

Junction Urban Master Plan Community Reference Group

Terms of Reference

Background

The Junction Urban Master Plan (JUMP) has been prepared by Darebin Council together with the community to improve the attractiveness and liveability of public space in the Junction. 'The Junction' refers to the area in Preston bound by Bell Street to the north, Plenty Road to the east, Dundas Street to the south, and Railway Place to the west.

During the preparation of the JUMP and subsequent Streetscape Improvements Plans, Council officers met with an informal community group during key milestones of the project. This group of residents and businesses have been a very helpful sounding board, providing a range of community opinions in developing the master plan and streetscape plans.

To continue with the momentum of the great work and valuable input this community group has provided Council, it is recommended that this group be formalised, and known as the 'JUMP Community Reference Group'.

Terms of Reference

The purpose of the JUMP Community Reference Group is to:

- Provide an avenue of community consultation regarding implementation projects identified in the JUMP.
- Provide advice to help shape the key projects nominated in the JUMP. This will include (but not limited to) High Street redesign and implementation, Oakover Park, Flett Street Public Space, the simplification of the Junction Intersection and Railway Place upgrade.
- Provide advice and feedback on the design of the JUMP-specific street furniture and public art opportunities for the precinct.
- Assist in monitoring the success of the Oakover Road Pop-up Park, and assist in the design of the permanent Oakover Park.
- Act as ambassadors to share knowledge and educate others about the key projects for JUMP and opportunity for involvement.

Members of the JUMP Community Reference Group will:

- Provide independent, honest and constructive comment about the content and process of major projects outlined in the JUMP Streetscape Master Plan.
- Respect the views of others on the group and allow the opportunity for all views to be presented and discussed
- Be able to commit to time to attend meetings.

Length of Term, Communication and Meeting Details

- Community members will be appointed for a two year period.
- Membership will be reviewed yearly.
- The Community Reference Group is to meet a minimum of four times a year. Future meetings may be suggested by the Project Manager as required.
- Members are required to attend half of the meetings per year.
- The Project Manager may also circulate information, requiring feedback to the group via email.
- Meetings to be held at alternate locations in the JUMP Precinct. This will include Cedars Bakery (33-37 High Street) Buddah Thai (53 Plenty Road) or Northern Christ Community Centre (81 Oakover Road).

- Meetings will normally be 1.5 hours in duration.
- Meeting minutes will be the responsibility of the Project Manager. Meeting minutes will be checked by the chair and Reference Group members as a true and accurate record at the commencement of the following meeting.
- Meeting minutes will be circulated to all Councillors.

Community Representation

Composition of the JUMP Community Reference Group will reflect Darebin's diverse community. Representation will consist of JUMP residents (6) and businesses and community organisations (4).

Darebin Council officer Representation

Council officers will manage, facilitate and chair the discussions for the Community Reference Group. Council officer representation will include:

- Manager of Public Realm + Leisure
- Public Realm officer (Project Manager)
- Transport officer (when required)
- Business Development officer (when required)

Members' Roles and Responsibilities

- Members will be asked to provide input to the detailed design of major projects identified in the JUMP and the subsequent Streetscape Improvements Plans. This will include (but not limited to) High Street redesign and implementation, Oakover Park, Flett Street Public Space, the simplification of the Junction Intersection and Railway Place upgrade.
- Members will be asked to provide feedback on the design of the centre-specific street furniture and public art opportunities for the precinct.
- The JUMP Community Reference Group is an advisory body - not a decision-making body. Council receives submissions from a wide range of stakeholders and all submissions are considered through the same processes.

Method of Resignation

- Members will automatically resign after their membership period of two years.
- As per above, 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.

Selection Criteria for Membership

Selection of new JUMP Community Reference Group members will be based on:

- Demonstrated knowledge of local issues and a commitment to improving the JUMP Precinct.
- A broad representation of the Darebin's community will be sought – based on balance of gender, age range and cultural diversity.
- Community representatives must reside in the City of Darebin
- Business representative must operate a business in the JUMP Precinct.
- A desire to serve or act as a local ambassador or leader for the JUMP community.

Selection Process

New membership selection will occur through the following process:

- Advertisements in local media and through Council's website inviting applications from interested community members, for a three week period.
- Formal invitations will be sent to residents and/or businesses who contributed to the development of the Streetscape Master Plan - via a submission, participation at workshop or registered an interest in the project.
- Applications will be assessed by a selection panel consisting of at least two Council Officers and one Director. This selection panel will determine the group membership.
- Council may target potential members, if the membership 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 reference group.