

Devonport Terrace Streetscape Community Reference Group (CRG) Terms of Reference



Date Initialised: 16 May 2018

1. Background

- 1.1. Council and its Elected Members have been listening to a range of comments about Devonport Terrace's appearance, landscaping, stormwater and maintenance. In order to understand the range of issues more fully, and to develop a vision for future improvements, a survey was conducted and a Community Reference Group formed.
- 1.2. An opportunity for Council to progress the project was the State Government's announcement of the electrification of the Adelaide – Gawler railway line in the 2017/2018 State Budget. Council is aware that previous electrification projects in the southern suburbs have required vegetation clearance and new fencing to be installed along the rail corridor.
- 1.3. This provides Council with the opportunity to address issues along the street, working with the community and coordinating with stakeholders such as the State Government, to create an integrated approach to upgrading Devonport Terrace.
- 1.4. Project to progress regardless of Electrification Works.

2. Objective

- 2.1. City of Prospect's vision: People, Place, Prosperity – Great Prospects
- 2.2. The Community Reference Group will provide advice, feedback, suggestions and undertake fruitful discussions to form the priorities for the Devonport Terrace streetscape upgrade.
- 2.3. Strategic Plan: PEOPLE strategy outcome 1.3.4: A community who are involved and participate in decision making and community leadership. *Target 1: Year on year increase in the number of community representatives participating in engagement strategies.*
- 2.4. Strategic Plan: PLACE strategy outcome 2.2.3: A community involved in design, maintenance and upgrade of our parks and places. *Target 1: Year on year increase towards a minimum of 10% of local residents involved in the design, upgrade and maintenance of parks and places.*

3. Membership

- 3.1. The Group will have 10-15 resident members. A group this size is considered sufficient to provide quality and efficient feedback ensuring all members have an opportunity to fully participate in meetings.
- 3.2. Meetings will proceed regardless of numbers attending – no quorum required.
- 3.3. Residents ideally to be representative of the entire length of Devonport Terrace.
- 3.4. Composition of the group may include:
 - 3.4.1. Elected Members and Mayor

- 3.4.2. Residents
- 3.4.3. Council administration– CEO, Director, Manager, and Council Officers
- 3.5. Additional residents may join the group following a submission of an expression of interest.

4. Structure

- 4.1. As a minimum, the structure is to comprise of the following:
 - 4.1.1. Chair: Council representative
 - 4.1.2. Minute Taker: Council representative
 - 4.1.3. Meeting Organiser: Council representative

5. The Role

- 5.1. The Role of the Community Reference Group is to:
 - 5.1.1. Be informed of the development and works that impact Devonport Terrace such as electrification works;
 - 5.1.2. Understand the locality and have an appreciation for the streetscape;
 - 5.1.3. Discuss and establish the vision and future needs of Devonport Terrace;
 - 5.1.4. Identify, analyse and discuss current issues along the street including feedback already received by Council on priority issues affecting residents;
 - 5.1.5. Provide advice to better leverage the budgeting for projects along the streetscape;
 - 5.1.6. Provide suggestions/recommendations/feedback on the future development of the street;
 - 5.1.7. Support and encourage quality outcomes for Devonport Terrace.
- 5.2. The positions will be appointed as voluntary.
- 5.3. Meetings will be held on an as-needs basis generally between 5-6pm on weekdays or as required for walking tours.
- 5.4. Communication will be via meetings, email and telephone.
- 5.5. Correspondence will be provided via email, including Agendas, Meeting Minutes, etc.
- 5.6. The Group will be reviewed as often as required and guests will be invited to relevant meetings (e.g. consultants). The Group will continue for a maximum of 2 years and will be reviewed in May 2020 moving forward.
- 5.7. A general consensus of agreement will be determined by a 'show of hands'. All final decisions will be made by Council (Mayor and Elected Members).