

Logan Central Advisory Group

Terms of Reference



Background

Logan Central is designated as a Major Regional Activity Centre under the South East Queensland Regional Plan and one of four key activity centres in the City of Logan. To cater for emerging development interests and ensure Logan Central is properly planned to fulfil its intended role, Council prepared and endorsed the Logan Central Master Plan in 2014 to guide development in the centre until 2031.

On 25 June 2019 Council endorsed a total budget of \$5 million towards the planning, design, management and delivery of the Logan Central Priority Projects as identified in the Logan Central Implementation Plan.

Purpose of Advisory Group

The purpose of Logan Central Advisory Group (LCAG) is to accurately represent local residents, businesses, land owners, retailers and other key stakeholders and provide input and guidance to Council on the planning, detailed design and delivery of the Priority Projects identified in the Logan Central Implementation Plan.

The main functions of the Group are to:

1. Provide input, ideas and advice regarding issues that have a significant impact on the Logan Central Activity Centre.
2. Receive relevant reports, documents, plans or proposals that relate to the Logan Central Priority Projects or any other noted issue for discussion
3. Consider, discuss and provide input into material presented to the group for consideration by the Place Management Team.

The LCAG will be chaired by the Logan Central Place Manager from the Economic Development and Strategy Branch who report to the City Centre Special Committee and Planning and Economic Development Committee. The LCAG has no delegated authority.

Principles and Protocols

LCAG members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members must recognise the shared accountability and shared responsibility for success.

All LCAG members will ensure there is appropriate and suitable representation at LCAG meetings unless alternative

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arrangements such as apologies and reports have been submitted prior to the meetings.

Conflict of Interest

LCAG members must declare any conflict of interest, whether Material or Personal, and vacate the meeting room when discussions or deliberations are held on that issue.

Confidentiality

All information provided to you as a member of this group is to be treated in strict confidence. Council will need to consider all proposals and sensitive matters that require measured advice before it being put forward to key decision makers. Publicly releasing any such information can have the effect of working against desired outcomes for the project.

Media

No members of the LCAG are to speak to the media, including postings on social media, regarding matters given to you in your capacity as a LCAG member. All information to be issued to the media will only be channelled through the Chairperson as part of Council's usual media channels.

Member Roles

1. Members of the LCAG are expected to actively participate and advocate, and provide guidance and advice on Logan Central Priority Projects in accordance with the approved Terms of Reference
2. Attend scheduled meetings of the LCAG or provide a suitable proxy.
3. Represent their organisations and keep them abreast of the progress of LCAG.
4. Contribute in formulating of strategies, policies, statements of intent, action plans and project plans and where required design activities.
5. Evaluate implementation of the priority projects and programs identified from the Logan Central Implementation Plan.
6. Provide advice on various proposals that may have an impact on public realm spaces within the centre.
7. Work as part of a team and respect the views of other group members.

Membership, Chairperson and Voting

Expressions of Interest will be issued and any person that would like to become a member of the LCAG can submit an application to Council. Applications will be reviewed to ensure an appropriate representation of the wider community up to a maximum of 12 members. Membership of the LCAG will be appointed as follows:

Chairperson: *Logan Central Place Manager (or delegate/s)*

Members: *Elected Representative
Other Representatives*

Meetings

Input by the LCAG can be obtained at scheduled meetings or through email correspondence as required by the Chairperson. During meetings the LCAG will engage in discussion and provide input with an acknowledgement of the membership and role the advisory group plays in Council's decision making framework.

Frequency

Meetings will be held at an appropriate time and date. The frequency of meetings will be determined by the Chairperson in consultation with LCAG.

Agenda Distribution Time

An agenda will be distributed to group members prior to any meeting (where practicable a week ahead of the meeting). LCAG members should share and circulate any other relevant information prior to the meeting, thereby allowing fellow members time to consider the information.

Recording of Minutes

Minutes of meetings will be recorded and distributed where considered appropriate by the Chairperson. Input obtained from the LCAG will be reported to Economic Development and Strategy Manager and where required will be taken into consideration in the design and delivery of priority projects and programs.

For more information

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Email logancentral@logan.qld.gov.au
