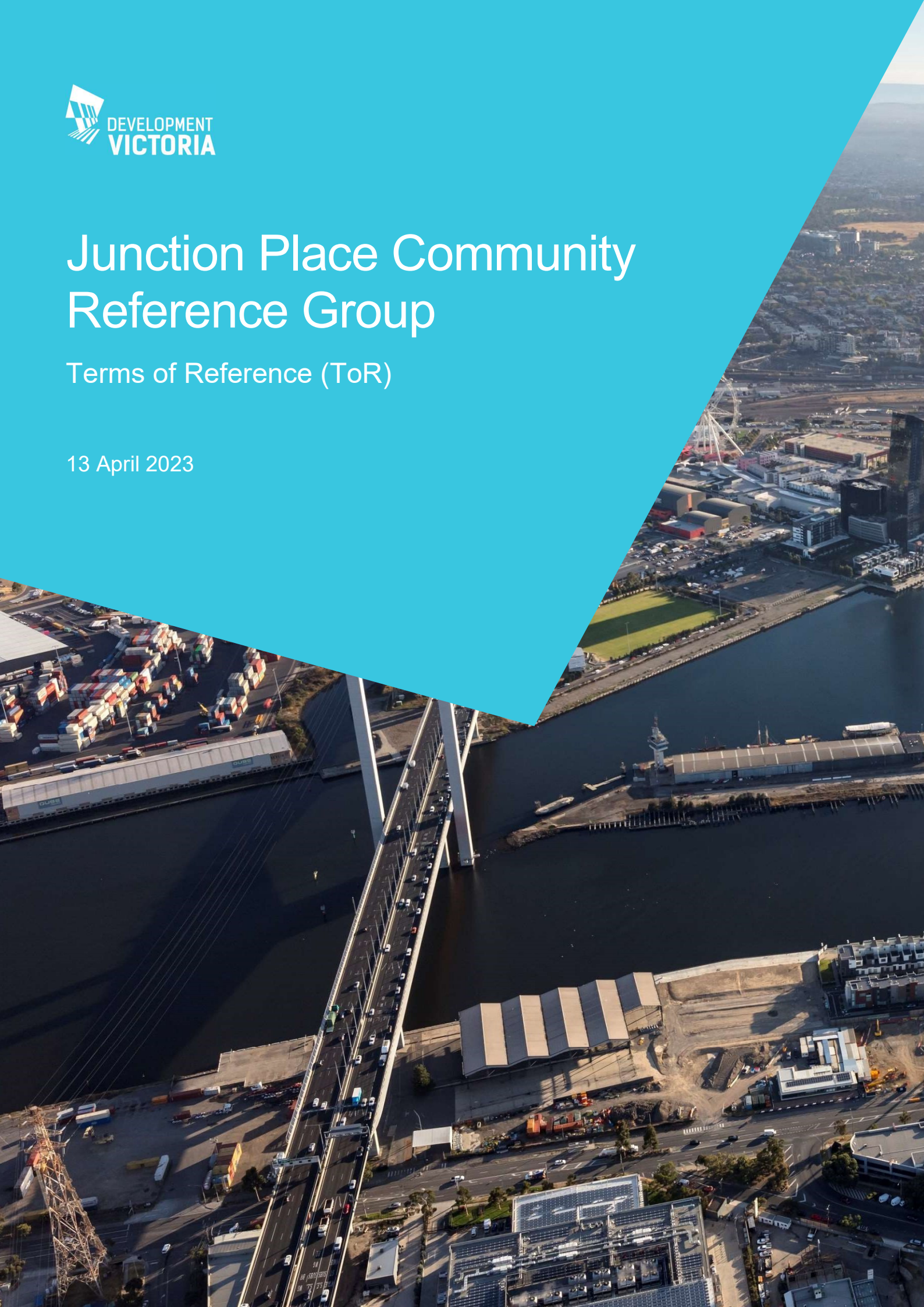


Junction Place Community Reference Group

Terms of Reference (ToR)

13 April 2023



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1. Purpose

Junction Place is a Victorian Government initiative to bring jobs and economic growth to Wodonga through the activation of the city's former railway station site.

Development Victoria, the Victorian Government's property developer and major projects agency, will partner with industry and community to transform these policy objectives into reality.

The Community Reference Group (CRG) is a collaboration between community and project partners to build two-way communication in support of the project.

2. Role and function

The role of the CRG is to provide a conduit between Junction Place project partners and the community to help ensure:

- project communication with the community is maintained as the project moves through developer procurement, planning and delivery stages.
- there is an opportunity for all project partners to meet and discuss issues with the community.

The CRG seeks to:

- Provide the community with an opportunity to be involved during key project milestones
- Enable opportunities for two-way conversations between the community, Wodonga Council, Development Victoria and the successful developer(s).
- Create better visibility of the project within the local community.
- Ensure the community has up-to-date and accurate information about the progress of the project, precinct design and delivery time frames.
- Identify risks and concerns regarding the project and seek to provide clarity and resolve them where possible.
- Provide a forum for shared learning and continuous improvement.

Examples of CRG activity could include:

- Community engagement requirements in Expression of Interest and Request for Proposal documents.
- Review and input into developer community engagement programs.
- Project progress updates.
- Discussion of community concerns regarding the project.
- Briefings on planning processes.
- Advice on construction impacts.
- Site activation activities.

3. CRG Membership

Participation in the CRG is voluntary. Members will not be remunerated for their time, or any travel expenses incurred to attend meetings.

Eligibility criteria

CRG members must meet at least one of the following criteria:

- Be a resident or property owner in Greater Wodonga
- Own a business in Wodonga
- Work, study or conduct training within a 2 km radius of Junction Place
- Participate or volunteer with a community group that has a specific interest in Junction Place
- Are a member of a business forum or association that has a specific interest in Junction Place
- Are a member of an industry body that has a specific interest in Junction Place
- Other – exemplify a strong connection and interest in Junction Place

Reference Group representation

CRG membership will comprise the following representatives

Community representatives

- 1 x independent chair
- 4 x community representatives
- 2 x business representatives
- 2 x Junction Place tenants
- Traditional Owner representation where possible

Project representatives

- Development Victoria
- One representative per developer upon their appointment to the project

Individuals or organisations not represented on the CRG may be invited to provide support or deliver presentations to the CRG as required. The CRG may invite presentations from interest groups at the Chairperson's discretion.

CRG chairperson

An independent Chair will be appointed by Development Victoria.

Role of independent chair:

- Chair the CRG in a manner that abides by the Terms of Reference and ensures that all members of the group can contribute fully.
- Encouraging CRG members to have their say.
- Manage any declared conflicts of interest.
- Conduct business as set out in the agenda, keeping discussion focused on the item as set by the agenda

- Ensure meeting records are properly drafted, issued prior to the next meeting, and endorsed
- Participate in community engagement activities.

Membership terms

CRG membership terms are for two years. At the end of the two-year period:

- Existing members may choose to nominate again to be a member for the next term of the CRG.
- Calls for expressions of interests for vacant CRG positions will be advertised through local print media, on project partner websites and any project updates.

Membership revocation

Following consultation with Development Victoria and Wodonga Council, 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 the CRG's Terms of Reference
- Not supporting the CRG's purpose, goals or operational requirements
- Breaching CRG member Code of Conduct
- Failing to attend CRG meetings on a regular basis

4. CRG meetings

Schedule

- Meetings will be held at in the Hyphen building at a minimum of every three months.
- Meetings to run approximately 90 minutes in length - with light refreshments provided when held in person. The length of the meeting may be negotiated by the members.
- Additional meetings may be scheduled when circumstances permit.
- Development Victoria is responsible for organising the meeting schedule, agendas, and other support activities.
- Issues that arise during CRG meetings that fall outside the Terms of Reference will be referred to Development Victoria, Wodonga Council or the developer to be managed separately.
- This ToR document will be signed by all representatives of the CRG, endorsing the Code of Conduct below.

Meeting structure

- An independent CRG Chairperson will chair the CRG meetings.
- Meeting minutes and actions will be captured by Development Victoria.
- Meeting minutes and actions to be circulated to members via email within 14 days of each CRG meeting for review and agreement.
- Standing agenda will apply – agenda to be determined and endorsed by CRG at initial meeting.
- Meeting minutes will be distributed by DV two weeks after the meeting has occurred.
- Members can request additional agenda items be added to the agenda 3 days in advance of the meeting

Reporting

- Meeting agenda and actions will endeavour to be published online on the Development Victoria website prior to next meeting, or as soon as possible.
- Individual CRG members are responsible for reporting to their respective organisations and networks.

Code of Conduct

The following code of conduct is expected to be adhered to by all members of the CRG.

- Attend CRG meetings and provide apologies in advance where attendance is not possible.
- Increase community awareness of the project by disseminating authorised information within the community and providing insight and advice into community perspectives on the project.
- Seek always to obtain and represent the views of the broader community.
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
- Participate in a positive way to finding solutions to issues or concerns.
- Notify Development Victoria of any potential conflict of interest that may arise in relation to the project during my participation in the CRG.
- Allow Development Victoria to promote my participation in the CRG in order to facilitate community feedback provision – this is particularly relevant to community representatives.
- Not discuss or disseminate confidential information that is discussed at the CRG meetings as advised by the Chair, such as issues of a sensitive commercial or conceptual nature.
- Members are to refer any media enquiries to the independent chair or Development Victoria's Corporate Affairs team.
- Members may share the agreed key messages on their social media platforms or with networks as they wish unless otherwise stated.

Participants understand that where a member disregards the Code of Conduct, as agreed by the Junction Place Community Reference Group, the Chair may ask them to step down and/or their organisation may be requested to nominate a replacement.

Differing views and consensus

The aim of the CRG is to represent a diversity of viewpoints and act as an advisory. It is not a requirement, or anticipated, that consensus will always be reached among members on the topics discussed. No voting will occur. Where members hold a range of perspectives on a topic, the differing viewpoints will be noted and taken into consideration.

5. Media enquiries

- CRG members agree to speak to the media only on their own behalf, not as a member of the CRG.
- CRG members are to refer any media enquiries to the independent chair as the nominated spokesperson for the CRG.
- No member may discuss views expressed by another member without their knowledge and consent.
- Development Victoria will not publicly identify any CRG members in the media without their knowledge and consent.

6. Privacy

- All CRG members will be required to provide Development Victoria with contact details to allow for distribution of workshop notes and communication before, between and after workshops.
- Development Victoria will not provide contact details to any other party without the consent of the CRG member/s in question.
- All CRG members are free to discuss the outcomes of the workshops with other people, however the specific views and opinions of other CRG members are confidential and not to be shared outside the CRG.
- Any published documents relating to the CRG, including agendas and minutes of the CRG workshops will be de-identified.

7. Term of CRG

- The CRG will run for four years after which point its required function, ongoing Terms of Reference and membership will be reviewed.
- The CRG can be renewed for a further defined period in agreement with the relevant developer, CRG members, Wodonga Council and Development Victoria. Coordination oversight of the CRG may move to a different organisation depending on the stage of the project.
- If at any point in the project CRG members feel there is no further value in the CRG continuing it can be dissolved by group members by way of two-thirds majority vote; or by the Independent Chair if community participation falls below 50% average attendance in a 12 month period.

8. Endorsement

Signed: _____ (CRG member name)

Date:

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