

LEONGATHA RAILWAY SITE TRANSFORMATION

Project Reference Group Terms of Reference for Master Plan project

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1. Introduction

This Project Reference Group (PRG) Terms of Reference provides the agreed arrangement between PRG members (and any stakeholder groups they represent) and Council during the preparation of a master plan for the railway site transformation in Leongatha's town centre.

The project involves the preparation of designs for upgrades to the railway land for the benefit of the community and will consider the future use of the buildings.

2. Role of the PRG

The PRG will assist Council with the planning of railway site land, and in particular to:

- Publicise and act as advocates for the project and for consultation opportunities that are provided during the process
- Represent the PRG member's relevant stakeholder group where relevant
- Provide feedback on the project outputs and progress

The PRG is an advisory body for the development of the master plan.

3. Project Background

The master plan project has been commissioned to improve the Leongatha railway yard and station area for the benefit of the community now that the tourist railway has closed. The project aims to make this large area into a focal point in the centre of town, building on the revitalisation works of Bair and Anderson Streets. The project will consider a new connection to town via the old footbridge pathway, car parking, new community spaces, rail trail access, coach stop and beautification works.

4. Council's Role

Council will keep the PRG group informed at key stages of the plan. Council will listen to and acknowledge concerns and aspirations, and seek the PRG's feedback on drafts and proposals.

5. Public Engagement

Public engagement will be an important part of the master plan project and vital for the success of the master plan. The engagement will involve a range of approaches including feedback from newspaper advertising, website updates and public sessions. The Council project team will also meet with other key stakeholders such as VicTrack and Public Transport Victoria.

There will be two rounds of broad community engagement:

1. Ideas Development – To explore ideas to improve the railway site and review feedback on the initial ideas Council has already heard
2. Draft Master Plan – To gather feedback on the Draft Master Plan.

Council will provide feedback on how public input, including PRG feedback, influenced the master plan.

6. PRG Commitment

The PRG are expected to attend three meetings at key stages during the project. Meetings are expected to take approximately 1.5 hours. Extra meetings may be called if the PRG decide that this is warranted.

| <i>Meeting</i> | <i>Aim</i> | <i>Approximate Timeframe</i> |
|---|---|------------------------------|
| 1. Project Introduction & Ideas Development | To introduce the PRG to the project. To discuss the first round of community engagement. To discuss issues and opportunities for the streetscape. | Early 2017 |
| 2. Draft Master Plan | To gather feedback on the Draft Master Plan. To discuss the second round of community engagement. | Mid 2017 |
| 3. Finalising Master Plan | To discuss the feedback received during the second round of feedback and how it will influence the master plan. | Late 2017 |

7. Release of Information

It is important that the PRG understand what and when information can be released so that only correct information is released to stakeholder groups and the broader public. Any information that is provided to the PRG that is of a confidential nature will be clearly defined. If members are

uncertain about what information they can or cannot release, then they should contact Council's Project Manager for clarification. It would be appreciated if any PRG members wishing to display public information inform Council's Project Manager as a matter of courtesy.

8. Terms of Reference

The terms of reference listed below must be adhered to by the Project Reference Group members:

- (a) The Project Reference Group will assist Council to obtain community and stakeholder input and guide the development of the Leongatha Town Centre Streetscape Master Plan.
- (b) The Project Reference Group is not a decision-making body, but will provide input to Council in relation to community perspectives and initiatives for the Leongatha Railway Site Master Plan.
- (c) Council will provide a range of documents to PRG members for use with their networks.
- (d) Media publicity statements in relation to the Leongatha Railway Site or the Project Reference Group will be managed by Council.
- (e) Members of the Project Reference Group are not authorised to speak to the media on behalf of the project, unless the Project Manager from Council gives prior approval.
- (f) Information provided to the Project Reference Group that is identified as confidential will be treated as such unless Council states that it may be released to the stakeholder group that a PRG member represents and / or to the broader public.
- (g) The Project Reference Group will meet as required and meetings will be decided upon by Council in the first and subsequent meeting.
- (h) The Project Reference Group will operate during the period of development of the Leongatha Railway Site Master Plan.
- (i) The Project Reference Group will adopt a constructive and co-operative approach and respect and listen to all members.

9. Terminology

To ensure that all members have the same understanding of terminology:

- *The Project Reference Group* refers to members who have been appointed to assist Council in the development of the Leongatha Railway Site Master Plan.
- *Public* refers to individuals, groups or organisations, and this includes the media.



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- *Information* refers to documentation, conversations, publications and materials shown or made known to Project Reference Group members in meetings or provided by the project.
- *Release* refers to the distribution or display of information in the written or spoken format.

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