

KNOXFIELD COMMUNITY WORKING GROUP

Draft Terms of Reference



AU212000121
Knoxfield Community
Working Group
Draft Terms of Reference
V1.0
19 May 2020

Purpose of this document

This Terms of Reference (TOR) defines the role of the Community Working Group (CWG) and provides a framework for its establishment and operation.

Context

Development Victoria owns the development site at the corner of Burwood Highway and Scoresby Road, Knoxfield and is preparing a masterplan to create a vibrant new neighbourhood with a diverse range of housing, an improved wetland area, public open spaces and recreational facilities. The new neighbourhood will reflect Knox's character and will be integrated with the surrounding community.

The Community Working Group will work with work with Development Victoria, to provide community input into the design and delivery of the site.

The Knoxfield Community Working Group will help Development Victoria to shape this important new neighbourhood.

Role of the Community Working Group

The role of the Community Working Group will be to:

- Inform the design and delivery of the site to ensure the Knoxfield Masterplan reflects local views and aspirations for the site.
- Guide the sustainable management of the public open space and wetlands
- Act as a communication channel between the project, the project team, the Community Working Group and the organisation/s they represent
- Help to provide information to the community groups you may represent.

The Community Working Group will not be a decision-making body. Rather, it will provide advice to Development Victoria to inform their decision-making processes.

It is acknowledged that Knox City Council is ultimately responsible for the approval of the project's sub-division application.

Development Victoria has engaged RPS as an independent consultant to establish, manage and facilitate the Community Working Group, on their behalf.

Membership

The Community Working Group will comprise community representatives or groups identified as appropriate or interested, using an Expression of Interest (EOI) and invitation process.

Expressions of interest will be assessed for suitability and the persons/ groups potential to constructively work on solutions for the site. Member selection is at the discretion of Development Victoria.

Members must:

- Have potential capacity to attend four meetings in an approximate twelve-month period
- Be willing to adhere to these Terms of Reference and maintain a solutions-focused approach.
- Be willing to sign and adhere to the Community Working Group Code of Conduct
- Not be bound by conflict of interest constraints

Draft engagement principles

Community Working Group members are required to:

- Identify issues for amendment, then agree to these Terms of Reference and Code of Conduct at the first meeting
- Maintain the Code of Conduct throughout the process
- Participate in four scheduled meetings over an approximate twelve-month period
- Provide insights, feedback and learnings from within their organisation/ group back to the Community Working Group
- Disseminate information to their organisation/ group
- Not disseminate confidential information which is provided by Development Victoria or the facilitator at Community Working Group meetings
- Participate in a positive way to finding solutions to address issues or concerns
- Respect the ideas and beliefs of all members and provide an atmosphere where all members have equal opportunity to participate
- Notify Development Victoria immediately of any actual, potential or perceived conflict of interest that may arise during their participation in the Community Working Group; and comply with any conflict management plan agreed with Development Victoria
- Not make any media comment or engage with external parties on behalf of the project or Community Working Group, unless first receiving written approval by Development Victoria. Members are able to provide their views to the media as long as no confidential information is disclosed, and they do not claim to represent the Community Working Group and it is explicit that they are providing their views as an independent community member.

Facilitator

The Community Working Group will be facilitated by Development Victoria's independent consultant, RPS.

As the facilitator, RPS will seek to enable discussion and equal participation from all Community Working Group members. RPS will remain impartial and not provide advice on the merits of different views and encourage diverse input on each topic raised.

As the facilitator, RPS is responsible for ensuring the proper and professional conduct of Community Working Group members and has the right to temporarily remove members from the room if behaviour falls outside that outlined in this Terms of Reference and associated Code of Conduct.

Participation

In accordance with the Code of Conduct, if any member of the Community Working Group becomes aware of any circumstances that might create an actual, perceived or potential conflict of interest, they must inform the group of those circumstances. Where appropriate, Development Victoria and the relevant member will agree upon a plan to manage the disclosed conflict, or where the conflict risk cannot be resolved, the member will resign their position.

Members who operate outside these Terms of Reference and associated Code of Conduct may be required by the facilitator to leave the Community Working Group.

Meetings

The Community Working Group will meet on four occasions over an approximate twelve-month period, commencing in July 2020, following an initial EOI process to identify participants, times, dates and preferred meeting platform, noting that an online platform will be the preferred option and dates may be subject to change.

Meetings will be two hours each unless determined otherwise by Development Victoria or the group.

The timeframe for meetings will be married with the project's development process and each meeting will have a purpose.

Preliminary program

A potential program of four future meetings may include:

1. Understanding and identifying project needs and drivers; timelines; items for consideration and focus group and community feedback;
2. A site tour may be held at another Development Victoria project site which has similar attributes to the Knoxfield site. It should be noted that due to the present COVID-19 restrictions and physical distancing requirements, a face-to-face site tour may be unable to proceed.
3. Presentation of site negotiables assessment; technical experts lead informed discussion around negotiable criteria, group determining input and involvement; guest speakers identified by the group for future sessions.
4. Optioneering – ranking, prioritisation, gap analysis on the options. Reviewing outcomes from the broader community engagement; finalising options and next steps

Note: Items and topics for discussion may move forward or be amended as required. This will be developed in collaboration with the project team and the Community Working Group.

Agendas

RPS will draft and distribute agendas for each meeting at least five working days in advance of the meeting.

Minutes

RPS will arrange for minutes to be taken at each meeting. The minutes will summarise discussions, recommendations and actions. Meeting minutes will not be a verbatim record of discussion.

Minutes will be distributed to members for review within two weeks of each meeting. Follow up actions will be incorporated into the following agenda for review/ closeout.

Media protocols

- Community Working Group members are not authorised to speak to the media on behalf of the project or group unless authorised to do so, however are permitted to provide their personal views to the media as an independent community member.
- If the Community Working Group believes a media statement about its discussions would be helpful, the group may submit a request to Development Victoria for its consideration, approval and distribution.
- Development Victoria and the Community Working Group will not publicly identify any group members in the media without their knowledge and consent.
- If Community Working Group members are approached by the media, they will alert the project team at knoxfield@development.vic.gov.au about the request at their earliest opportunity, with the journalist's name, enquiry and contact details.

Privacy and data protection

All feedback will be used for purposes outlined managed in line with with the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014 (Vic)*. Development Victoria anticipate that the Community Working Group members will acknowledge and work within these principles.

Dispute resolution

The aim of the Community Working Group is to explore a diverse range of views and options relating to the development. Where members hold a range of perspectives on a particular issue, the differing viewpoints will be noted and taken into consideration.

Breaches of the Terms of Reference

If there is a breach of trust in relation to these Terms of Reference or associated Code of Conduct, particularly in regard to communication with the media, breach of confidentiality or unproductive behaviour, the facilitator will discuss the matter with the member(s) involved.

If the breach is repeated, the facilitator has the discretion to ask the member(s) to permanently leave the Community Working Group and a replacement may be found from the relevant or other organisation, in discussion with remaining members and Development Victoria.

As outlined in Section 6, the facilitator has the right to temporarily remove members from the room if proper behaviour is not used.

Payment

Development Victoria will not pay for disbursements such as travel or accommodation associated with the Community Working Group. The Community Working Group is not authorised to approve costs.

Evaluation

Development Victoria will evaluate the effectiveness of the Community Working Group at the end of the initial twelve months.

For more information

For more information, please contact us via:

Web	development.vic.gov.au/knoxfield
Email	knoxfield@development.vic.gov.au
Phone	1800 659 116

CODE OF CONDUCT

As a representative of the Community Working Group, I agree to:

- Agree to these Terms of Reference (or a version amended by agreement with the CWG and Development Victoria) at the first meeting.
- Participate in four scheduled meetings over an approximate 12-month period
- Provide insights, feedback and learnings from within my organisation/group back to the Community Working Group.
- Disseminate information to my organisation/ group as requested by Development Victoria.
- Not disseminate confidential information that is discussed at the Community Working Group meetings if advised by the facilitator.
- Not make any media comment in relation to the project which discloses confidential information, or otherwise comment on behalf of the project or Community Working Group unless first receiving written approval by Development Victoria.
- Participate in a positive way to finding solutions to issues or concerns.
- Respect the ideas and beliefs of all members and provide an atmosphere where all members have equal opportunity to participate.
- Notify Development Victoria immediately of any potential conflict of interest that may arise during their participation in the Community Working Group and comply with any conflict management plan agreed with Development Victoria.
- Not be involved in illegal or malicious practices or behaviours associated with the site.

I understand that where a member disregards the Code of Conduct, the facilitator may ask them to step down and/ or their organisation may be requested to nominate a replacement.

Declaration

I agree to the above Terms of Reference and Code of Conduct and will maintain the principals of participation and conduct throughout my involvement in the project.

Signature

Date