



March 2020

Preston Level Crossing Removal Project

Preston Open Space Advisory Panel

Terms of Reference

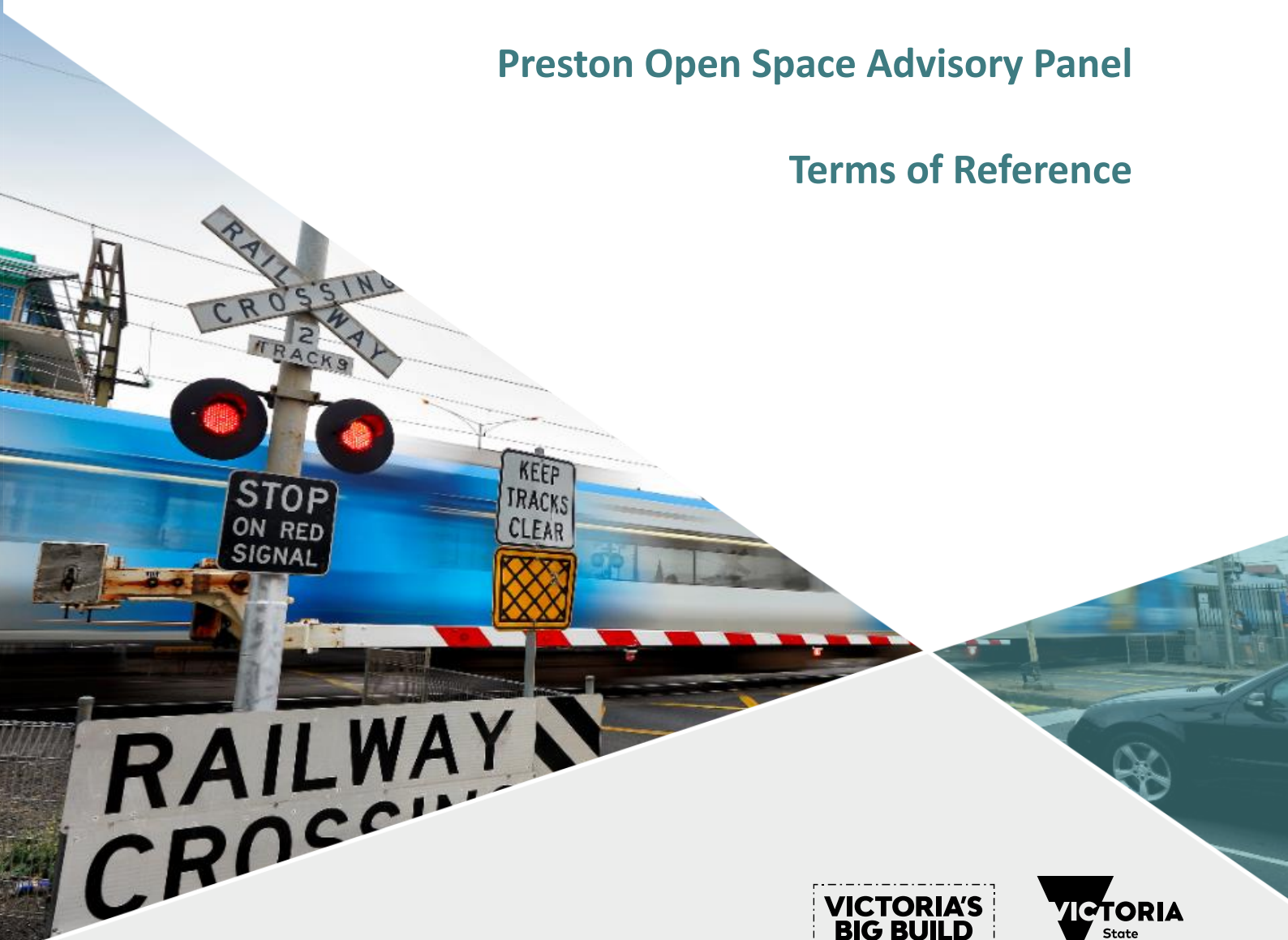


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1 Purpose

1.1 Overview

Level Crossing Removal Project (LXRP) are removing the dangerous and congested level crossings at Murray Road, Cramer Street, Bell Street and Oakover Road, Preston as well as building new Bell and Preston stations.

The rail line will be raised over the roads on the Mernda line, delivering new open space and better local connections for the community.

LXRP acknowledges that there are differing environmental, cultural and community views on how the newly created open space should be developed.

The Preston Open Space Advisory Panel (POSAP) has been established as a key avenue for community involvement during planning for the development of the open spaces as part of a wider engagement program.

The POSAP seeks to formally engage the community to enhance and strengthen relationships with key stakeholders and help facilitate communities' input into the design of the open spaces and providing a local perspective.

1.2 Goals

The overarching goal of POSAP is to provide the community the opportunity to give direct feedback into the design and development of newly created open spaces for the Preston Level Crossing Removal Project.

1.3 Objective

POSAP will:

- Receive accurate information about the projects newly created open space design and development
- Consult the communities and stakeholders they represent to inform the POSAP process, subject to confidentiality agreements.
- Provide feedback on open space design and development
- Raise concerns and discussion points on behalf of the communities they represent.
- Act in the interest of the community and the project, regardless of their personal views on elements thereof.
- Demonstrate due diligence and process.

2 Structure

2.1 Membership

POSAP membership is on a voluntary basis and may include representatives from the following groups:

2.1.1 Chair

- Independent facilitator, who will act as chair

2.1.2 Community

- Community representatives who are residents.
- Community representatives who are businesses.
- Community representatives of local interest groups.

2.1.3 Other

- Darebin City Council representative

LXRP may invite representatives such as; independent consultants, architects, urban planners or project team members to provide support or deliver presentations to POSAP as required.

POSAP may invite presentations from interest groups at the Chairperson's discretion.

2.2 Key selection criteria

POSAP representatives are selected based on the below key selection criteria:

2.2.1 Community Focused

- Strong community networks with involvement in the wider community
- Good knowledge and understanding of local issues relevant to the project
- Understanding of the local community and its social, environmental and economic influences
- Experience or keen interest in urban development

2.2.2 Fair and Balanced

- Demonstrated ability to constructively participate in an advisory capacity
- Ability to look beyond personal interests for the benefit of the community
- A willingness to contribute positively to meetings in a fair and unbiased manner
- Ability to represent a broad range of views that reflect the diversity of the community

2.2.3 Accessible

- Ability to commit to the POSAP for the required duration
- Ability to readily share project information with local networks through a variety of channels

3 Operation

3.1 Key information

- Membership is for a five-month period
- Meetings will be held at a local Preston venue from 6pm-7.30pm on:
 - Tuesday 28 April 2020
 - Tuesday 19 May 2020
 - Tuesday 16 June 2020
 - Tuesday 14 July 2020
 - Tuesday 11 August 2020
- LXRP is responsible for responsible for organising the meeting schedule, agendas and other support activities
- LXRP will appoint an independent facilitator to chair the discussion and record meeting minutes, including notes on feedback design
- The Chair will provide minutes with feedback on design the following Monday after each meeting to LXRP to review to be considered for design
- The independent facilitator is responsible for ensuring the Terms of Reference is met by all representatives
- Issues that arise during POSAP meetings that fall outside the Terms of Reference will be referred to LXRP
- A Code of Conduct will be signed by all representatives and any proxies that attend the POSAP meeting

3.2 Member requirements

The purpose of POSAP is to formally engage the community to enhance and strengthen relationships with key stakeholders to help capture and shape the community's input into the open space designs.

As a member for POSAP, representatives are required to:

- Attend all scheduled POSAP meetings
- Provide insight and so far, as is possible capture diverse views and interests of the community who would benefit from the newly created open spaces. Diversity of opinion is expected and encouraged.

- Members will always respect the views of others and contribute to discussion in a respectful manner and support the chair in the constructive conduct of meetings.
- Offer advice and feedback on the design and development of the newly created open spaces for project consideration.

3.3 Chairperson requirements

The independent facilitator will act as the chairperson and will be required to:

- Attend and lead all scheduled POSAP meetings
- Facilitate discussion and participation by all members
- Ensure proper and professional conduct of the group
- Write minutes and collate feedback for reporting back to LXR the following Friday after each meeting
- Provide advice and feedback for meeting agendas

3.4 LXR requirements

- Administer POSAP, including meeting logistics and support activities
- In consultation with chair, set the agenda for meetings
- Coordinate any reporting requirements of the group

3.5 Media enquiries

POSAP members are not authorised to speak to the media on behalf of POSAP in relation to the development of the open spaces or the project, unless written approval from the chair in consultation with LXR's Communications Director.

There may be occasions where it is appropriate for POSAP members to speak with the media on issues concerning the project. However, where this is the case approval should be received in accordance with the above, prior to engaging with the media.

Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence of permanent removal from POSAP membership.

There may be occasions where members' names will be included in publicly available documentation or in the promotion of the group's activities.

3.6 Privacy

LXR is committed to fully meeting its responsibilities under the *Privacy and Data Protection Act 2014*. LXR will record and use your personal information in administering the group and to keep you informed about the project. Only authorised staff will have access to your personal information.

Further details about LXR's privacy policy is available via <https://levelcrossings.vic.gov.au/about/governance/privacy>

3.7 Membership revocation

Following consultation with LXR, the Chairperson 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 POSAP Terms of Reference
- Not supporting POSAP purpose, goals or operational requirements

Preston Open Space Advisory Panel



Code of Conduct

As a representative of the Preston Level Crossing Removal Project, Preston Open Space Advisory Panel (POSAP), I agree to:

- Attend all POSAP meetings scheduled from 6pm-7.30pm on:
 - Tuesday 28 April 2020
 - Tuesday 19 May 2020
 - Tuesday 16 June 2020
 - Tuesday 14 July 2020
 - Tuesday 11 August 2020
- Provide insight and so far, as is possible capture diverse views and interests of the community who would benefit from the newly created open spaces. Diversity of opinion is expected and encouraged.
- Members will always respect the views of others and contribute to discussion in a respectful manner and support the chair in the constructive conduct of meetings.
- Offer advice and feedback on the design and development of the newly created open spaces, making sure a broad range of community perspectives are considered.
- Notify LXP of any potential conflicts of interest that may arise in relation to the project during my participation in POSAP.
- Allow LXP to promote my participation in POSAP in order to facilitate community involvement and feedback.
- Not disseminate confidential information that is discussed at POSAP meetings as advised by the chair, such as issues of a sensitive commercial or conceptual nature.
- Not engage with the media in relation to the project on behalf of POSAP, unless first receiving approval from the chair in consultation with LXRP's Communications Director.

I understand that where a member disregards the Code of Conduct, as agreed by POSAP members or the chair may revoke my membership.

Signature

Name	
Date	