



Terms of Reference

Yarrowonga Town Hall Future Use

Advisory Group

May 2024 –May 2025

1. CONTEXT

The upgrade to the Yarrowonga Library, Events and Performance Precinct (YLEPP) includes two stages:

Stage 1: the new Yarrowonga Library

Stage 2: Yarrowonga Town Hall

2. PURPOSE

The Yarrowonga Town Hall Future Use Advisory Group will give representative advice to Council about future uses and users of the Yarrowonga Town Hall. This advice will include informing the scope and deliverables of YLEPP Stage 2 works that will be needed to support future Town Hall uses.

3. DEFINITIONS

Unless otherwise stated, the;

Advisory Group means the Yarrowonga Town Hall Future Use Advisory Group.

Chair means independent consultant.

CEO means the Chief Executive Officer of Moira Shire Council.

Council means Moira Shire Council.

Town Hall means the Yarrowonga Town Hall.

4. OBJECTIVES

The key objective of the Advisory Group is to serve as a community engagement mechanism to gain information and knowledge to inform Council's determination about the Yarrowonga Town Hall and long term functionalities to best serve the community.

Specifically this involves:

- 4.1. Establishing an Advisory Group that is represented by previous user groups.
- 4.2. Providing feedback to Council about achievable requirements to maximise the range of use and users.

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- 4.3. Ensuring a range of perspectives are considered to ensure the Town Hall is relevant and used by many over its life span.
- 4.4. Providing constructive and collaborative input that recognises the spatial and financial limitations of the project and the need to ensure a vast range of activities are accommodated.
- 4.5. Noting that the input of the Advisory Group will be respected by Council, however Council is not under obligation to act under the direction of the Advisory Group and will balance a range of needs and factors in decision making about the Town Hall.

5. SELECTION CRITERIA

The Advisory Group composition should have members from a broad range of demographic and experiential backgrounds.

- 5.1. Successful applicants will be endorsed by Council and have demonstrated in their application that they;
 - i. Live or work or represent a community group in the Moira Shire area or be a representative from a:
 - Local Secondary College; or
 - Moira Shire All Abilities Advisory Committee; or
 - Goulburn Valley Libraries.
 - ii. Have authorisation from any community group they seek to represent on the Advisory Group.
 - iii. Agree to work in accordance with the Terms of Reference.
 - iv. Genuinely wish to work constructively and collaboratively to enable the Advisory Group to fulfil its purpose.

Will help to ensure a diverse range of views are considered in determining the future users and uses of the Yarrowonga Town Hall.

6. COMPOSITION AND PROCEEDINGS

- 6.1. Council will advertise and invite Expressions of Interest for the Advisory Group. Expressions of Interest will be considered by a panel including the Independent Chair in consultation with the CEO and an officer from Moira Shire Community Department. Council will have final endorsement the of Advisory Group Members to ensure equitable

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representation as per section 4.1. Additional community representatives may be included by approval of Council.

6.2. The Advisory Group will be made up of up to 16 members, as follows:

- i. *Two* interested community members who are residents of the Yarrowonga / Mulwala district.
- ii. *Eight* representatives of groups or organisations that have previously utilised space in the Town Hall or the former Community Hall.
- iii. *Two* representatives of community groups or organisations that have not previously used either Hall but could do so in the future.
- iv. *Two* student representatives (one from each Secondary College in Yarrowonga).
- v. *One* representative of the Moira Shire All Abilities Advisory Committee
- vi. *One* representative of the Goulburn Valley Libraries.

6.3. One person cannot fill positions across multiple categories. For example, they cannot be both a Community Member according to Section 4.1.i and a User Group representative according to Section 4.1. ii.

Independent consultant and Moira Shire Officers will attend scheduled meetings as observers or to provide facilitation, admin support and information relevant to the progress of the project.

7. OPERATIONAL GUIDELINES

7.1. A consultant appointed by Moira Shire will act as an Independent Chair of the Advisory Group. The Independent Chair will not represent Moira Shire and will be responsible for expert facilitation (in accordance with this Terms of Reference) and production of meeting agendas and minutes.

7.2. The CEO will support and encourage the Advisory Group representatives to:

- a) Assist with providing information when required to the consultants, the representative groups and the public; and
- b) Provide feedback to Council, and any other relevant bodies, on matters relating to the Yarrowonga Town Hall as required.

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- 7.3. Decisions on the use of the Yarrowonga Town Hall, 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 site's development.
- 7.4. On the resignation of, or in the case of a community representative being incapable of acting as a representative body, the CEO may be directed by Council to appoint a replacement.
- 7.5. All organisations and persons nominated to serve on the Advisory Group are subject to the initial and continued approval of the Council. Revocation provisions are contained in section 10.

An advisory group member who misses 3 consecutive meetings will be considered to have resigned from the group. If the member was a representative of a group or organisation, CEO will contact that group's executive to arrange a replacement.

8. CONDUCT OF MEMBERS

- 8.1. Members of the Advisory Group will actively discuss the future use of the Town Hall with members of their and other groups so as to bring a representative voice to Advisory Group discussions. Representative feedback will take precedence over personal or individual opinion.
- 8.2. Advisory Group discussions will focus on the future, the Town Hall and the purpose of each meeting.
- 8.3. Members are expected to consider whole of community benefit rather than focusing on the needs of their group.
- 8.4. Members will make space for all to contribute, without interrupting each other.
- 8.5. Disagreements will be respectful, focusing on the issues (rather than on individuals).
- 8.6. Members will use information with integrity (outside meetings).
- 8.7. Advisory Group members are not authorised to speak publicly on behalf of the Group, other members or Council.
- 8.8. The Council reserves the right to revoke membership of representatives who do not follow the above guidelines.

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Council commits to providing accurate, trustworthy, relevant and specific information to assist the group to fulfill its purpose.

9. INDEMNITY

The Council will indemnify members of the Advisory Group against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Advisory 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 Advisory Group.

10. CONFLICT OF INTEREST / CONFLICTING DUTY

10.1. The *Local Government Act 2020* is the primary source of guidance on conflict of interest.

10.2. If a member of the Advisory Group has a conflict of interest or conflicting duty in any matter in which the Advisory 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.

10.3. A conflict of interest is considered to apply if an Advisory Group member:

- a) has a direct or indirect financial interest in the matter; or
is of the opinion that the nature of the interest in the matter is such that it may conflict with the proper performance of their public duties in respect of the matter.

11. MEETINGS

11.1. Meetings of the Advisory Group will be held bi-monthly or as required.

11.2. Meetings will be held at a time and date determined most suitable for the majority of the members with a minimum of seven days' notice.

11.3. Agendas will be emailed to members by the Independent Chair no less than one week before meetings, along with relevant information to enable members to discuss key points with their groups and bring an informed position or feedback to the meeting.

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11.4. Members will be encouraged to suggest relevant items for meeting agendas (no less than one week beforehand).

11.5. The Advisory Group will operate on a consensus basis for its deliberations. If all do not agree with a proposal, the range of views will be included in the meeting notes.

11.6. The Independent Chair shall ensure that the independently produced minutes of each meeting (including an action list) are circulated to all members for review within two weeks of a meeting. Revised minutes will be submitted to the next meeting for confirmation.

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

12. TERM OF APPOINTMENT

The term of Advisory Group members will commence on 1 May 2024 and will be for a period of twelve months until a resignation is submitted prior or unless terminated in writing prior to the conclusion of twelve months by the CEO.

13. REVOCATION

Membership may be revoked via resolution of Council.

14. ADVISORY GROUP REPRESENTATION

Chairs of community groups represented on the Advisory Group must notify the CEO in writing if their representative intends to resign from the Advisory Group. This notification should include suggestions for a replacement member.

15. CONFIDENTIALITY

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

16. INTELLECTUAL PROPERTY

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