



Terms of Reference

for the

Yarrowonga Town Hall Precinct &

Library Project Community

Reference Group

Endorsed by Council on: 22 August 2018

Terms of Reference for Yarrowonga Town Hall Precinct & Library Project Community Reference Group



1. PURPOSE

The Yarrowonga Town Hall Precinct & Library Project Community Reference Group (Reference Group) aims to provide Council with informed feedback, advice and knowledge to assist with the redevelopment of the Yarrowonga Town Hall Precinct inclusive of a new library.

2. DEFINITIONS

Unless contrary intention appears the:

CEO means the Chief Executive Officers of Moira Shire Council

Council means Moira Shire Council.

Reference Group means the Yarrowonga Town Hall Precinct & Library Project Community Reference Group.

3. OBJECTIVES

The objectives of the Reference Group are to represent the communities' views in discussions involving the redevelopment of the Yarrowonga Town Hall Precinct inclusive of a new library. Specifically this involves:

- 3.1. Working with the community, consultants and Council Officers to provide input on the redevelopment of the Yarrowonga Town Hall Precinct,
- 3.2. Providing feedback to Council, the Yarrowonga Library Project Steering Committee and the consultants on the Site Concept Master Plan designs,
- 3.3. Providing a voice for the community, including the expression of local knowledge as it relates to the development of the Yarrowonga Town Hall Precinct and Library,
- 3.4. Ensuring broad community perspectives are considered in the redevelopment of the Yarrowonga Town Hall Precinct
- 3.5. Represent the views of the Reference Group on the Yarrowonga Library Project Steering Committee
- 3.6. All efforts be made to incorporate the current uses (2018) of the community hall in the new precinct

4. COMPOSITION AND PROCEEDINGS

4.1. The Reference Group shall be made up of:

- i. community members who are residents of the Yarrawonga/ Mulwala district and answered 'Yes', they would like to participate in a working group when responding to the Yarrawonga Library and Town Hall Precinct Master Planning Community Consultation Survey, May 2018; and/ or
- ii. User Group Representatives of the following community organisations known to be users of the Town Hall precinct buildings and/or Yarrawonga Library:
 - Friends of the Library, Yarrawonga (1)
 - Sacred Heart Debutante Ball Committee (1)
 - Burkes Hotel (1)
 - Mulwala/ Yarrawonga Social Dance Group (1)
 - St Cuthberts Anglican Ball Committee (1)
 - Yarrawonga Lioness Club (1)
 - Country Women's Association Victoria, Yarrawonga (1)
 - Allegro Theatre Company (1)
 - Yarrawonga Gala Ball & Dance Weekend (1)
 - Yoga Group (1)
 - Suncountry Dance (1)
- iii. Representatives of Moira Shire Youth Council (2) (one from each Secondary College).
- iv. A representative of the Yarrawonga Chronicle and the Goulburn Valley Libraries will be invited to attend as non-voting observers.

4.2. One person cannot be both a Community Member according to Section 4.1.i and a User Group Representative according to Section 4.1.ii.

4.3. Council through the CEO will invite participation in the Reference Group. This will involve identifying members as listed in section 4.1. Additional community representatives may be included by approval of the CEO.

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- 4.4. Community representative nominees will be considered appointed and remain current based on their ability to contribute to the objectives of the Reference Group outlined in Section 3. General community representatives will be approved by CEO.
- 4.5. Moira Shire Officers will attend the meetings as non-voting members and provide secretarial support and information relevant to the progress of the project.

5. OPERATIONAL GUIDELINES

- 5.1. A Senior Officer of Moira Shire will act as non-voting chairperson of the Reference Group.
- 5.2. The CEO will have direct management and supervision of the Reference Group.
- 5.3. The CEO will support and encourage the Reference Group representatives to:
 - a) Liaise with the Community Services Team on matters related to the Yarrowonga Town Hall Precinct and Library Project;
 - b) Assist with providing information when required to the consultants, their representative groups and the public; and
 - c) Provide feedback to Council, and any other relevant bodies, on matters relating to the Yarrowonga Town Hall Precinct and Library Project, as required.
- 5.4. Decisions on the implementation of the Yarrowonga Library Project Site Masterplan, Financial Analysis and Business Case and future improvements on the site rest with Council after giving due regard to the community engagement framework that has been established to guide the sites development.
- 5.5. On the resignation of, or in the case of a community representative being incapable of acting as a representative body, the CEO may appoint a replacement person.
- 5.6. Two (2) members of the Reference Group will be nominated to represent the Reference Group on the Yarrowonga Library Project Steering Committee.
- 5.7. All organisations and persons nominated to serve on the Reference Group are subject to the initial and continued approval of the CEO. Revocation provisions are contained in section 10.

6. INDEMNITY

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- 6.1. The Council will indemnify members of the Reference Group against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Reference Group when they are acting in accordance with the Terms of Reference in a honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Reference Group.

7. CONFLICT OF INTEREST / CONFLICTING DUTY

- 7.1. The *Local Government Act 1989* is the primary source of guidance on conflict of interest.
- 7.2. If a member of the Reference Group has a conflict of interest or conflicting duty in any matter in which the Reference Group is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.
- 7.3. A conflict of interest is considered to apply if a Reference Group member:
- a) has a direct or indirect financial interest in the matter; or
 - b) is of the opinion that the nature of his or her interest in the matter is such that it may conflict with the proper performance of his or her public duties in respect of the matter.

8. MEETINGS

- 8.1. Meetings of the Reference Group will be held at least once every three months.
- 8.2. A meeting of the Reference Group will be held at a time and date determined most suitable by the Reference Group and be at the Yarrawonga Town Hall, or another suitable venue as required.
- 8.3. The Reference Group will seek to operate on a consensus basis on any motions it considers. Should a vote be necessary:
- a) Each member of the Reference Group who is entitled to vote is entitled to one vote;
 - b) Voting must be by show of hands; and
 - c) If there is an equality of votes, the motion is lost.

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8.4. The Reference Group shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

8.5. One third of the Reference Group constitutes a quorum. No business shall be transacted at any such meeting unless a quorum is present.

9. TERM OF APPOINTMENT

9.1. The term of Reference Group members will commence on XXXX and will be for a period of two (2) years until a resignation is submitted or unless otherwise terminated in writing by the CEO or Council at the completion of the Yarrawonga Town Hall Precinct and Library Project.

10. REVOCATION

10.1. The CEO may at its discretion revoke the membership of any representative or group.

10.2. The CEO has the power to terminate the services of the Reference Group at any time.

11. COMMITTEE REPRESENTATION

11.1. It will be the responsibility of representatives to notify the CEO of the resignation of members from the Reference Group.

12. CONFIDENTIALITY

12.1. On occasions the Committee may be required to deal with a matter that has been identified as confidential in nature. Committee members are required to deal with such matters in confidence and with discretion.

13. INTELLECTUAL PROPERTY

13.1. All intellectual property remains the property of the Council unless otherwise contracted to a third party.