through a design development phase.

Council has also formed a Camp Reserve User Group Consultation Committee to work with the sporting and event stakeholders who are based at the Reserve.

3. Membership

Consultation Committee composition and tenure

The CRCCC will consist of between six to ten community members, relevant representation from Council's Parks, Recreation and Community Facilities teams and Councillor/s.

CRCCC members will be appointed for a period for one year.

In the event of the resignation of a consultation committee member, a replacement will be sought through public notice.

Appointment and Selection

Council will seek applicants for membership via an Expression of Interest process through a range of methods which may include public notices or individual invitation.

Council shall strive to achieve a balanced membership across the sporting, active recreation, disability access, education, creative industries and tourism areas of interest, and from the general community. As far as is practicable, the membership will reflect the diversity of the Mount Alexander Shire community.

Community members will be appointed by Council on an individual basis and not as part of their membership with any other community group or organisation.

The CRCCC may co-opt suitably skilled persons to join the committee in an advisory capacity, for a specified purpose and for a specified period of time.

The selection panel for the appointment of members will consist of:

- Castlemaine Ward Councillor;
- Manager of Parks, Recreation and Community Facilities at Mount Alexander Shire Council; and
- Active Communities Team Leader at Mount Alexander Shire Council

Selection Criteria

To be considered as a member of the CRCCC, applicants must be able to demonstrate:

- Strong local knowledge of Castlemaine and/or be a Castlemaine resident;
- Adequate knowledge of the Camp Reserve pavilion and facilities;
- Ability to represent a broad range of views that represent the diversity of the Castlemaine community;
- Knowledge of and/or a strong interest in the design of sport recreation and community facilities;
- A willingness to contribute meaningfully to meetings in a fair and unbiased manner, looking beyond personal interests for the benefit of the Castlemaine community; and
- Ability to commit to the CRCCC for the term of appointment.

4. Meetings

Meetings will be convened by staff from the Parks Recreation and Community Facilities team and chaired by a Mount Alexander Shire Councillor. If a Councillor is absent or unavailable, the Chair will default to a member of the Mount Alexander Shire staff.

It is expected that each member of the CRCCC will attend a minimum of four to six meetings per year. The number and frequency of meetings will be collectively determined once the committee has been established. Given the nature of the design process, the meeting frequency may be irregular and condensed at particular stages.

A meeting quorum will be half + 1 of the community members of the CRCCC.

The CRCCC will operate under the principle of consensus decision-making and will not utilise formal voting procedures, unless required under specific circumstances directed by the Chair.

Meeting agenda/minutes will be provided by staff from the Parks, Recreation and Community Facilities team from Mount Alexander Shire Council.

Meetings will be held at Mount Alexander Shire Council offices, unless a site meeting is deemed necessary. Video conference meetings may be required if COVID-19 restrictions on public gatherings are re-introduced or if by mutual agreement of the committee.

5. Roles and Responsibilities

Mount Alexander Shire Council is responsible for:

- Providing meeting support including coordinating meetings, distributing agendas and taking minutes.
- Project management of the design process for the infrastructure items from Camp Reserve Master Plan.
- Consultation and communication with collective members of the CRCCC
- Reporting of information through to Executive Management and Councillors.

The CRCCC members will:

- Provide community input, advice and recommendations to the project team;
- Review and comment on draft project documents.
- Ensure that the views and interests of the community are represented and that relevant stakeholders are engaged.
- Provide an active and positive contribution to the project.
- Actively support the Project and act as advocates for its intent and outcomes.
- Provide advice on proposed community consultation activities and encourage community participation.

Ideally, members of the CRCCC will have the following attributes:

- Understand the role of local government in the provision of sport, recreation and community facilities.
- Play an active role in community life, be able to work collaboratively with others and foster positive partnerships.
- Be aware of the activities, interests and concerns of stakeholder organisations and groups within the shire.

- Demonstrate an ability to think strategically and operationally about the design of sport, recreation and community facilities.
- Be able to attend scheduled meetings of the committee within the term of appointment. The dates and times of the meetings will be negotiated by consensus at the inaugural meeting of the Committee.

6. Conflicts of Interest:

All CRCCC members will be appointed on the basis that they have no direct or indirect conflict of interests in relation to the project.

All CRCCC members will be required to sign a formal (and legally binding) conflict of interest declaration prior to final confirmation of appointment to the committee. A full definition and explanation of what constitutes a conflict of interest will be provided to each shortlisted candidate prior to confirmation of appointment to the CRCCC.

During the course of this process should an undeclared and/or undisclosed conflict of interest arise associated to any CRCCC member they will be required to immediately resign their position and will have no further involvement with the CRCCC and this project.

7. Confidentiality:

From time to time during the course of this process information may be shared with CRCCC members (verbally and/or in writing) and highlighted as confidential. Confidential information must not be shared or discussed with anyone outside of the CRCCC.

8 Term:

This Terms of Reference is effective from appointment of the CRCCC and continues for 12 months or until the key infrastructure items have been developed. Extension of the committee may be considered and approved by Council.

9. Amendment, Modification or Variation:

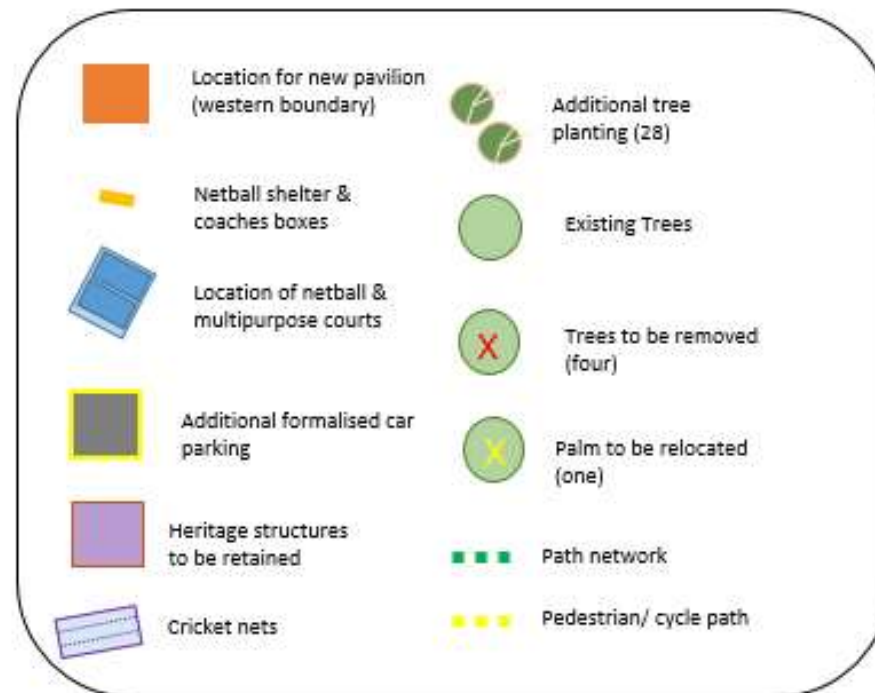
This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by CRCCC members and Mount Alexander Shire Council.

Appendix 1 – Camp Reserve Master Plan (2020)



Council endorsed master plan

September 2020



CAMP RESERVE, Castlemaine.

Item	Description
1.	That the pavilion be relocated to the western flank of the reserve
2.	The design of the pavilion should include an activated street frontage to Gingell Street and an architectural consultancy with demonstrated experience working with a heritage context be engaged to design the pavilion.
3.	That the oval length is to be retained, with the shape of the playing surface to be reviewed.
4.	That the netball and multipurpose courts be located at the southern end of the reserve and that appropriate amenity and shelter is provided. i.e. clearly defined path connection to and from the pavilion, a drinking fountain, bench seats, coaches boxes and spectator viewing shelter be provided.
5.	An instruction be added to the master plan to explore opportunities for a hit up wall to be incorporated into the netball court and multipurpose court area.
6.	Officers recommend that lighting of the netball and multipurpose court be restricted and only permitted until 9:30pm.
7.	Officers recommend that as part of Council's governance processes', hire agreements be developed and administered to clubs and groups who use the pavilion requiring them to adhere to noise restrictions.
8.	That a circulation pathway plan be prepared specifically to show the required space and movement around the Reserve for the Agricultural Show events and essential services.
9.	A proposed package of works for the Agricultural Show Pavilion be developed.
10.	That a tree management plan for the Reserve be prepared prior to removal of mature and historic trees.
11.	Provision be made for the replacement of the Agricultural Show office and ticket box if it is demolished.
12.	Officers recommend that the two Eucalyptus Camaldulensis trees continue to be monitored, managed and protected for as long as practicable.
13.	The draft master plan be amended to include the incorporation of additional trees and an instruction added with regards to ensuring appropriate tree species selection. Consideration of appropriate tree varieties will be made in detailed landscape design phase.

14.	Officers recommend the provision of circa 60 additional, 90 degree formalized car parking spaces be provided within the reserve and in addition, spectator structures at key locations also be included in the revised master plan.
15.	The shared path along the eastern boundary of the reserve should be provided at a minimum of 2.5m wide, desirably at a width of 3 meters.
16.	The proposed footpath network within the Reserve should be a minimum of 1.5m wide in all locations, however typically wider (2 meters) where adjacent to the oval.
17.	In addition to further encouraging bike riding to and from the reserve, officers recommend providing bicycle hoops at the pavilion, the netball courts and the agricultural pavilion.
18.	An instruction be added to the master plan to include strategically placed seating. Final location to be subject to detailed design.
19.	An instruction be added to the master plan to include interpretive signage acknowledging Aboriginal Cultural Heritage and stories in consultation with traditional owners.
20.	An instruction be added to the master plan with regards to ensuring further consultation is undertaken at detailed design stage for major elements within the Reserve i.e. the pavilion design, agricultural pavilion, and netball and multipurpose court design.