

DRAFT



Terms of Reference

Community Project Control Group - Penders Park Master Plan

November 2017

1. BACKGROUND

Penders Park is a major neighbourhood park bounded by Pender Street, St David Street, Tharrat Street and Collins Street, Thornbury. The park attracts residents that live in the local area and caters for informal recreation needs of the local community such as walking, using the playground, access to picnic shelter and toilet facilities.

Darebin Council's Open Space Strategy categorises Penders Park as Formal Parkland. This is also recognised in the 2002 Penders Park Landscape Masterplan, which states the historic values and features of the park including the *"established mature trees in avenues, specimen trees (usually exotic), formal border planting treatments, buildings and structures, shelters, band stands, fencing, paving, garden or park layout and design"*.

15 years on from the 2002 version of the master plan, Council recognises this opportunity to review and revisit this master plan to direct future developments in the park, in light of the changing community in Thornbury.

Darebin Council is keen to take a different approach to engagement with the community and stakeholders and is proposing to establish a Community Project Control Group that includes community members for the purpose of designing and developing the Penders Park Master Plan.

The new master plan will guide development of the park over the next four years and provide a set of actions and projects to be delivered during this time including an implementation program and budget estimates.

One of the central focus of the master plan is the design and construction of an all abilities play space to replace the current play space. The development of the master plan and the playspace upgrade confirms Council's commitment to expanding and improving our network of open and green spaces, parks and natural environments (Goal 1.3 of Darebin's Council Plan) and to the implementation of an all abilities playspace (Goal 2.2 of Darebin's Council Plan).

2. PURPOSE

The purpose of the **Penders Park Community Project Control Group** (PCG) is to design and develop the master plan for Penders Park with the support and guidance from Council.

3. ROLES & RESPONSIBILITIES

The role and responsibilities of the Penders Park Community Project Control Group (PCG) are to:

- **Develop a timeline** for the preparation of the Penders Park Master Plan, taking into consideration that the master plan is to be completed and endorsed by Council **by the end of financial year 2017-2018 (30 June 2018)**.
- **Develop a thorough and inclusive community and stakeholder consultation process** that will gather feedback at key stages of the preparation of the master plan. The PCG will have to agree on the nature and timing of this consultation process. This can be done with assistance from Council Landscape Architects/ Project Managers if required.
- After the initial round of community and stakeholder consultation, the **PCG will be responsible for translating the community vision and feedback into a project scope/brief** while taking into consideration the project constraints as nominated in item 4 of this document.
- **Develop the master plan, including the scope, key actions and implementation priorities** while taking into consideration the project constraints as nominated in item 4 of this document. This can be done with assistance from Council Landscape Architects/ Project Managers if required.
- **Provide feedback and develop recommendations at the various design stages** during (1) the preparation of the master plan and (2) the project implementation phase. This includes the conceptual design of major projects identified in the Penders Park Master Plan, including - but is not limited to - the all abilities play space.

The PCG shall make recommendations based on **general consensus**. This means that **all members of the PCG must agree on the recommendations**. In the event consensus cannot be reached then resolution shall be sought via a report to Council.

Any procurement of consultants and expenditure of funds will be done by Council officers, in accordance with Council procurement policies & procedures, and Council budgets. The PCG shall provide input into the Council procurement process regarding suggestions for the engagement of specialist consultants and a role in the evaluation of submissions.

Support by Council officers will be provided to the group subject to request by the PCG.

Members of the PCG are expected to provide detailed input on local issues and initiatives by:

- **Attending and actively participating in meetings** which can be held at or near the park. Council can also assist with venue for meetings if required.
- **Liaising with local residents, other community organisations and community members** to distribute information about the project and gather feedback.
- **Being respectful of other PCG members** and work positively and co-operatively within the group, acknowledging the diversity of viewpoints and experiences from different stakeholders.

- **Acting as ambassadors** to share knowledge and educate others about the key projects for Penders Park.
- **Progressing the project in a timely manner** to achieve outcomes.

4. PROJECT CONSTRAINTS

Timeframe

The master plan is to be **completed and endorsed by Council by the end of the 2017-2018 financial year (30 June 2018)**. Implementation of the master plan will be conducted over the four years following endorsement of the master plan.

Budget

A budget of **\$50,000** has been assigned to the development of the master plan in 2017-2018 and a Capital Works Bid for **\$250,000** for proposed initial upgrade works at Penders Park for the 2018-2019 financial year has been submitted to Council for consideration. These proposed works were identified as a priority by the Council Landscape Architect and include:

- Preliminary upgrade works to the existing park furniture and garden beds.
- Repairs to the park shelter.
- Tree assessment and arboricultural works.
- Concept Design, Design Documentation and procurement for an all abilities play space for construction in the 2019-2020 financial year.

The implementation of the projects identified by the master plan will be subject to Council funding. The priority actions will form the basis of future Capital Works Submissions over the course of the next four years following endorsement of the master plan.

Project requirements

- Existing Heritage Overlay (HO290) applies to the park and several features in the park are of historical significance and will need to be protected.
- The path layout is part of the original layout of the park and therefore has historic value and will be maintained. Additional paths may be added so long as they do not impact the character of the current layout.
- The study area is limited to within the park boundary.
- Existing underground services such as power cables, water mains or Telstra cables. The exact location of underground services is to be confirmed.
- Provision of an all abilities playspace.
- Upgrade of existing toilets to provide accessible facilities.

Deliverables

- A master plan document that clearly and graphically represents the actions and recommendations.
- An implementation plan that clearly outlines the actions and their respective priorities.
- An estimate of cost for each action. This can be prepared with assistance from Council Landscape Architects/ Project Managers if requested.

Council can supply examples of the documents above for the PCG's reference.

5. SELECTION CRITERIA FOR MEMBERSHIP

Membership will evenly reflect key stakeholder groups, local community groups and local residents and reflect the balance of gender, age range and cultural diversity for a total of eight members.

Selection of the Project Control Group members will be based on:

- Knowledge of local issues.
- Ability to contribute ideas for improving the park.
- Ability to represent a broad cross section of views and understand the diverse needs of the local community.
- Availability to attend all meetings.
- Desire to serve or act as a local ambassador or leader for the local Thornbury community.

6. SELECTION PROCESS

Membership to the PCG will be appointed by Council officers following the selection process.

Selection will occur through the following process:

- A drop-in session will be organised at Penders Park to initiate the Expression of Interest (EOI) process and invite applications for membership to the community project control group.
- Advertisements in local media and through Council's website and social media inviting applications from interested community members, for a three week period.
- Formal invitations will be sent to individuals or community groups known to have an interest in the park and/or the surrounds of the park.
- Applications will be assessed by a selection panel consisting of at least two Council Officers and a nominated Director or Manager. This selection panel will determine the group membership.
- If the membership of the project control group is not filled through the advertising process or if the applications received are deemed by the selection panel to not fulfil the requirements of the project control group, Council may target potential members.
- Council will seek a broad representation of Darebin's community that reflects Darebin's diverse community – based on balance of gender, age range and cultural diversity.

7. COUNCILLOR REPRESENTATION

Ruckers Ward Councillors will be invited to be members of the PCG. The PCG will be chaired and facilitated by one of the Rucker Ward Councillors, to be nominated by Council.

8. MEETINGS & REPORTING

- The PCG is required to meet for at a frequency determined by the group to support the effective management of the project.
- Members are required to attend ALL of the meetings.
- Meeting dates and times to be set at the initial PCG meeting by the group.
- There will be no quorum for meetings.
- Meetings are to be held at a place to be decided by the PCG. It is recommended that meetings are held at or near the park however Council may assist with securing a venue at Council offices if required.
- The PCG will be chaired and facilitated by one of the Rucker Ward Councillors, to be nominated by Council.
- Meeting minutes will be the responsibility of the PCG and will need to be recorded by a designated member of the PCG at each meeting. Meeting minutes will be checked by the chair and PCG members as a true and accurate record at the commencement of the following meeting.
- Agenda and meeting minutes will be forwarded to the Council Project Manager/ Landscape Architect and circulated to all Councillors.

9. TERM OF THE PCG

- The PCG shall be in place for the duration of the master planning process with the opportunity to extend by a decision of the council. Council would retain the right to revisit at that time, the future need (if any) for the continued use of the group.
- The PCG can be discontinued at any time at the discretion of Council.

10. REVIEW OF THE PCG TERMS OF REFERENCE

- Council will be required to approve any changes to the Penders Park Community Project Control Group Terms of Reference.
- Members may propose changes to the Terms of Reference however Council will be required to approve the proposed changes.

11. METHOD OF RESIGNATION

- Members will automatically resign after their membership period.
- Retiring members are eligible for re-appointment.
- If a member retires during the course of their term invitations will be sent out to those people who registered interest in being members in the most recent call for members. If there are no such people the position will be advertised for the remainder of the term.

12. RELEVANT DOCUMENTS

The following relevant documents will be made available to the PCG for reference:

- Open Space Strategy 2007-2017 (Currently under review)
- Playspace Strategy 2010-2020
- Public Toilet Strategy 2015-2025
- Council Plan 2017-2021
- Pender Park Landscape Master Plan 2002
- Heritage Overlay HO290 and the Heritage Significance of the park

13. FURTHER INFORMATION

For further information please contact Council's Public Places Unit on 8470-8888, email public.places@darebin.vic.gov.au or visit www.yoursaydarebin.vic.gov.au