

City of Adelaide Eastern Park Lands Community Reference Group

Draft Terms of Reference

Purpose

The purpose of the Eastern Park Lands Community Reference Group (CRG) is to provide a forum for members as representatives of the community, to gain insight and provide input into various aspects of motor sport events held in the Eastern Park Lands and roads. It aims to bring together a diverse range of community perspectives and articulate key community concerns and views on the impacts and considerations of motor sport events in the Adelaide Park Lands to the South Australian Motor Sport Board (SAMSB) and the State Government.

The CRG seeks to:

- create an opportunity for open, two-way communication about key topics of interest related to the staging of Motor Sport events in the City, with focus on the Eastern Park Lands and roads
- provide local advice and knowledge to the City of Adelaide (CoA) project team.
- provide advice to the SAMSB and the State Government
- ensure communities have up-to-date and accurate information about these events
- provide a forum for shared learning and continuous improvement.

The intent of a CRG is to gather feedback, impacts and advice from the community. Feedback from the CRG will always be encouraged and welcomed. There will be potential for consultation on select matters. The CoA will carefully consider all feedback from the group, in light of the overall event objectives, subject matter expert (SME) advice, as well as statutory requirements and government legislation.

The CRG is intended to represent a broad range of community interests and views specific to the Eastern Park Lands and roads. For this CRG, the 'Eastern Park Lands' are defined as:

- Rundle Park / Kadlitpina
- Rymill Park / Murlawirrapurka
- King Rodney Park / Ityamai-itpina
- Victoria Park / Pakakakanthi
- Carriageway Park / Tuthangga
- Any other Park Land declared for use by a motorsport event under the *South Australian Motor Sport Act 1984*.

The CRG is not a decision-making group.

CRG Membership

CRG representatives will be selected from nominations received on the basis of achieving a broad community representation. Nominees may nominate as individuals or representatives on behalf of a local organisation, interest or business group. In order to achieve a broad membership, the CRG should include representatives from the following groups:



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- nearby residents
- nearby businesses
- key interest/community groups
- Eastern Park Lands lease and licence holders
- SME relevant to the Adelaide Park Lands
- adjacent local government
- representatives with experience/skills relevant to the subject matter.

CRG membership is voluntary, and in joining the group, members must commit to attending and positively participating in all CRG meetings. In the event a CRG member is unable to attend a meeting, this member may identify one proxy to act as a substitute replacement. If a nominated representative fails to attend two consecutive CRG meetings, without sending an apology (or a proxy), a replacement representative may be sought at the discretion of CoA. Any proxy must be briefed by the member before attending the meeting. Each member should have only one proxy to ensure consistent attendance.

Guest speakers may be invited to attend specific meetings at the request of CRG members.

Local and State government representatives (including staff and elected members) and peak bodies will not be members of the CRG. They may be invited to attend in an observation capacity when appropriate.

A facilitator and a note-taker will attend each meeting and will not be part of the CRG membership. Membership is for a 12-month period, upon which the operation of the group will be reviewed. This review will include determining whether existing membership is extended or if new members are invited join the group to replace existing members. It is acknowledged members may need to have discussions with the CoA separately to the CRG process. The facilitator may, at their discretion and at any time, revoke the membership of a representative if it is deemed they are:

- failing to act in a manner that fulfils the CRG's Terms of Reference, and/or
- not supporting the CRG's purpose, goals or operational requirements.

CRG Member Responsibilities

CRG members must agree to:

- operate within the scope of these Terms of Reference (ToR)
- attend and contribute respectfully to CRG meetings
- notify the CoA when they are not able to attend a meeting and organise a proxy to attend
- provide community insights
- promote the interests of the respective community, organisation, group or business they represent
- maintain open communication, sharing of information with other CRG members, but also respecting the need for confidentiality when requested on sensitive project discussions
- listen with respect to all views so everyone has the opportunity to be heard



- communicate all project consultation activities to the community and key stakeholders.

CoA Responsibilities

In addition to the above responsibilities, the CoA project team will:

- organise all logistics associated with meeting venues
- advise all members of meeting dates and venues, as well as issue notices of upcoming meetings, agendas, meeting minutes and any supporting material to be distributed via email prior to the meeting
- allow all members of the CRG to present their views
- attend and present available information at CRG meetings to assist other members to form their views
- consider advice and issues raised at the CRG and provide feedback on the outcomes of issues raised
- distribute meeting agendas and a record of meeting outcomes to all CRG members in a timely fashion
- respond within agreed timeframes to requests for information by CRG members
- work to resolve disagreements through open and honest discussion either within the group or privately with the individual(s) concerned before looking to other means of resolution
- support the effective operation of the CRG by responding to questions raised or information sought by the CRG concerning relevant aspects in a timely and appropriate manner.
- provide information to enable the CRG to promote activities and provide access to up-to date accurate information to help inform the CRG members inform local community members
- preparing meeting records. This will include a summary of all actions and responsibilities arising from discussions but will not form detailed minutes.

Chairperson Responsibilities

A facilitator will be responsible for ensuring meetings are structured effectively and group members have equal opportunity to provide input into discussions.

The CRG will be Chaired by a representative invited by the CoA. They are responsible for:

- facilitating discussions and participation by all members
- determining the issues to be discussed in conjunction with the CoA
- ensuring proper and professional conduct of the group
- keeping the meeting on time and in line with the agenda
- agreeing with the group topics for discussion at future meetings
- recording CRG member apologies for absence in advance of the meeting. Proxies for any absentee member must be confirmed by the Chair.



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Meetings

Format of Meetings:

- Meetings will be scheduled every four weeks or as required, pending key project updates.
- At least two weeks' notice will be provided to CRG members for future meeting times.

Standing Agenda Items

- Acknowledgement of Country
- Welcome/apologies
- Notice of any Conflict of Interest
- Round table discussion on key topics
- Acceptance of previous meeting minutes, update on action list, outstanding items and timing
- Project updates
- Presentation on opportunities
- Other business
- Next meeting – time and date.

Invitations and Agendas

Invitations to the CRG meetings will be sent out via email. The number of 'other business' items will be limited to allow suitable time for discussion of each issue and agenda items may be prioritised in relation to the immediacy of issues raised and other items already proposed for that meeting.

CRG members should contact the CoA between CRG meetings to raise specific issues as they arise to determine whether these can be dealt with immediately, or if more appropriate, can be scheduled for group discussion at the following meeting. Issues that arise during CRG meetings that fall outside the TOR will be referred to the CoA to be managed separately.

Quorum

If more than 50% of the membership is unable to attend, the meeting will be rescheduled.

Media Enquiries

CRG members:

- are not authorised to speak with the media or post on social media on behalf of the CRG, or on behalf of any other members of the CRG, without prior consent of the entire CRG
- must not provide the media or social media platforms with any information that has been generated at the CRG that has been specifically identified as confidential and sensitive in nature
- respect every other member's right to express an opinion within CRG meetings and expect not to have these opinions repeated in the media.



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