

TERMS OF REFERENCE

Community Reference Group Deans Creek Precinct Structure Plan Project August 2023

1. PURPOSE

The Community Reference Group (CRG) has been formed:

- to facilitate feedback and local knowledge from residents of Colac to help inform the preparation of the Deans Creek Precinct Structure Plan (PSP)
- to promote awareness of the project within the broader Colac community
- to report to the Colac Otway Shire Executive at key project milestones on community perspectives about the project.

2. THE DEANS CREEK PSP PROJECT OVERVIEW

Colac Otway Shire Council prepared and adopted the *Colac 2050 Growth Plan* in 2019 to identify where and how Colac should expand and grow over the coming decades. The document identifies the Deans Creek precinct area for future housing to allow the town to expand and grow to its west. The Deans Creek PSP project will facilitate future urban development by rezoning the land to Urban Growth Zone and incorporating a PSP document (i.e. the plan) into the Colac Otway Planning Scheme. The PSP project area is shown in Attachment 1.

Council is overseeing the preparation of the PSP and rezoning which will take approximately 3-4 years. The process is divided into key phases as described below.

The PSP document will include an urban layout plan to identify the geographical location of future land uses, development and infrastructure requirements to service the new population. An infrastructure plan will be implemented through a Development Contributions Plan (DCP) which will establish funding arrangements to help pay for and deliver necessary local infrastructure.

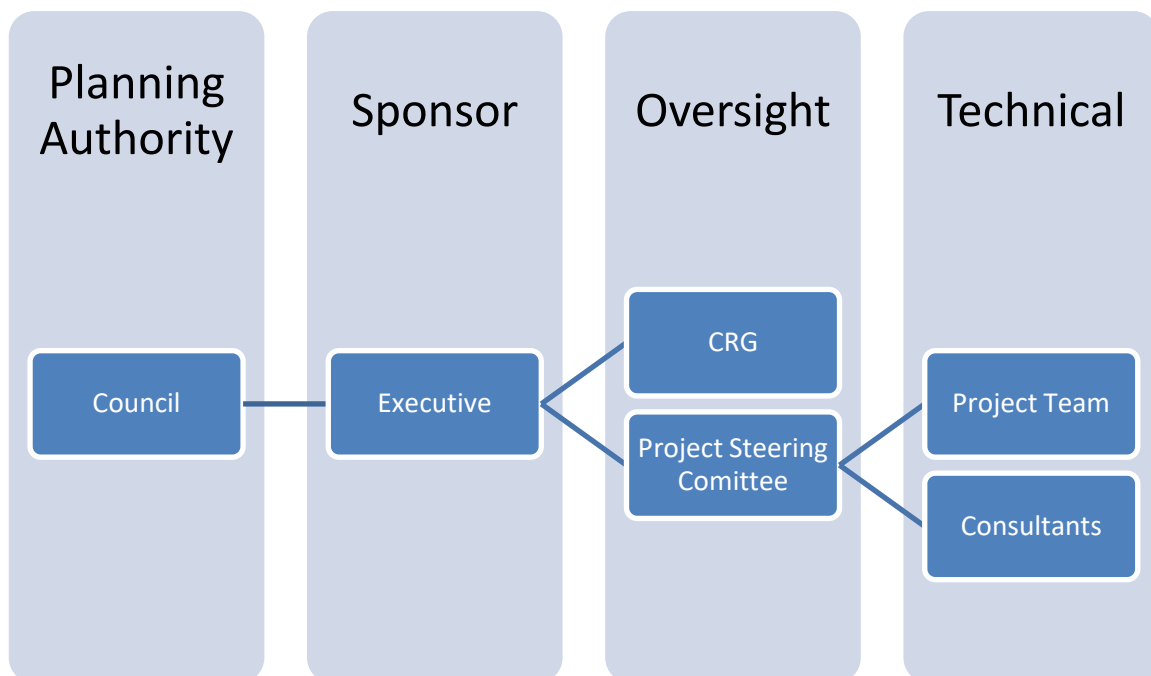


3. PROJECT APPROVAL

For the Deans Creek PSP project and associated planning scheme amendment, Colac Otway Shire Council will maintain its formal role as Planning Authority under the *Planning and Environment Act* (1987) (the Act). This legislative framework will require Council to follow key steps to endorse the draft PSP and amendment for public exhibition, refer submissions received from members of the public, landowners, or developers to an Independent Panel for review, and to adopt the PSP and amendment before sending the documentation to the Minister for Planning for approval. These decisions are usually made during Council's monthly meetings. The approval of the Deans Creek PSP and associated planning scheme amendment will ultimately rest with the Minister for Planning, as required under the Act.

4. OVERARCHING PROJECT GOVERNANCE

The CRG sits within a broader project governance structure as described in the following diagram.



5. MEMBERSHIP

Membership will include individuals who reflect the diversity of the Colac resident population defined by the demographic profile categories of age, gender, and place of residence.

The CRG will include:

- 20 residents of Colac based on the following representation based on an even gender split overall:
 - 3-4 x Age group 18-25
 - 3-4 x Age group 26-35
 - 3-4 x Age group 36-45
 - 3-4 x Age group 46-55
 - 3-4 x Age group 56-65
 - 3-4 x Age group 65+

- 2 people from the Colac Aboriginal community.

The CRG membership should generally represent:

- people who have their primary place of residence in Colac, and
- people from diverse geographic areas around Colac, that is, (not clustered from a particular geographical location).

The CRG will be recruited using an Expression of Interest process, and the membership will be endorsed by Colac Otway Shire Council.

6. ROLE AND RESPONSIBILITIES

The role of the CRG is to:

- Provide feedback or commentary about matters related to the Deans Creek PSP project.
- Promote awareness of the Deans Creek PSP project within the broader Colac community.
- Report directly to Colac Otway Shire Council Executive Management Team at key projects milestones.

Members of the CRG are responsible for:

- Ensuring active participation in meetings by all members through attendance and contributing to discussions.
- Reviewing relevant information or documents.
- Adhering to the Ground Rules for Behaviour, as noted below.
- Managing and reporting individual member's conflicts of interest.
- Maintaining confidentiality where required.
- Meeting as requested by the Chair, generally in accordance with the Terms of Reference.
- Confirming previous minutes.

Ground Rules for CRG Behaviour.

The CRG agree to the following ground rules for behaviour at all CRG meetings and workshops:

- Respect each other's right to speak without interruption.
- Be constructive when providing feedback.
- Be aware of how long and how often we speak so that all have time to contribute to a discussion.
- Make every effort to listen to each other so that we understand the various perspectives we have.
- Speak for ourselves (for example, 'I think' and 'I feel', rather than 'everyone knows' or 'you should').
- Not use personal attacks or put downs or expletives.
- Use inclusive language (that is, not racist, sexist, ageist etc).
- If appropriate, discuss whether any aspect raises a question of confidentiality.
- Arrive on time and stay to the end or negotiate special arrangements.
- Avoid interruptions from mobile phones, etc. (or agree on what level of use is acceptable).
- Expect that the facilitator (Council officer or representative) will encourage everyone to follow the guidelines.

7. CRG REPORTING TO EXECUTIVE

The COS project team will facilitate the CRG reporting to the Colac Otway Shire Executive Management team following key project milestones:

- Completion of co-design.
- Commencement of public exhibition.

The purpose of the reporting will be to provide direct feedback from the CRG to the Executive Management team about the project in relation to the milestone.

The report should be endorsed by the CRG, and / or note dissenting voices.

8. CONFLICTS OF INTEREST

In order to manage actual or perceived conflicts of interest, a CRG member may not have any financial or property interest in the PSP area.

Members or their direct family members (e.g. partner / spouse, children, parents) may not own property or have any financial interest within the PSP project area.

If a member or their direct family member purchase property within the PSP area, they will be required to resign their membership.

Landowners will be engaged separately as part of the planning process.

Prospective members must declare any property interests within the PSP area, or any property interests relatives or close associates may have in the PSP area as part of the Expression of Interest process to recruit CRG members.

As an ongoing project governance practice, CRG members must declare any conflicts of interest prior to the discussion of issues or at any time a conflict of interest, or potential conflict of interest arises. A conflict of interest may be real, potential, or perceived in nature and may refer to situations in which personal, occupational or financial consideration may affect or appear to affect the objectivity or fairness of decisions related to the defined activities. Individuals must declare potential conflicts to the CRG Chairperson and must either absent themselves from the discussion or put the decision to the collective on whether they should absent themselves.

9. CHAIRPERSON

The CRG meetings will be facilitated by the Colac Otway Shire Officer and / or their consultant representative.

10. MEETINGS AND CO-DESIGN WORKSHOP

Meetings

Meetings will be on a bi-monthly basis and are likely to be on the third Thursday of the relevant month from 4 – 5:30pm at Colac Otway Shire Council offices or as required.

It is anticipated meetings will be held October 2023 to December 2024. The purpose of the meetings will be to:

- Facilitate understanding of town planning and infrastructure planning requirements and processes to inform the group's discussion
- Facilitate group discussion about the project and specific issues
- Facilitate understanding of different perspectives within the group
- Provide an opportunity to contribute ideas and feedback to inform the preparation of the PSP and amendment.

Co-design workshop

The CRG will participate in the co-design workshops along with a range of landowners, business representatives, community groups, government, Council, and agency stakeholders. The co-design milestone is a key event in the project where stakeholders come together to discuss a preliminary draft plan that shows where different land uses and infrastructure could be located. This process allows participants to hear the views of others including government stakeholders and landowners, provide feedback, and see how feedback is used to inform subsequent versions of the plan. The plan can change many times in response to various feedback as part of its refinement. The co-design workshops are facilitated by Council to help participants understand what the initial ideas are about how the PSP area could develop, and enable stakeholders to discuss different options to inform the next version and refinement of the plan.

The co-design workshop will involve:

- One full day workshop (during normal business hours) where the preliminary draft plan will be presented for discussion
- One half day workshop (during normal business hours) (2 weeks after the first workshop) where the next version (version 2) of the plan will be presented in response to feedback from the first workshop, and further feedback will be collated
- One half day workshop (during normal business hours) may be required (4-6 weeks after the first workshop or TBD) to provide additional opportunities for feedback on version 3 of the plan.

Attendance at Meetings

Members are required to attend all meetings, or to advise the chairperson in writing that they are unable to attend the meeting at least five hours prior to the meeting occurring.

If a community member is absent from more than three meetings, their membership from the group shall be suspended.

11. TERM OF THE CRG

The Terms of Reference is effective from the endorsement of the CRG by Colac Otway Shire Council and continues until the project reaches the Public Exhibition milestone, or as otherwise determined by Colac Otway Shire Council.

12. RECOGNITION OF CONTRIBUTION

In recognition for the service provided by the CRG, a small gift voucher will be provided to members at the end of the project.

13. ADMINISTRATIVE REPORTING

The Agenda and Minutes will be kept and distributed by the Colac Otway Shire Strategic Planning Officer. The preferred method of disseminating information is by email.

14. CONFIDENTIALITY

In order to ensure open and transparent communication, it is essential that all matters discussed in the CRG are considered confidential unless approved for boarder release by Council.

15. MEDIA AND COMMUNICATIONS

Whilst a purpose of the CRG is to promote the project more broadly in the community, primary media and communications for the project shall be coordinated through Council. CRG members may not address the media directly. However they may post material related to the project on social media that does not breach any confidentiality requirements of the project. Members should report any media requests or social media activities to the CRG.

16. DISPUTE RESOLUTION

Disputes arising between members of the CRG will be facilitated by the Chairperson of the CRG. If matters remain unresolved, then a separate meeting may be convened and chaired by the General Manager of Community and Economy at Colac Otway Shire Council.

17. OTHER ITEMS

Where clear direction is not provided within the Terms of Reference, clarification or guidance on issues, disputes or directions will be sought from the Project Steering Committee (PCG).

Attachment 1 – Deans Creek PSP Project Area



COLAC - DEANS CREEK GROWTH AREA
PRECINCT STRUCTURE PLAN
FOR INFORMATION ONLY

