

Terms of Reference (ToR) for the Local Community Reference Group (LCRG)

1. Background and Context

The Arthurs Seat Eagle (ASE) is a major tourism facility featuring an aerial gondola system connecting a base station and a summit station, offering picturesque views of the Mornington Peninsula foreshore and beyond.

ASE seeks to enhance the visitor experience by expanding the facility with additional attractions. Recognising the importance of community involvement, ASE is committed to engaging local stakeholders to ensure the project's inclusivity and success.

This ToR outlines the framework for meaningful engagement with the local community to gather input, foster collaboration, and promote transparency.

2. Purpose

The purpose of the Local Community Reference Group (LCRG) is to:

- Facilitate the involvement of local community representatives in ASE's development plans.
 - Build trust and strengthen relationships with community stakeholders.
 - Provide insights from a neighbourhood perspective, especially regarding minimising community impacts.
 - Identify opportunities and address potential issues collaboratively.
 - Assist in resolving community concerns wherever feasible.
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3. Scope of Engagement

The scope of the LCRG includes:

- Engaging local residents, businesses, community groups, and other stakeholders.
 - Ensuring sustained engagement throughout distinct project phases (planning, implementation, monitoring).
 - Promoting inclusivity, particularly for underrepresented groups and marginalised communities
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4. Composition

The LCRG will include:

- An **independent chairperson** responsible for facilitating meetings.
- Members representing local residents, specific interest groups, and stakeholders from the broader community.
- At the chairperson's discretion, individuals may be invited to provide presentations or submissions as needed.

Selection Process:

- Representative positions will be advertised through digital media.
- Appointments will follow a formal selection process conducted by the LCRG chairperson in consultation with ASE.

Secretary Role:

- Maintain and circulate meeting minutes.
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5. Member Responsibilities

LCRG members are expected to:

- Attend meetings (preferably in person) and actively participate in discussions.
 - Represent their community's interests and perspectives respectfully.
 - Share project updates within their networks and provide feedback during meetings.
 - Offer constructive feedback and advice on issues relevant to the ASE upgrade project.
 - Maintain confidentiality for any conceptual or sensitive information shared during meetings until otherwise advised.
 - Members who miss two consecutive without a formal apology may at the discretion of the Chairperson forfeit their place CRG
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6. Operations

- Meetings will be chaired by the independent chairperson, with ASE providing administrative support.
- Meetings are **closed forums**; while in-person attendance is preferred, virtual participation may be accommodated.

Meeting Details:

- Frequency: Aligned with ASE project timelines (at least quarterly)
- Duration: Typically 1.5 hours.

Chairperson Responsibilities:

- Establish a forward meeting schedule during the first meeting.
- Set meeting priorities and limit agenda items to ensure productive discussions.
- Review and prioritise issues in collaboration with ASE and the LCRG.

- Foster active participation and ensure discussions remain relevant to the ASE upgrade project.
- Discretion to invite independent groups with expertise relevant to upgrade to present and/or address the CRG
- Uphold professional conduct within the group.

Additional Protocols:

- All members must sign a Code of Conduct.
 - Substitute representatives are not permitted for absent members.
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7. Communication Plan

The LCRG’s communication strategies include:

- Regular updates via newsletters, emails, and social media platforms.
 - Posters and flyers distributed in community spaces.
 - A dedicated webpage or contact point for project updates and feedback.
 - Summary reports to keep the community informed about progress.
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8. Accountability

The LCRG serves as a mechanism for community involvement.

- Information about the group’s composition, meeting minutes, and activities will be published on the ASE website.
 - The ASE website will also provide access to reports and updates on LCRG activities.
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9. Signatories

This section to include the signatures of key representatives, signifying agreement with the Terms of Reference.