



Hilltops Cultural, Community and Education Precinct

Community Project Steering Committee

TERMS OF REFERENCE

1 Background

For many years the community of Young, now within the Hilltops Council region, have sought to upgrade its community library facilities. In 2014 the former Young Shire Council commissioned a Cultural Infrastructure Masterplan which called for the rehousing of the library into a purpose-built facility and Council has allocated a portion of funding for the project to be undertaken.

In June 2017, former Member for Cootamundra Katrina Hodgkinson announced that Young High School was to receive funding for the upgrade of a new library. School Infrastructure NSW (SINSW) approached Hilltops Council in mid-August 2017 to explore whether a joint-use facility would be possible. The SINSW School Assets Strategic Plan places emphasis on developing Schools as Community Hubs and it is now standard practice for SINSW to explore possible joint-use projects when they are scoping education projects. With both the school and community needing enhanced library services, and a range of other facilities, it made sense to explore the possibility of working together to build a facility that would meet the needs of both the school and community.

Hilltops Council and School Infrastructure NSW (SINSW) have signed an MOU to investigate the possibilities of a Joint Use Project Agreement for the design, development and operation of an integrated school and community library as a key facility in the Hilltops Cultural, Community and Education Precinct to be centred in Young.

2 Primary Function of the Hilltops Community Project Steering Committee

The Community Project Steering Committee ("the Committee") is responsible for gathering and representing the voice of the Hilltop's community including Harden, Boorowa and Young in relation to the Hilltops Cultural, Community and Education Precinct project. The Committee will act as a conduit between Council and the community in an advisory capacity to ensure the project achieves the outcome that meets the needs of Hilltops residents.

3 Membership

Members of the Committee will be determined by the elected Councillors of Hilltops Council. The Committee will be a collection of interested community members and key stakeholders who will provide input and feedback on the planning process for the proposed facility. This Committee is not a Section 355 committee of Council. The final decision-making responsibility with regard to the community aspects of the project (as distinct from the SINSW and Young High School aspects) will be the responsibility of the 11 elected Hilltops Councillors.

3 Meetings

The Committee will meet as and when required, but a minimum of once monthly during the formative stages of the project. The Committee meetings will be chaired by a Councillor and a secretary will complete minutes of each meeting and minutes will be distributed to members post the meeting.

Meetings shall be held at a time and venue determined by the Chair. Notices of Meetings shall be distributed to the Committee at least five working days prior to the Meetings except on the occasion of an urgent matter arising that requires an extraordinary meeting to be held to enable the planning process to keep to established timelines.

4 Task and Activities

The Committee as part of the meetings may be asked to undertake tasks and activities as part of the consultation process.

5 Governance

As part of the Joint Use planning process with SINSW a Project Reference Group (PRG), involving Hilltops Council and SINSW, will be established which oversees all aspects of the project. The Committee represents the Hilltops community voice to the PRG as described in point 2.

6 Standards of Conduct

Members of the Committee will be required to demonstrate appropriate professional and courteous behaviour during the Committee meetings.

As each Committee member will be representing their own view or that of their organisation when contributing feedback to the Committee it is imperative that each member:

- shows respect to other members of the Committee and their contributions at meetings
- supports effective engagement and collaboration within the group
- acknowledges that the opinions of others, which may differ from their own, are still valid contributions to the Committee
- participates in discussions and accurately represents the views of their organisation (if representing an organisation)
- agrees to ensure that that information shared with the Committee that is indicated by the Chair or other Committee Members to be confidential at that point in time, remains confidential.

7 Dissolution of the Committee

At the Chair's discretion the Committee may be dissolved or segmented into working groups to focus on particular areas of the project. The Chair also has the discretion to ask a Committee member to no longer be a member of the Committee should they not adhere to the Standards of Conduct outlined above.