

Terms of Reference



Purpose

The purpose of the Streetscape Working Group is to:

- ensure community input into the next Draft Streetscape Plan for Strathbogie and Violet Town
- capture local knowledge, issues and opportunities, and
- plan a draft streetscape design with the Council appointed designer.

Objectives


The working group will:

- provide an opportunity for the community to work with the Council appointed designer to develop a further draft streetscape plan for community consultation
- share local knowledge between key community groups and Council
- test ideas and approaches and act as a sounding board in relation to the draft streetscape plan
- enable members to act as advocates or ambassadors for their community groups and to share draft designs and encourage constructive community input
- provide independent, honest and constructive comment in relation to ideas and plans, and
- encourage the development of a collegiate and cooperative relationship between Council and community to create a supported streetscape plan.

Membership

The working will comprise of a maximum of 12 people who represent a range of community perspectives from different sectors or interest groups within the Strathbogie and Violet Town areas including (but not limited to) the following:

- residents
- environmental groups
- heritage groups
- emergency service personnel
- Indigenous community
- cultural groups
- people with a disability
- older adults

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- youth
 - Business representatives
 - arts groups
 - education providers
 - community groups and committees

Quorum

A meeting can only take place with a minimum of 75 per cent of working group members.

Member responsibilities

The working group will work through the many ideas and options, which have previously been raised in relation to the draft streetscape plans and bring other ideas to the table. Working group members are accountable for:

- fostering collaboration
- removing obstacles to the successful adoption of a future plan
- maintaining focus on the agreed scope, outcomes and benefits, and all participants in the working group must declare any real or perceived conflicts of interest and have read and acknowledged the Terms of Reference.

To fulfil the working group objectives, members are expected to:

- prepare for, attend and actively participate in at least two workshops
- consult with, and report back to, their community and relevant groups, and
- have a strong familiarity with the Strathbogie or Violet Town areas.

Role of Council

The Strathbogie Shire will:

- provide a comfortable forum for discussion
- take advice from the working group with respect and confidence
- recognise the efforts of group members in the development of future plans
- ensure the effective transfer of information between the working group and the community, and
- the Strathbogie Shire Council will have final decision-making authority in terms of the formation of the working group and the adoption of the streetscape plans considered by the working group.



Members of the working group can expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the project, as they arise, and
- open and honest discussions, without resorting to any misleading assertions.

Meeting frequency

The working group meeting frequency will be determined at its first meeting. It is anticipated that there will be the need for at least two workshops to design the draft streetscape plan and further community engagement approaches.

Management of the working group

A member of Strathbogie Shire's Executive Management Team will resource the working group and attend all meetings. The Executive Manager, Communications and Engagement, will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

Panel members will be notified of the meeting dates not less than one week prior to each meeting. Notes from each meeting will be kept and distributed to all members not more than one week after each meeting.

Reporting Procedure

The working group is not a formal committee of the Council but rather a collaborative group that is established by Council. It is not a decision-making body and does not require voting protocols or other decision-making mechanisms. Notes from each meeting will be published for all community members to access.

Public Statements

Any public statements made by the Chair or ordinary members of the panel must be in accordance with Council's media protocol and the prior approval of the Executive Manager, Communications and Engagement or the Chief Executive Officer.

Contact details:

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