

Miller’s Homestead Community Reference Group 2021-2022

Directorate:	Connected Communities	Responsible Officer:	Miller’s Homestead Project Officer
Approval Date:	10 May 2021	Committee Group:	Not applicable
Review Date:	12 months from first meeting date		

1. Purpose

The purpose of the Miller’s Homestead Community Reference Group is to be the primary point of communication, idea sharing and feedback to Council for Miller’s Homestead and Gardens during the first 12-month pilot program scheduled for 2021-2022.

2. Objectives

The objectives of the Group are to:

- Act as a community communication portal for Millers Homestead and Gardens
- Contribute ideas and provide feedback to Council on the 12 month pilot program
- Support and advocate for the successful implementation of the Miller’s Homestead 12-month pilot program

The Group supports the delivery of the following Knox Community & Council Plan goals:

Goal 7 - We are inclusive, feel a sense of belonging and value our identity

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

3. Membership, Period of Membership and Method of Appointment

The Miller’s Homestead Community Reference Group 2021 -2022 shall comprise the following:

- Chandler Ward Councillor (Chair) plus one other Councillor
- A maximum of 10 community members

Relevant Knox Council officers will attend meetings as non-members, as detailed in Item 3.3.

3.1 Selection and Recruitment of Community Members

Community members must apply via an Expression of Interest (EOI) process and members selected based on the following criteria:

Criteria	Measure
Direct connection to the City of Knox (Live, Work, Play, Visit, Study)	Essential
Commitment to Miller’s Homestead and Gardens as a valued heritage Council and Community asset	Essential
Demonstrated skills or experience in relevant project areas including: <ul style="list-style-type: none"> a) Community or Not For Profit Organisations/Committees b) Local history and/or heritage buildings c) Arts and cultural programs d) Event management e) Venue management and/or tenancy management f) Garden management or sustainability activities g) Volunteerism or volunteer management 	Must have at least two areas of demonstrated experience or skill contribution

Recruitment of community members will include the following:

- EOI will be advertised on Council’s website, digital media, engagement platforms and circulated to local networks.
- EOI will be open for submission for a minimum of 3 weeks duration.
- Submissions will be accepted electronically only, using the online form provided by Council.
- Submissions will be evaluated by a panel comprising 3 Council Officers and the Chandler Ward Councillor.
- The Director Connected Communities will review the panel recommendations, and approve membership to the Community Reference Group.
- Casual vacancies which occur due to community members being unable to complete their full term may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents’ terms, or where a participating Councillor recommends a new member. All casual community vacancies must follow the processes outlined in this section, Item 3.1.
- The Group may invite observers and guests to meetings from time to time, where the group identifies an area of special interest or requests a specialist presentation.

3.2 Role of Councillors

The role of the Chandler Ward Councillor is to Chair meetings, recommend agenda items, review minutes, participate in the meetings and listen to community and stakeholder views, reporting to Council regularly on relevant issues. This role may be passed to one other Councillor as required by the Chair.

3.3 Role of Council Officers

- The Manager Active and Creative Communities may nominate relevant Council officers to attend meetings to provide administrative and information support only, acting as non-members of the group.
- The Millers Homestead Project Officer will oversee the preparation and circulation of the Agenda and Minutes.

4. Delegated Authority and Decision Making

The Group acts in a consultative capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The group will meet on approximately a monthly basis and a schedule of meetings will be agreed upon at the first meeting of the group. Meetings may comprise virtual or physical meetings, depending on COVIDSafe regulations, as well as the preference, availability and accessibility requirements of the group members.

The group is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand.

6. Meeting Chair

The Chandler Ward Councillor will chair all meetings, and may request one other Councillor, or a Council Officer to Chair the meeting if absent.

7. Agendas and Minutes

Agendas and minutes must be prepared for each meeting. The Agenda must be provided to members of the Group not less than 4 days before the time fixed for the holding of the meeting.

Where a meeting is identified as an informal meeting of Councillors, as per the definition contained in Chapter 6 of the Council's Governance Rules, the Chief Executive Officer must ensure that a written record is kept of the meeting. If the meeting does not meet this definition the Facilitator must arrange for meeting notes of each meeting of the Group to be kept. The meeting notes of a Council Group must:

- a) contain details of the proceedings
- b) be clearly expressed;
- c) be self-explanatory; and
- d) incorporate relevant reports or a summary of the relevant reports considered by the Group.

Draft meeting notes must be:

- a) distributed to all Group Members within 14 days of the meeting; and
- b) submitted to the next meeting of the Group for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest

8. Voting

As this is a consultative group, voting on issues is not required.

9. Conflict and Interest Provisions

In performing the role of Community Reference Group member, a person must:

- Act with integrity;
- Impartially exercise responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Community Reference Group may potentially form a Meeting Conducted under the Auspices of Council. Councillors are required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Where a meeting is identified as a Meeting Conducted under the Auspices of Council, Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent himself or herself from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Community Reference Group shall participate in training on the Conduct and Interest provisions which will be run by the Governance team.

10. Reporting

The group will contribute to a review and evaluation report at the conclusion of the Pilot Program in line with their stated objectives. The report must be adopted by the Group and should directly reflect the objectives and the performance measures of the Group as set out in the Terms of Reference.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by the Community Reference Group will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Facilitator in the first instance and should take care not to respond as a representative of the group.

13. Review Date

The group will review after 14 months from the first meeting date. If the group continues to have a relevant function, a report must be presented by the Millers Homestead Project Officer to the Director Connected Communities including a review of the Group's Terms of Reference and seeking endorsement from Council to continue to act in a consultative capacity.