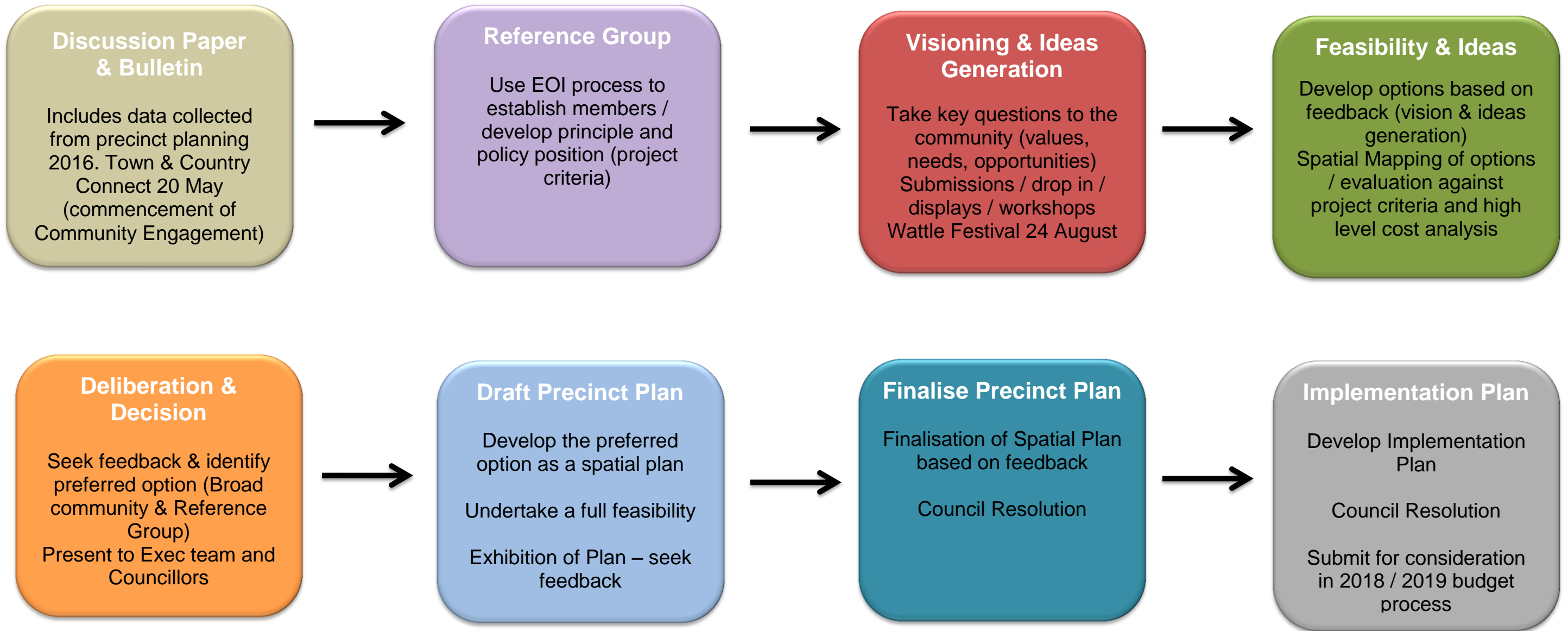


# Graysharps Road, Hurstbridge Precinct



# Open Space Precinct Plan, Graysharps Road, Hurstbridge

## Key Stages Flowchart



- Step 1 Discussion Paper - *Where we are now?* May / June 2017
- Step 2 Establishment of Reference Group June / July 2017
- Step 3 Visioning & Ideas – *Where we want to go?* August / September 2017
- Step 4 Feasibility of Ideas & Shortlisting – *What will we do?* October 2017
- Step 5 Recommendation & Decision Making November 2017 to January 2018
- Step 6 Exhibition of Draft Precinct Plan February / March 2018
- Step 7 Council Resolution April 2018
- Step 8 Implementation plan- *How will we do it?* May 2018

# Open Space Precinct Plan, Graysharps Road, Hurstbridge

## Project Reference Group

### Terms of Reference

#### 1. Introduction

Terms of Reference purpose:	The Terms of Reference sets out the purpose, composition and operating arrangements for the Open Space Precinct Plan, Graysharps Road, Hurstbridge Project Reference Group.
Reporting to:	<p>The Project Reference Group is not a formal committee of Council but is a reference group established by Council. It is not a decision making body and does not require voting protocols or other decision making mechanisms.</p> <p>The Project Reference Group reports to the Manager Leisure and Social Infrastructure.</p>
Project Reference Group purpose:	The purpose of the Project Reference Group is to provide broad community input, local knowledge and advice to Council about to the development of the Open Space Precinct Plan, Graysharps Road, Hurstbridge.

#### 2. Role of the Open Space Precinct Plan Project Reference Group

The role of the Group is to:

- Provide local knowledge and advice in relation to goals and aspirations for the Precinct.
- Assist Council to identify opportunities and constraints within the precinct.
- Assist Council to identify future needs in line with Shire wide open space planning.
- Consider stakeholder's interests and requirements.
- Be an advocate for the Precinct Plans outcome.
- Respect confidentiality, if required, of matters discussed in meetings.

#### 3. Role of individual group members

The role of the individual group members is to:

- Understand and agree to the Terms of Reference including the scope of the project reference group, its purpose and objectives
- Undertake induction as a volunteer of Nillumbik Shire Council and abide by the Code of Conduct relevant to Nillumbik Shire Council volunteers
- Give consideration to other stakeholders' interests and requirements and be committed to working together and to listening to different viewpoints
- Be an advocate for the Precinct Plans outcomes
- Identify and discuss issues and options which may impact on the Precinct Plan
- Be familiar with relevant Council plans and policies, particularly those related to Hurstbridge. Prepare for and actively participate in regular meetings, with an ability to attend a majority of meetings held during the period of the Precinct Plan development (meeting schedule to be agreed to by Project Reference Group at first meeting). Council reserves the right to replace individual members of the group if they consistently fail to attend meetings.
- Be aware of the activities, interests, aspirations and concerns of existing and potential users of the Precinct. Being a member of the Project Reference Group is a position of trust and involves obligations to Council and community. It is important to be clear that you are not using your position to serve your own interests or the interests of

someone close to you. For this reason, while it is not a legal requirement for members of the Group to disclose conflicts of interest, it is advisable to do so where they are relevant to matters being considered by the Group.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Reference Groups must:

- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Reference Group.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Reference Group members must ensure that they contribute to the notion of a healthy and safe workplace.

The Council officer with responsibility for convening the Reference Group will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Reference Group induction process.

In practice, this means:

- We work together to achieve the project outcome - to ensure all stakeholders' requirements are heard and that outcomes balance the range of requirements;
- We treat risks and manage opportunities associated with the project and help balance them;
- We provide guidance and advice in a timely manner;
- We find creative solutions to issues and ideas; and
- Work together for the greater good of the community.

## Membership

STAKEHOLDER	ROLE IN PROJECT
Bunjil Ward Councillor	Chair
Manager Leisure and Social Infrastructure	To oversee the process, provide advice and input into the study
Coordinator Strategic Projects Community & Leisure	To manage the operation of the project, be the key point of contact and perform the secretariat role
Up to 10 community representatives	Provide community knowledge, advice and perspectives across a diverse range of interests and disciplines to shape the project opportunities and directions

## Responsibility

Open Place Precinct Plan Project Reference Group: Provide input into the project and review documentation. The Project Reference Group is not a decision making body and does not require voting protocols or other decision making mechanisms.

Project Manager: Effective management of tasks and timelines to achieve project objectives. Oversee stakeholder and community engagement activities.

## Operating Procedures

Chair: **The Bunjil Ward Councillor** shall convene the Project Reference Group meetings. If the designated Chair is not available then the Manager Leisure and Social Infrastructure will be responsible for chairing that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed

	to at that meeting.
Frequency of meetings:	The Group shall meet as per the agreed meeting schedule (to be determined by the Project Reference Group at the first meeting).
Term of appointment:	The Open Space Precinct Plan Project Reference Group shall exist, using these articulated governance arrangements, until the Open Space Precinct Plan is completed or until such time as Council makes a decision on the Group's cessation.
Support:	Meetings will be convened by the Chair. The Project Manager or a Council Officer will be responsible for secretariat support including preparation of agendas, minutes, correspondence, reports and other matters that may arise.  Full copies of the meeting minutes, including attachments, shall be circulated to all PRG members no later than five working days following each meeting.
Agenda items:	The Group must forward all agenda items to the Project Manager by C.O.B. five working days prior to the next scheduled meeting.  The report with agenda items will be distributed to members by C.O.B. three working days prior to the next scheduled meeting.
Public statements:	Any public statements are only to be made by the Chair.
Decision making:	The PRG does not have delegated decision making responsibilities. Advice and recommendations made by the PRG will be considered by Council when developing the Open Space Precinct Plan.
Review timetable:	The effectiveness and membership of the PRG will be reviewed on a meeting schedule agreed to at the first meeting.

#### Contact Details of Group

Coordinator Strategic Projects  
Community & Leisure

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9433 3333

**Approval Date: 16 May 2017**

# Project Governance & Reporting

