

Victoria Street Playground Upgrade Community Reference Group



TERMS OF REFERENCE

<p>1. Purpose</p>	<p>Provide input into the development of the Victoria Street Playground Upgrade.</p>
<p>2. Roles and tasks</p>	<p>The Community Reference Group (CRG) will provide input into the planning and design of the Victoria Street Playground Upgrade.</p> <p>The group may include representatives from relevant organisations or community members that have a specific interest or expertise that will benefit the planning and design phase to support the project outcomes.</p> <p>CRG members will represent the interests of the community and provide feedback that represents community views. The CRG will play an advisory role only during the term of the playground design development.</p> <p>The CRG will:</p> <ul style="list-style-type: none"> • Be able to provide direct input to the redevelopment of the playground and its immediate surrounds • Provide feedback and advice to Council officers on the project • Act as ambassadors within the community for the project • Provide independent, honest and constructive comment about the content and process • Respect the views of others in the group and allow opportunity for all views to be presented and discussed • Respect a request for confidentiality should the need arise • Be provided with information that will assist in contributing to the project • Be able to attend meetings



Interpreter service

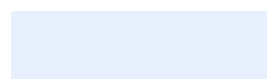
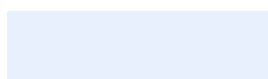
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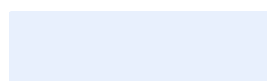
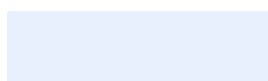
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<p>3. Delegated Authority and Decision Making</p>	<p>The group act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>The group provides advice to Manningham Council staff to assist them in decision making regarding the redevelopment of the playground.</p>
<p>4. Chairperson</p>	<p>Manager Integrated Planning, Manningham Council.</p>
<p>5. Meetings</p>	<p>Three meetings at the Manningham Civic Centre, on a Wednesday or Thursday evening, will be held as per the schedule outlined at the end of this document.</p> <p>Meetings are closed to the community outside of endorsed members and delegates.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time • Be scheduled and confirmed in advance with all relevant papers distributed to each member • Encourage fair and respectful discussion • Focus on the relevant issues at hand • Provide advice to Manningham Council, as far as practicable, on a consensus basis <p>Electronic correspondence and collaboration tools will be used for communication outside of meetings.</p> <p>The sunset date for the group is 30 June 2023.</p>
<p>6. Membership</p>	<p>Membership mix</p> <p>The Victoria Street Playground Upgrade Community Reference Group will comprise of:</p> <ul style="list-style-type: none"> • Up to seven community representatives • A Public Engagement consultant • A Landscape Architect consultant • At least three Manningham Council officers <p>Membership attendance</p> <p>For any Victoria Street Playground Upgrade Community Reference Group meeting to go ahead at least the below members must be able to attend, including:</p> <ul style="list-style-type: none"> • Three community representatives • Two Manningham Council officers.



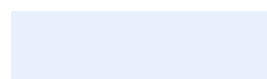
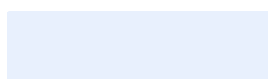
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<p>7. Membership Criteria</p>	<p>We are looking for a representative cross section of people from the municipality to be appointed to the Victoria Street Playground Upgrade Community Reference Group. The following membership criteria will be used to appoint community representatives:</p> <ul style="list-style-type: none"> • Familiarity with the Victoria Street Playground • Lives within the municipality • Ability to regularly attend and participate in meetings as scheduled • Has a mix of skills or attributes to complement other members of the Victoria Street Playground Upgrade Community Reference Group.
<p>8. Method of Appointment</p>	<p>Nominations for appointment to the reference group will be invited by public notice in the local media and Council’s website. Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Appointments will be made by Council officers and selected based on the criteria above.</p> <p>Officers will undertake the assessment of the applicants to determine whether they comply with the membership criteria and provide a list of candidates to the Chairperson.</p> <p>The Chairperson will make a recommendation to Manningham Council’s Director City Planning and Community, regarding the preferred applicants for the reference group.</p>
<p>9. Resignation</p>	<p>A member of the Victoria Street Playground Upgrade Community Reference Group may resign at any time. Notice of resignation is to be provided in writing to the chair of the Victoria Street Playground Upgrade Community Reference Group.</p> <p>Membership on the Victoria Street Playground Upgrade Community Reference Group will be deemed to have been resigned if a member fails to attend two consecutive meetings without prior notice.</p> <p>Any member who resigns or whose membership is terminated will not be replaced given the limited tenure of the group.</p>
<p>10. Confidential Information</p>	<p>Group members must not disclose information that they know, or should reasonably have known is confidential information.</p>



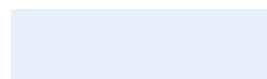
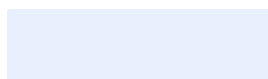
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	<p>Group members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson.</p>
<p>11. Code of Conduct</p>	<p>To ensure the Victoria Street Playground Upgrade Community Reference Group is conducted in a respectful and efficient manner, committee members must:</p> <ul style="list-style-type: none"> • Act with integrity • Impartially exercise their responsibilities in the interests of the local community • Not improperly seek to confer an advantage or disadvantage on any person, including themselves • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying • Take reasonable care of their own health and safety and that of others • Commit to regular attendance at meetings <p>Community representatives appointed to the Victoria Street Playground Upgrade Community Reference Group are expected to abide by this Code of Conduct.</p> <p>Any breach of this Code of Conduct by a community representative may result in termination of membership. Manningham Council officers are bound by the Employee Code of Conduct.</p>
<p>12. Conflict of Interest</p>	<p>Officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.</p> <p>Where an officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a community member has a Conflict of Interest in relation to a matter the group is discussing, the community member must disclose the conflict to the group before the matter is considered or discussed.</p>



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	<p>The minutes should record the nature of the conflict of interest. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>
13. Support	<p>Council will provide the necessary support to assist the Victoria Street Playground Upgrade Community Reference Group to function effectively including:</p> <ul style="list-style-type: none">• Maintaining contact details of members• Preparing and distributing agendas and prior reading material• Preparing and distributing meeting minutes• Circulating other material to Victoria Street Playground Upgrade Reference Group members as necessary
14. Media	<p>Contact with the media by group members will not be permitted. Please direct any media enquiries to the Chairperson.</p>



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15. Project Timeline and Meeting Schedule

PROJECT REFERENCE GROUP INVOLVEMENT	DATE Exact dates to be confirmed	PROJECT STAGE
1st Meeting	March 2022 6.00pm - 7.30pm	Initial discussion and raising community awareness of proposed project.
	March - April 2022	Consultants engaged. Preliminary concept, precedent images and themes prepared.
2nd Meeting	May 2022 6.00pm - 7.30pm	CRG asked for feedback on preliminary concept, precedent images and themes.
	May 2022	Community feedback invited on concept design, precedent images and themes for Playground upgrade.
	June 2022	Council reviews feedback and consultants revise concept in response to feedback from CRG and broader community.
3rd Meeting	July 2022 6.00pm - 7.30pm	CRG provide comment on revised concept plan prior to detail design and documentation.