



Terms of Reference

Station Precinct Stakeholder Group (SPSG)

Background

The Station Precinct Stakeholder Group (SPSG) has been established to help guide and support the development and revitalisation of the Mansfield Station Precinct. This group will provide advice and feedback to Council on various projects within the precinct, including landscaping, pathways, carparks, recreational facilities, and cultural initiatives such as the Heritage Museum and Taungurung Art Track.

The SPSG will allow for community engagement, oversight, and collaboration during the further development of the precinct, ensuring that a broad range of stakeholders and interests are represented.

Purpose

The Stakeholder Group assists Council in guiding and supporting the design and development of the Mansfield Station Precinct by providing advice, sharing community perspectives, and making recommendations that reflect the aspirations of local stakeholders.

The SPSG does not have authority to make decisions or take action beyond providing advice and making requests to Council and appointing its members according to these terms.

Objectives

The Group's objectives are to:

- ▶ Provide input into the planning, design, and development of projects within the Mansfield Station Precinct.
- ▶ Represent diverse community views, values, and aspirations to ensure outcomes benefit the broader Mansfield community.
- ▶ Offer feedback on draft concept designs, detailed designs, and project specifications for Station Precinct projects.
- ▶ Assist Council and consultants in understanding community concerns, issues and opportunities related to precinct development.
- ▶ Promote collaboration between Council and key stakeholders to achieve a unified vision for the precinct.

Membership

The SPSG existing members:

- ▶ Up to 2 representatives of the Mansfield Historical Society.
- ▶ Up to 2 representatives of the Taungurung community, with current representatives being:
 - Aunty Bernadette Franklin
 - Aunty Angela ten Buuren

- ▶ 1 representative of the Mansfield Cultural Heritage & Arts Committee (MCHAC).
- ▶ 1 representative of the Friends of the Great Victorian Rail Trail.
- ▶ 1 representative of the Arts Mansfield.
- ▶ Up to 2 representatives of Council.

The SPSG additional members following the EOI process:

- ▶ 1 representative of the Mansfield Community & District (Bendigo) Bank.
- ▶ 1 representative of the Mansfield Mt Buller Cycling Club
- ▶ 1 community representative.

Additional Members:

Guest participants such as consultants or specialists may be invited to attend meetings as required. Any additional members or guests must be invited with agreement from Council's nominated officer prior to meetings.

Membership Terms:

Membership is voluntary, with no payment for attendance or related expenses. Membership of the group will be reviewed annually.

Where a member cannot attend a meeting, the SPSG invites nominations from members of the respective group to be represented accordingly.

Guests will be invited to SPSG meetings where necessary. This includes lead consultants and specialist representatives required throughout the design process.

Additional members and guests are to be submitted to Council's nominated officer(s) for approval prior to any SPSG meetings.

In case of absences, nominations need to be advised prior to the SPSG meeting.

Conduct of Members

Members of the Reference Group must:

- ▶ Act with integrity.
- ▶ Act in good faith.
- ▶ Declare any conflict of interest including potential conflicts of interest.
- ▶ Where a conflict of interest is identified by a member, that member informs the SPSG of the conflict and excludes themselves from discussions regarding the item to which the conflict relates.
- ▶ Impartially exercise their responsibilities in the interests of the local community and with due consideration of the objectives of the working group.
- ▶ Treat all persons with respect and have due regard for the opinions, beliefs, rights and responsibilities of other persons.
- ▶ Commit to regular attendance at meetings.
- ▶ Commit to active participation and contribution to the SPSG; and
- ▶ Not make improper use of information acquired because of their position that may contravene privacy provisions.

Term of Membership

The term of membership will align with the duration of the Mansfield Station Precinct development projects. The group membership will be reviewed annually.

Continuation of the SPSG will be reviewed upon completion of major project milestones or at Council's discretion.

Meetings

Meetings will follow standard meeting procedures protocols:

- ▶ Commence on time and conclude by the scheduled completion time.
- ▶ Be scheduled and confirmed in advance with relevant agenda items distributed not less than 5 days before the scheduled meeting time.
- ▶ Encourage fair and respectful discussion, participation and respect for each other's views.
- ▶ Focus on the relevant issues.

Generally meetings will align with project milestones within the Precinct's development program, including the following opportunities:

1. Input into project briefs and consultation processes.
2. Review of draft concept designs for key projects (e.g., landscaping, carparks, recreational facilities, etc.).
3. Feedback on detailed designs for individual components of the precinct (e.g., pathways, lighting, etc).
4. Final review of documentation before project implementation.

Communications

The SPSG agrees to send items of significance or interest to Council's nominated project officer in between scheduled meetings where necessary via email circulation.

Council commits to communicating to the SPSG any items of significance or interest that arise between meetings via email circulation.

Roles

Council's Coordinator Capital Works Delivery will act as Chair.

The chairperson is responsible for chairing meetings and for communications between the SPSG and Council. If the chairperson is not present at a meeting the attendees may elect a chairperson for that meeting by consensus or reschedule the meeting to a convenient date and time.

Council's Capital Works Project Officer will act as minute-taker.

The minute-taker is responsible for producing minutes of the meetings and providing them to the chairperson.

Agendas and Meeting Notes

Agendas and meeting notes are prepared for each meeting.

Each meeting is recorded by the taking of minutes. The minutes are kept as a permanent record of Council.

The minutes:

- ▶ Contain details of the proceedings and agreements made.
- ▶ Are clearly expressed and self-explanatory.
- ▶ Are distributed to each member as appropriate not more than 7 days after the meeting.
- ▶ Are submitted to the next meeting for information.

DRAFT