

Northern Pipe Trail Master Plan

Community Reference Group

Terms of Reference

1. Background

The Northern Pipe Trail is one of Melbourne's most iconic, multi-modal transport corridors. It plays a vital role in supporting north-south cycling, tram and car movements for Melbourne's northern suburbs. It is also a popular walking and exercise destination for the local community.

Building on the recent Melbourne Water M40 upgrades and VicRoads consultation on the St Georges Road median closure review, Council are continuing conversations with the community about enhancing the safety and amenity of the shared path trail.

This year a cohesive master plan will be created guiding landscaping, safety, access and amenity improvements along the trail. It will ensure that a unified and collaborative approach to planning and management of the study area is committed to amongst the various stakeholders. The master plan will focus on the 7km of the trail - commencing at the junction of Merri Parade and St Georges Road and conclude at Reservoir Station.

As the Northern Pipe trail impacts much of the Darebin Community, a community reference group will be established to represent and act as a sounding board on a range of community opinions in preparing this master plan. The community reference group will help guide and provide feedback on the master plan as part of the community consultation process. The broad community will also be given an opportunity to comment on the drafts of the master plan as part of the process.

2. Terms of Reference

The purpose of the Northern Pipe trail Community Reference Group (NPTCRG) is to:

- Be the first point of contact with the community regarding any changes proposed to the Northern Pipe Trail.
- Provide design ideas, advice and feedback to shape the outcomes in the master plan.
- Provide advice and feedback to help define the key directions, projects and actions nominated in the master plan.
- Provide guidance regarding any proposed changes of activity should they arise as part of the master planning process.
- Provide an avenue of community consultation regarding implementation projects identified in the Northern Pipe trail Master Plan.
- Act as ambassadors to share knowledge and educate others about the key projects for Northern Pipe trail and opportunity for involvement.

Members of the Northern Pipe trail Master Plan Community Reference Group will:

- Provide independent, honest and constructive comment about the content and process of major projects outlined in the Northern Pipe trail Master Plan.
- Respect the views of others on the group and allow the opportunity for all views to be presented and discussed
- Consider competing priorities with a view to Council achieving an outcome broadly benefiting the community now, and into the future.
- Be able to commit to time to attend meetings.
- Assist in Community Consultation events and activities.

3. Length of Term and Meeting Details

- Ten (10) community members will be appointed for a two year period.
- The reference group shall also consist of Council Project Manager, Council Transport officer and a senior officer/Manager who will chair the meeting.
- Membership will be appointed by Council officers based on the submissions provided by each potential member.
- The committee is to meet a minimum of four times a year over the development of the master plan. It is expected that the Reference Group will be disbanded once the master plan has been adopted by Council.
- Members are required to attend half of the meetings per year.
- Meeting dates and times to be set by the Reference Group at the first meeting, and there-on at the start of each financial year
- Meetings to be held at the Darebin Civic Centre on High Street, Preston and will normally be 1.5 - 2 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 Councilors.

4. Community Representation

Representation will be sought from:

- 2 resident representatives from the Rucker Ward
- 2 resident representative from Cazaly Ward
- 2 resident representative from the Latrobe Ward
- 1 business representative located along the trail.
- 1 representative from the St Georges Landscape Group
- 1 representative from Darebin Bicycle network
- 1 representative from a local community group impacted by the trail.

Composition of the Northern Pipe trail Community Reference Group will reflect Darebin's diverse community. Council will be actively seeking representatives from a broad range of trail users and age groups. Please refer to Appendix 1 for a map of the Darebin Council Wards.

5. Councilor Representation

Councilors will be invited to be observing members of the reference group. It is anticipated that a Councilor representing each Ward be will sit on the group.

6. Quorum

There will be no quorum for meetings. Members present at meetings will hold discussions and provide input. It is the responsibility of members to inform the Projector Manager of their inability to attend and convey their view about any matter on the agenda.

7. Members' Roles and Responsibilities

- Members will be asked to provide input to the master plan vision, objectives and action and major projects identified in Northern Pipe Trail Master Plan. This will include (but not be limited to) any proposed changes functional layout of the trail, community areas & landscaping.
- Members will be asked to provide feedback on the design of the park-specific community areas and public art opportunities for the reserve.
- The Northern Pipe trail 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. The final decision making authority regarding approval of the master plan rests with Councilors.

8. Consultation Process

- The Northern Pipe trail Reference Group will form part of the consultation process for the review of the master plan.
- Drafts of the master plan will be created by Council staff with direct guidance, input and feedback from the Northern Pipe trail Reference Group and using information gathered through other forms of community and stakeholder consultation.
- Input and expert advice on drafts of the revised master plan will be sought from relevant Council staff, public bodies and external consultants as required.
- Drafts will be presented to Council at an Ordinary Meeting for approval for release as part of the consultation process with the broad community.
- A broad, inclusive consultation process will be undertaken with the community and users of Northern Pipe trail. This process will involve presenting drafts of the master plan to the community for comment and feedback for at least two stages of the plan's development. The consultation will be advertised through Darebin Community News, Preston & Northcote Leader, Council's website, Council's social media outlets, letter drop to addresses within 500m of the trail, signs posted at every major and secondary entrance into the site and letters to individuals or groups that have or have nominated an interest in the reserve.
- Once the consultation process has concluded, a final draft of the revised master plan will be presented for adoption and inclusion in future capital works cycles.

9. Reporting and Review

- Members may propose changes to the Terms of Reference however Reference Group must unanimously agree to the changes.
- The first meeting of each financial year following the creation of the Reference Group will include review of the Terms of Reference.

10. Method of Resignation

- Members will automatically resign after their membership period following the adoption of the Master plan
- 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.

11. Code of Conduct

The CRG code of conduct outlines the rules and responsibilities for all CRG members. The Code of Conduct should be read in conjunction with the Northern Pipe Trail Terms of Reference, which outline the purpose, composition and function of the group.

Members of the Northern Pipe Trail Community Reference Group (CRG) will need to:

1. Notify the Chair of any potential conflict of interest that may arise.
2. Attend CRG meetings or provide an apology in advance if I can't attend.
3. To the best of my ability, share authorized information with the people I represent; and provide insight and feedback on their views on Northern Pipe Trail.
4. To the best of my ability, obtain and represent the views of the broader community even if they are different to my own
5. Be open and available to community members who wish to provide their thoughts and comments on Northern Pipe Trail.
6. Meet any reasonable request from the Darebin Council promote my position in the CRG to achieve the best possible level of community feedback.
7. Participate in a positive way to finding solutions to issues or concerns
8. Respect the ideas and beliefs of CRG members and invited guests.

12. Selection Criteria for Membership

Selection of the Community Reference Group members will be based on:

- Demonstrated knowledge of local issues.
- Desire to contribute ideas and improvements for the site, considering the needs of the local community and role of the corridor more broadly.
- Desire to serve or act as a local ambassador or leader for the local Darebin community.
- Community representatives must reside in the City of Darebin.

Composition of the Northern Pipe trail Community Reference Group will reflect Darebin's diverse community. Council will be actively seeking representatives from a broad range of trail users and age groups. Refer to **Section 4** for guidance on the Community Group Representative Mix expected for this Community Reference Group.

13. Selection Process

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 individuals or groups known to have an interest in the reserve 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 Manager or General Manager. This selection panel will determine the group membership.
- Councilors will be presented with a copy of the Terms of Reference, application materials and selection report.
- Applications will be assessed by the selection criteria as outlined in **Section 11**.
- If the membership of the reference 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 reference group, Council may target potential member.

Appendix 1 – Darebin Council Wards

Rucker Ward	Cazaly Ward	Latrobe Ward
Northcote	Preston	Reservoir
Westgarth	Thornbury	Bundoora
Thornbury		Kingsbury
Fairfield		

