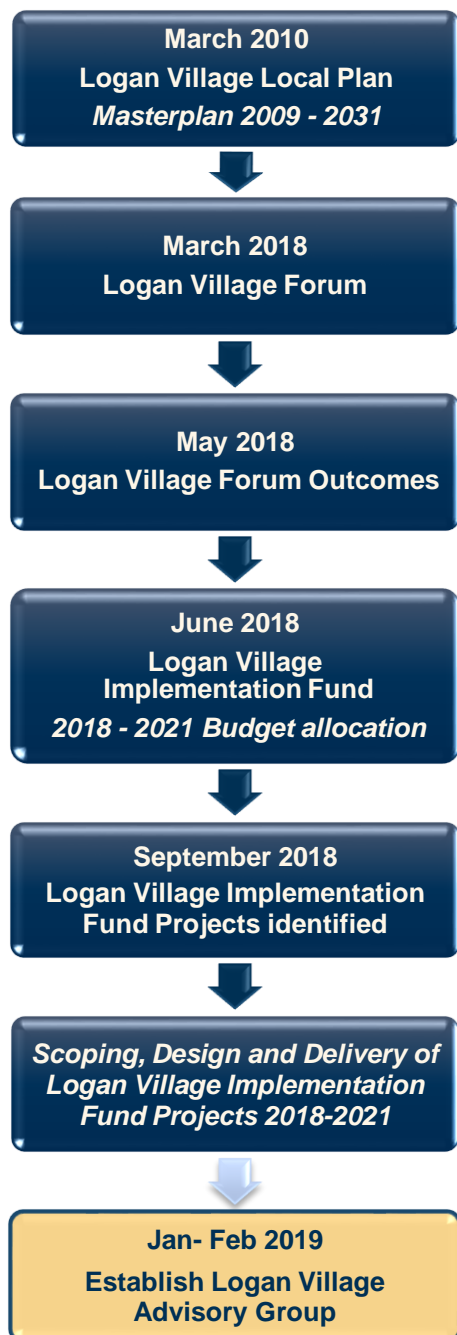


# Logan Village Advisory Group

## Terms of Reference

logan.qld.gov.au



### Background

The Logan Village Local Plan (master plan) was endorsed by Council on 30 March 2010, guiding development for the area over the next 20 years and allowing Logan Village to cater for the needs of its existing and future residents.

### Purpose of Advisory Group

The purpose of Logan Village Advisory Group (LVAG) is to accurately represent local residents, businesses, land owners, retailers and other key stakeholders and provide input and guidance to Council on the detailed design and delivery of the Logan Village Implementation Fund Projects. The main functions of the Group are to:

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

The LVAG will be chaired by the Place Management Team from the Economic Development and Strategy Branch who report to the City Planning, Economic Development and Environment Committee. The LVAG has no delegated authority.

### Principles and Protocols

LVAG 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 LVAG members will ensure there is appropriate and suitable representation at LVAG meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

# Logan Village Advisory Group

## Draft Terms of Reference

### Conflict of Interest

LVAG 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 LVAG are to speak to the media, including postings on social media, regarding matters given to you in your capacity as a LVAG 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

Members of the LVAG are expected to actively participate and advocate, provide guidance or advice on Logan Village Implementation Projects in accordance with the approved Terms of Reference.

1. Attend scheduled meetings of the LVAG or provide a suitable proxy.
2. Represent their organisations and keep them abreast of the progress of LVAG.
3. Contribute in formulating of strategies, policies, statements of intent, action plans and project plans and where required design activities.
4. Evaluate implementation of the priority projects and programs identified from the Logan Village Forum.
5. Provide advice on various proposals that may have an impact on public realm spaces within the centre.
6. 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 LVAG 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 LVAG will be appointed as follows:

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

Members: *Division 4 Councillor  
Other Representatives*

### Meetings

Input by the LVAG can be obtained at scheduled meetings or through email correspondence as required by the Chairperson. During meetings the LVAG will engage in discussion and provide input with an acknowledgement of the role the advisory group plays in Council's decision making framework. The Quorum for the LVAG Group is five (5) members.

### Frequency

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

### Agenda Distribution Time

An agenda will be distributed to group members prior to any meeting (where practicable a week ahead of the meeting). LVAG 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 LVAG 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.

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#### For more information

Phone **07 3412 4582**

Visit [logan.qld.gov.au/lvag](http://logan.qld.gov.au/lvag)

Email [loganvillage@logan.qld.gov.au](mailto:loganvillage@logan.qld.gov.au)

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