



Communication Link

Gold Creek Homestead Community and Stakeholder Panel

Panel Member Information

18 October 2019

1. Welcome

Welcome to the Gold Creek Homestead Community and Stakeholder Panel

Thank you for volunteering to be part of this Panel. We look forward to your energy, enthusiasm and commitment to participating in the panel process.

On Saturday 26 October 2019, you will join around 20 other panel members to consider the community values and possible site objectives associated with the site.

The Suburban Land Agency has established the Panel to inform the non-financial site objectives and development principles in preparation for the sale of land early next year.

Communication Link has been engaged by the Suburban Land Agency to manage the Panel process. Communication Link is a local firm that specialises in community consultation, stakeholder engagement and facilitation of community conversations.

This pack provides important information for you to consider prior to attending the first session. It includes:

- Administrative information
- The Panel – membership, process, agenda, Terms of Reference
- Photographic permission form

In addition to this pack the following information is provided for the reference of Panel Members

- Background information on the site
- Gold Creek Homestead Community and Stakeholder Panel Terms of Reference
- Deed of Confidentiality and Conflict of Interest



Administrative information

Key dates

The following meeting dates and times have been established for the Panel. You must attend all meetings for their entire length. You will be required to sign-in to each meeting. Please arrive to each meeting at least 15 minutes before the start time to allow for prompt commencement.

- Saturday 26 October 2019, 9.00am –4.00pm
- Saturday 9 November 2019, 9.00am – 4.00pm
- Saturday 30 November 2019, 9.00am –4.00pm

Venue and transport

Meetings will be held at the Gungahlin Library in the downstairs meeting room. The Gungahlin Library is located on the corner of Hibberson and Gozzard St, Gungahlin.

The building is located close to the Gungahlin interchange for those traveling by public transport. For those with private transport, parking is available at the Gungahlin Town Centre.

Site tour

During the first meeting on 26 October, the Panel will be travelling by bus to visit the Homestead site.

It is important that during this tour you are wearing long sleeves, long pants and flat covered shoes.

Catering

Morning and afternoon tea and lunch will be provided during all meetings. Please email feedback@communicationlink.com.au with any dietary requirements.

Media and photography

As part of documenting the Panel process photos and video footage may be taken during meetings and deliberations.

There is no requirement for you to be in any of the photos or footage. If you are comfortable to be included in the photos, please complete the photography permission form provided with this information pack and bring it with you to the first meeting or email it to feedback@communicationlink.com.au.

Confidentiality and conflict-of-interest

As members of the Panel you are required to sign a Deed of Confidentiality and Conflict of Interest, particularly noting that this process precedes the commercial sale of the property. This Deed is attached to this documentation. Please bring a signed copy of the form to the first panel meeting.

It is expected, however, that most of the information provided to the Panel will not be of a confidential nature and will also be made available following Panel meetings on the Your Say



website. In fact, you are encouraged to talk with the broader community and stakeholder groups as part of your deliberation.

If confidential information is provided, it will be appropriately labelled so that you are aware of its status.

Fee payment

In recognition of the potential costs associated with participating, members of the Panel will be paid \$100 per meeting for their attendance. This fee will be paid after the final meeting in the form of a \$300 EFTPOS gift card.

Key contacts:

Communication Link

Communication Link is coordinating the Panel and facilitating the meetings.

Helen Leayr, Managing Director (facilitator)
phone: 0438 041 524
email: helen.leayr@communicationlink.com.au

Ellen Samuels
phone: 0427 250 183
email: ellen.samuels@communicationlink.com.au

Office
phone: 02 6226 8880
email: feedback@communicationlink.com.au

Suburban Land Agency

Suburban Land Agency has established this panel and has responsibility for the sale of the land on behalf of the ACT Government.

Petra Oswald, Senior Development Manager
phone: 02 6205 8665
email: Petra.Oswald@act.gov.au

Natalie Bishop, Stakeholder Engagement and Partnerships Manager
phone: 6207 5769
email: Natalie.Bishop@act.gov.au

Place Laboratory

Place Laboratory is an urban design and landscape architect consultancy that specialises in placemaking. They have been engaged to assist the Panel with the technical production of the Precinct Development Brief.

Anna Chauvel, Managing Director
phone: 0402 706 162
email: anna@placelaboratory.com



The Panel

Membership

The Gold Creek Homestead Community and Stakeholder Panel has been established by the Suburban Land Agency to bring together a variety of community expertise and views to develop a Precinct Development Brief for the Gold Creek Homestead site, as bounded by Monty Place, Gungahlin Drive and neighbouring residences.

The Precinct Development Brief will be part of the tender documentation and evaluation for the sale of the land in 2020.

Members of the Panel have been selected as a result of an Expression of Interest process. Expressions of Interest were invited from the public and promoted through a letterbox drop to suburbs surrounding the site.

Invitations to submit an Expression of Interest were also extended to relevant stakeholder organisations and nearby commercial and education institutions.

Members of the Panel were selected to achieve as representative a spread, both geographically and demographically, as possible from the Expressions of Interest.

Stakeholder groups were selected based on their ability to provide representative views of relevant sectors of the community.

Community members and stakeholders were also selected based on their availability to attend meetings from 9am to 4pm during three Saturdays (26 October, 9 and 30 November 2019).

The process of selecting the Panel Members included the following steps:

- Stratification on the basis of age, disability, Aboriginal and Torres Strait Islander, culturally and linguistically diverse and gender.
- Where all other things were equal, the response to the Expression of Interest was taken into consideration to ensure alignment with the principle aim of creating a community reflective panel.
- Stakeholder groups were selected based on relevance to work of the Panel, and then tested against the demographic stratification.
- Geographic considerations included identifying a geographic spread of Panel members and allowing for multiple representatives from near-neighbour estates as a reflection of the potential for impacts on their homes.

A list of Panel Members will be distributed at the first meeting.

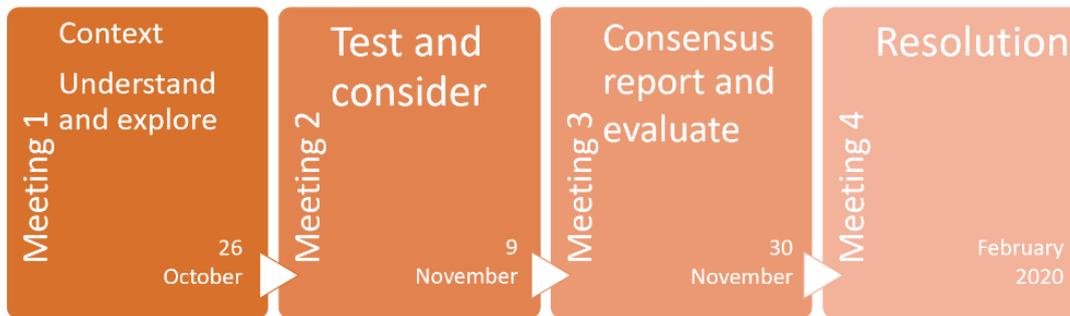


Process

The Panel meetings will be facilitated by Helen Leayr, Managing Director, Communication Link.

Panel meetings will incorporate the provision of information, responding to questions and requests for further information and opportunities to workshop and discuss.

In a general fashion it is expected the Panel will progress through the following stages:



However, the Panel members will be encouraged to guide the process and the length of meetings and number of meetings can be flexible, depending upon the amount of discussion and deliberation that occurs. Changing the dates of the meeting will be avoided as people have already committed to these specific dates.

A short fourth meeting is proposed in the new year to provide panel members with an update prior to the land being formally released for sale.

The Panel process will be transparent. A page on the ACT Government's Your Say website will be established to post presentation, meeting outcomes and other information on the Panel process to keep other members of the community informed.



Agenda

The agenda for the first meeting is outlined below. The discussion and outcomes of meeting 1 will inform the agenda of meeting 2.

No.	Agenda item
1.	Introduction and welcome
2.	Panel terms of reference
3.	Positive group work and establishing Panel protocols
	Morning tea
4.	Project background presentations
5.	Values workshop
6.	Consideration of further information the Panel needs
	Lunch break
7.	Site visit and walking workshop
8.	Finalise next meeting priorities



Panel protocols

At the first meeting the Panel will decide on a set of protocols to guide the work of the Panel.

As a basis for discussion the following is provided for consideration.

Panel members will:

- Respect and listen to all Panel members and presenters to the Panel.
- Commit to attend meetings and actively participate in discussions.
- Review and consider material provided to the panel and ask questions to ensure understanding of information.
- Consult and represent the views of the group they represent and, in turn, convey the considerations and outcomes of the community panel to their members.
- Work collaboratively to reach an agreed conclusion within the timeframe provided.
- Abide by the Terms of Reference.

Terms of Reference

The Panel Terms of Reference have been established by the Suburban Land Agency and are distributed with this Information Pack.



Photographic consent form

I consent to the use of photographs/footage of myself for any printed or electronic purposes associated with the Gold Creek Homestead Community and Stakeholder Panel, by either Communication Link or the Suburban Land Agency.

I understand that signing this form does not guarantee that the photographs/footage will be used and that the photographs/footage may be edited, deleted, changed and/or rearranged.

Name	
Address	
Telephone	
Signature	
Date	

