

Former APM (Alphington Paper Mill) site

Community Reference Group

Terms of Reference



1. Introduction

- (a) The former Amcor Papermill site in Alphington is a 16.5 hectare parcel of land located on the corner of Heidelberg Road and the Chandler Highway. It represents one of Melbourne's largest urban renewal sites.
- (b) Amcor ceased its paper recycling operations at the site in late 2012, and in June 2013, arranged for the land to be sold. Developers Alpha Partners and Glenvill are to redevelop the site into a major residential precinct with shops, offices, open spaces and community facilities.
- (c) Council began preparing for the likely redevelopment of the site some five years ago which led to a Development Plan Overlay (DPO) being introduced for the site by the Minister for Planning in July 2013. The DPO provides a framework for future development to allow for major residential and commercial redevelopment of the site.
- (d) Before any substantive redevelopment takes place Council had to approve a Development Plan that satisfied the requirements of the DPO schedule. On 2 December 2015, Council approved the revised Development Plan for the Alphington Paper Mill subject to conditions, including the establishment of a Community Reference Group to "consider the on-going development of the former Amcor site".
- (e) Various planning applications will now be lodged to Council for consideration. These need to be generally in accordance with the Development Plan. It is expected that the project will be constructed over a 5-7 year period.

2. Purpose

- (a) The purpose of the Former APM site Community Reference Group (the Reference Group) is to provide an opportunity for residents and community groups to maintain dialogue with Council concerning the on-going development of the former Amcor site, with an emphasis on the development of community infrastructure, sporting facilities, open spaces and traffic and sustainable transportation, and any other matters that Council considers relevant to be considered by the Reference Group.

3. Objectives

- (a) Enable, in addition to, and without abrogating the need for, Council's usual responsibilities for dissemination of information and consultation with interested stakeholders, two way communication with the broader community, dissemination of information and feedback in relation to the development of the Amcor site.
- (b) Assist the Council to become aware of any emerging issues in relation to development of the Amcor site.
- (c) Consider ways to further enhance the utility and functionality of the precincts within the Amcor site as they are developed and how these emerging precincts can integrate and complement current surrounding land uses.

4. Membership

Appointments to the Reference Group shall be made by Council and will comprise of:

- (a) Three Langridge Ward Councillors of which one will take the role of chairperson of the meetings.
- (b) Six community representatives from across Alphington, consisting of representatives from the three community groups being:
 - South Alphington and Fairfield Civic Association (SAFCA)
 - Alphington Paper Mill Action Group (APMAG)
 - West Alphington Residents Inc. (WAR Inc.)

and three other persons of the community representing a range of different views and interests (refer to the section 'Selection process and criteria for community members').

- (c) Senior council officers will be available to provide assistance and advice to the Reference Group, including the Manager City Strategy and Manager Open Space & Recreation. Other relevant Council officers are available to service the Reference Group as required.
- (d) Community representatives shall be appointed as members of the Reference Group for a maximum period of two years, unless Council decides to extend the term of appointment.
- (e) Members will be expected to attend all required meetings. They will be selected via an expression of interest process in accordance with Council policy. Should a vacancy occur, a replacement may be appointed for the balance of the project term.
- (f) Any member of the committee who fails to attend two consecutive Reference Group meetings without prior notification shall be deemed to have resigned.
- (g) Should a member who represents a community group not be able to attend a particular meeting, the member may nominate another member of that community group to attend on their behalf. The name of the member to attend the meeting must be provided to Council prior to the meeting.

5. Selection process and criteria for community members

- (a) The Council will seek expressions of interest for the Reference Group membership through public notice, and direct approach to the three community groups (SAFCA, APMAG, WAR Inc.). The selection process will accord with Council policy.
- (b) As far as practical, the membership will reflect diversity in gender, cultural background and group representation.
- (c) Applicants will be requested to submit a short statement of capabilities addressing the following criteria:
 - i. An understanding of community needs, concerns and issues relating to community infrastructure within Alphington and/or Fairfield.
 - ii. An understanding of the role Local Government has in the planning and provision of community infrastructure.
 - iii. An ability and commitment to consider and value a wide cross section of community views.
 - iv. A commitment to participate in the meetings outlined in Item 6, or at other times as determined necessary by the Reference Group.

- v. Declare any personal interest, connection or association with the Amcor redevelopment or community infrastructure provision.
 - vi. If applicants are representing a community group this must be stated in the nomination.
- (d) Subsequent to the EOI process, a report will be provided to Council seeking appointment of persons to the Community Reference Group.
- (e) In the event that a vacant position arises, replacement of members of the Reference Group will be determined in accordance with Council policy.

6. Member responsibilities

- (a) Members must declare any personal interest, connection or association with any matter brought before the Reference Group.
- (b) Members must not make improper use of information acquired as a consequence of membership of the Reference Group.
- (c) If matters of a confidential nature are discussed by the Reference Group, members must respect that confidentiality.
- (d) A member of the Reference Group may resign at any time. Notice of resignation is to be provided in writing to the Manager City Strategy.
- (e) Membership of the Reference Group may be terminated for any of the following reasons:
 - (i) failure to attend two consecutive meetings without prior notice.
 - (ii) conduct unbecoming a member, for example, a breach of confidentiality.

7. Meeting procedure

- (a) The Reference Group will meet on a quarterly basis and at other times as required.
- (b) Meetings are to be held at a time and place determined by the Reference Group.
- (c) The Reference Group is not required to give public notice of its meetings and meetings are not required to be open to the public.
- (d) It is anticipated at the initial meeting of the Reference Group will include a briefing by Council Officers, including key document handover, followed by discussion on setting out the parameters and scope of future Reference Group meetings.
- (e) The Reference Group meetings are to be chaired by a Ward Councillor. If all Councillors are absent, a member agreed to by the Committee will act as chairperson.
- (f) The quorum for any meeting of the Reference Group shall be six members.

8. Reporting and circulation

- (a) The Director Planning and Place Making will provide regular reports to the Council concerning the deliberations of and suggestions given by the Reference Group.
- (b) A staff member from Council's Planning and Place Making division will be responsible for attending meetings, distributing agendas and minutes, being the central contact point for the committee and for providing any background information as required.
- (c) Agendas and Minutes of the Reference Group be published on Council's website.

9. Terms of the committee

- (a) The Reference Group provides an advisory role to the Council and does not have any delegated authority to make decisions.
- (b) The Reference Group has no delegated authority to act or to incur expenditure on behalf of Council.
- (c) The Reference Group will have no involvement in the consideration of any planning permit applications. However, it may inevitably discuss issues which are consistent with its purpose and which arise by virtue of applications.
- (d) The Reference Group may in relation to any matters referred to it, make submissions to Council which Council may consider in exercising its role as planning authority.
- (e) The Reference Group provides an advisory role to the Council only on matters relating to the former AMCOR site.

10. Contact with the media

- (a) Requests for contact by or with the media must be directed to the Chair of the Reference Group, and follow Councillor and Staff Media Policies.