

# **Terms of Reference: Fairfield Village Community Reference Group**

## **Background**

The Our Fairfield Village program provides an integrated approach to the planning and management of Fairfield Village. It integrates the key Council areas of Public Places, Strategic Planning, and Transport Planning and Management. The program is underpinned by consultation with the community and key stakeholders.

In 2016/17, Council is developing two key documents through this program:

- The Fairfield Village Streetscape Masterplan (“Masterplan)
- The Fairfield Village Design Guidelines (“Design Guidelines”)

As part of the initial conversations with the community in October 2016, individuals were asked to nominate themselves to represent the community as part of a reference group. This reference group will serve as a sounding board on a range of topics identified in preparing the draft Masterplan and Design Guidelines. The community reference group will help guide and review the development of these draft documents as part of the community consultation process. The broader community will also be given an opportunity to comment on the drafts of the renewed Masterplan and Design Guidelines as part of the process.

## **Terms of Reference**

The purpose of the Fairfield Village Community Reference Group is to:

- Provide advice to help shape the key directions, projects and actions nominated in the development of the draft Masterplan and Design Guidelines.
- Provide advice and feedback on the design of any custom public areas developed as part of the draft Masterplan.
- Provide advice and feedback on the development of draft and final Design Guidelines prior to Council adoption.
- Provide advice about local experiences and feedback regarding proposed solutions to transport, accessibility and parking issues in Fairfield Village.
- Provide advice regarding any proposed changes of activity should they arise as part of the master planning process.
- Provide an avenue of community consultation regarding implementation projects identified in the Fairfield Village Masterplan.
- Act as ambassadors to share knowledge and educate others about the key projects for Fairfield Village and opportunity for involvement.

Members of the Fairfield Village Community Reference Group will:

- Provide independent, honest and constructive comment about the content and process of major

projects outlined in the Fairfield Village Streetscape Masterplan.

- Provide independent, honest and constructive comment about the content of the Fairfield Village Design Guidelines.
- Respect the views of others on the group and allow the opportunity for all views to be presented and discussed.
- Be able to commit time to attend meetings.

#### **Length of Term and Meeting Details**

- Eight community members will be appointed for a two year period
- The reference group shall also consist of up to 3 Council Project Managers who will chair the meeting.
- Membership will be appointed by Council officers.
- The committee is to meet a minimum of four times a year. Future meetings may be suggested by the Project Managers as required.
- Members are required to attend half of the meetings per year (at least 2).
- Meeting dates and times to be set by the Reference Group at the establishment of the Reference Group and again at start of each financial year (July - August)
- Meetings to be held in the evening at a venue within Fairfield Village and will normally be 1.5 - 2 hours in duration.
- The first three meetings will be held on:
  - Wednesday 1 February 2017, 6-8pm
  - Wednesday 1 March 2017, 6-8pm
  - Wednesday 7 June 2017, 6-8pm
- Meeting minute taking will be the responsibility of the Project Managers. Meeting minutes will be checked by the Reference Group members as a true and accurate record at the commencement of the following meeting.
- Meeting minutes will be circulated to all Councillors.

#### **Community Representation**

Composition of the Fairfield Village Community Reference Group will reflect Darebin's diverse community. Representation will be sought from key stakeholder groups and local community groups (up to 4) and local community (resident and business) representatives (4+) for a total of eight.

#### **Councillor Representation**

The three Rucker Ward Councillors will be invited to be observing members of the reference group.

## **Quorum**

There will be no quorum for meetings. Members present at meetings will hold discussions and provide input. It is the responsibility of members to inform the Projector Manager of their inability to attend and convey their view about any matter on the agenda.

## **Members' Roles and Responsibilities**

- Members will be asked to provide input on the design concepts and ideas being considered for inclusion in the draft Fairfield Village Streetscape Masterplan. This will include (but not be limited to) the design of streetscapes, including the location and design of pedestrian crossing points, community spaces, car parking, trees, garden beds, public art and public amenities.
- Following completion of the Masterplan, members will also be asked to provide input into the detailed design of streetscapes (prior to construction), including for community spaces, as well as street furniture and public art opportunities for the activity centre.
- Members will be asked to provide input on key issues and concepts to be considered for inclusion in the development of the draft Fairfield Village Design Guidelines. Following preparation of the draft, members will be asked to provide feedback to enable the Design Guidelines to be finalised for adoption by Council.
- Members will be asked to provide input into transport and car parking projects that will be undertaken both as a part of the masterplanning process, as well as separately.
- The Fairfield Village Community Reference Group is an advisory body - not a decision-making body. Council receives submissions from a wide range of stakeholders and all submissions are considered through the same processes.

## **Consultation Process**

- The Fairfield Village Reference Group will form part of the consultation process for the development of the Masterplan and Design Guidelines.
- Drafts of the Masterplan and Design Guidelines will be created by Council staff with direct guidance, input and feedback from the Fairfield Village Reference Group.
- Input and expert advice on drafts of the revised Masterplan will be sought from relevant Council staff, public bodies and external consultants as required.
- Drafts of the Masterplan and Design Guidelines will be presented to Council at an Ordinary Meeting for approval for release as part of the consultation process with the broad community.
- A broad, inclusive consultation process will be undertaken with the community and users of Fairfield Village. This process will involve presenting drafts of the Masterplan and Design Guidelines to the community for comment and feedback. The consultation will be advertised through Darebin Community News, Northcote Leader, Council's website, the YourSayDarebin website for Our Fairfield Village, Council's social media outlets, letter drop to addresses within 500m of the activity centre, signs posted at key locations within Fairfield Village and letters to individuals or groups that have or have nominated an interest in being kept informed about the projects.
- Once the consultation process has concluded, a final draft of the revised Masterplan will be presented for adoption and inclusion in future capital works cycles. The Design Guidelines will also

be presented for adoption, and will then be developed into planning controls for inclusion in the Darebin Planning Scheme through a planning scheme amendment.

### **Review of Terms of Reference**

- The Reference Group will be required to approve any changes to the Fairfield Village Community Reference Group Terms of Reference.
- The first meeting of each financial year will include a review of the Terms of Reference.

### **Method of Resignation**

- Members will automatically resign after their membership period of two years.
- Retiring members are eligible for re-appointment.
- If a member retires during the course of their term, invitations will be sent out to those people who registered interest in being members in the most recent call for members. If there are no such people the position will be advertised for the remainder of the term.

### **Selection Criteria for Membership**

Selection of the Fairfield Village Community Reference Group members will be based on:

1. Demonstrated knowledge of local issues
2. Commitment to improving Fairfield Village
3. Desire to serve or act as a local ambassador or leader for the Fairfield community
4. A broad representation of Darebin's community will be sought – to achieve a balance of gender, age range and cultural diversity – as well as representatives for local businesses, residents, community groups and other stakeholders.
5. Community representatives must reside in the City of Darebin.

### **Selection Process**

Membership selection will occur through the following process:

- Advertisements through Council's website inviting expressions of interest and applications from interested community members, during and following the community consultation period.
- Formal invitations will be sent to individuals or groups known to have an interest in Fairfield Village.
- Applications will be assessed based on the Selection Criteria for Membership.
- Applications will be assessed by a selection panel consisting of at least two Council Officers and a nominated Director or Manager. This selection panel will determine the group membership.
- If the membership of the reference group is not filled through the advertising process or if the applications received are deemed by the selection panel to not fulfil the requirements of the reference group, Council may target potential members.