

Dennis Reserve Multipurpose Facility Working Group

Terms of Reference

Introduction

Council is establishing a community working group to assist the design of the new community facility to be constructed on Dennis Reserve. This new facility will combine the two Council facilities located Dennis Reserve into one purpose-built community facility. If current programming levels are maintained, is anticipated that this facility will be at full capacity as soon as it is constructed. The below existing community groups will be tenants of this new facility:

- Williamstown Senior Citizens Club
- Conversations for the Curious
- Williamstown Central Tennis Club
- Country Women's Association – Williamstown Branch
- University of the Third Age Hobsons Bay Williamstown

Dennis Reserve Master Plan Background

In March 2019, Council endorsed the Dennis Reserve Master Plan. The Master Plan has been progressively implemented over three financial years.

Stage 1 – the demolition of existing tennis courts, tennis club pavilion and the ladies bowling green and pavilion and the construction of four new tennis courts.

Stage 2 – open space upgrades to the southern end of the reserve

Stage 3 – demolition of the existing seniors building and construction of a new multi-purpose community facility.

Over the past two financial years, works have been progressing across Dennis Reserve. Stage 1 is now complete and the tennis courts are operational. Stage 2 is on track for completion in June 2021.

Purpose

The purpose of the working group is to:

- Work with council through the design development phase of the project to ensure that the new facility meets both the club and community needs now and into the future.
- Work with Council to review the community feedback from the concept plans and assess what changes might need to be made within the new facility
- Assist in the relocating existing groups during the demolition process, including the sourcing of appropriate facilities to decant into.
- Assist with the relocation back into the new facility.

Representatives

The working group will consist of 13 community members with up to five Council officers:

- 2 representatives from Williamstown Seniors Club
- 2 representatives from Conversations from the Curious
- 2 representatives from the Country Women's Association – Williamstown branch
- 2 representatives from the Williamstown Central Tennis Club
- 2 representatives from University of the Third Age Hobsons Bay Williamstown
- 3 independent community representatives
- Project Manager
- An officer from Active Communities
- An officer from Community Support
- Projects Engagement Officer

Additional attendees will include consultants, designers or council staff to engage with the working group at various stages of the project. The list of these attendees will be made available prior to the meeting.

Code of conduct

Some simple ground rules will apply for the working group, to support good robust discussions and respectful community engagement. These include:

- Interacting respectfully with other members and officers in attendance
- Attend all meetings
- Undertake any required reading prior to attending the meetings
- To the extent possible, complete the actions which have been allocated to them within the agreed timeframe.
- Exercising reasonable care and diligence
- Treat all information received as confidential unless otherwise advised
- Not publicly commenting on behalf of the group

Confidential or Sensitive Information

Working group members may be provided with information in various forms by Council. All information is considered confidential, and to be used only for the purpose it is presented. Other than where members have obtained the prior written approval of Council, members will need to agree to maintain confidentiality concerning all information made available to them as a member of the working group.

Such information that the working group may receive include, but is not limited to:

- Information that would be of direct financial disadvantage to Council if made public;
- Information that is still only partly formulated and may, if released, give a misleading view to the community of what Council is planning; and
- Any other information that would disadvantage Council if made public.

Conflict of Interest and Privacy

Where a member of the working group has an actual or perceived conflict of interest in relation to a matter in which the group is discussing, or is likely to be considered or discussed, the member must

disclose the interest to the group before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Membership and Attendance

The following criteria shall apply for the selection of members:

- The level of interest and experience in providing support to the community
- Representation of members in terms of the demographics of Hobsons Bay based on age, background, interests and ability
- Commitment to attend all meetings: meeting schedule will be forwarded upon completion of the stakeholder group.

Operations

The working group has no financial responsibilities, decision making powers or delegatory authority but serves to make recommendations for Council's consideration and will operate under these Terms of Reference.

Meeting Procedures

The working group will meet at a minimum for the dates listed in the Membership and Attendance section above. Additional meetings will be proposed by the Chair and held on a date agreed to by the entire stakeholder group.

The meetings will be held at the Williamstown Town Hall, 104 Ferguson Street, Williamstown.

A quorum of at least 50 per cent of members and at least one chair must be present in order for the meeting to proceed.

The Chair of the stakeholder group will be a representative of Community Support or the Project Manager.