



Springvale Community Hub Committee

Terms of Reference (endorsed 14/9/20)

Purpose

The City of Greater Dandenong manages the Springvale Community Hub, which is located on the eastern side of Springvale Road. The hub has been developed to build on the strengths of the Springvale community and surrounds and aims to create a Community and civic heart in Springvale.

The Establishment of the Springvale Community Hub Committee aligns with the Greater Dandenong Council Plan 2017-21 and the objectives of Council's Community Engagement Policy and Framework ensuring the committee is within the levels of Involve and Collaborate on the public participation spectrum and to contributes to Council's strong commitment to engaging the community in a genuine and meaningful way.

The purpose of the Springvale Community Hub Committee is to provide strategic advice to the Council of the City of Greater Dandenong regarding strategic matters related to community development and engagement, sense of place, promotion, development and evaluation of actions aimed at delivering on the vision of the hub.

Objectives

The objectives of Springvale Community Hub Committee are to:

- Keep Council informed and advise them on opportunities to increase community connection or access to the hub
- Identify opportunities to promote community engagement, programs and activities to the community
- Ensure positive communication between community representatives and Council
- Identify opportunities for community partnerships, improvement initiatives, programs and activities at the hub
- Contribute to the achievement of the Springvale Community Hub vision and place-based community development.
- Contribute to the periodic review of the Springvale Community Hub Strategic Plan, associated Action Plan, policies, programs and services that relate to the hub
- Advise Council on emerging issues that have a potential impact on the hub.
- Promote a positive profile for the Springvale Community Hub

Term of appointment

The Springvale Community Hub Committee will be appointed for a two (2) year period from the date endorsed by Council, unless otherwise resolved by Council.

Requirements for re-appointment of the Committee will follow the same selection process as set out in the Terms of Reference.

Community members may be re-appointed for a maximum of three consecutive terms.

Role of Committee

The role of the Springvale Community Hub Committee is an advisory role. It will provide advice to Council on the needs of the community as they relate to the implementation of relevant Council strategies and policies and community needs.

Recommendations made by the Committee require consideration and endorsement at an Ordinary Meeting of Council before being acted on.

Role of the Councillor Representative

The nominated Councillor Representatives to the Springvale Community Hub Committee will

- Be appointed by Council in accordance with the annual statutory Council appointments.
- Act as a link between the Council and the Springvale Community Hub Committee.
- At all times act in accordance with the Code of Conduct – Councillors, 13th Edition.

Responsibilities of Committee Members

Specific responsibilities

Specific responsibilities of the Springvale Community Hub Committee are to:

- Advise Council on the development and implementation of the Strategic Plan 2020-2025 and any emerging trends.
- Inform Council on any issues that may have the potential to impact on the development and delivery of the programs and services at the hub, including providing feedback on barriers to participation including cost, operating hours and other relevant matters.
- Seek opportunities to promote the hub and other matters as they arise to residents and community groups.
- Support place-based community development, new improvement initiatives, programs, activities and opportunities for external partnerships that enhance programs and services for the community delivered from the Hub.

Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed.

A member who has a direct or indirect conflict of interest (i.e. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local, State or Federal Elections they must stand down from their position from the time declaring they have nominated until the results of the election are announced. If a member is Elected to Council; they will be required to resign from their current position on the Committee.

Media Protocol

All committee members must act in accordance with Councils Media Policy and refer all media enquiries to Council's Media and Communication Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the Springvale Community Hub Committee will be required to accept and sign the agreed Terms and Conditions as part of the Springvale Community Hub Committee.

Code of conduct

All members of the Springvale Community Hub Committee will be required to abide by Councils Code of Conduct -Staff (which includes volunteers)

Authority Constraints

The Springvale Community Hub Committee has no authority to:

- Expend money on behalf of Council
- Commit Council to any arrangements
- Consider any matter outside its area of reference
- Direct Council Officer in the performance of their duties.

Membership and Term of Appointment

Membership

The Membership will comprise of:

- Up to 2 Councillor Representative - appointed at Council's Annual Statutory Meeting
- 1 Springvale District Historical Societies (SDHS) Representative – nominated by the SDHS
- 1 Council Officer from the Community Services Directorate
- Up to 9 Community Representatives, including at least 3 local residents – appointed by Council. Community members will be representative of Council's diverse and multicultural community including local groups, agencies, schools and local residents. Members may have broad community networks; a proven interest, expertise and experience in community development, engagement in the area, and / or involvement with community groups or organisations where the advancement of the Springvale Community Hub is of mutual interest with Council.

Appointment of Committee

Committee members will be appointed by resolution of Council, following recommendation by the Selection Panel.

Resignation and Vacancies

Members of the Springvale Community Hub Committee are free to resign at any time. A resignation must be made in writing to the Chairperson.

Should vacancies arise due to resignation or inability to attend the minimum number of meetings during the life of this Committee, these shall be addressed through the formation of the Selection Panel and the Selection Process (for independent and expert positions) and through direct nomination by the relevant organisation (for all other positions).

If a vacancy arises less than six months before the scheduled review of the committee, the committee may resolve to leave the vacancy unfilled for the interim.

The term for any member appointed part way through the life of the Springvale Community Hub Committee shall expire in line with the other members of the Committee.

If Council receives a request for membership in addition to the appointed members, such a request will only be considered if a vacancy exists.

Additional Members may only be appointed by resolution of Council.

Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with Council documents, process and operating requirements, including but not limited to:

- Overview of Council
- Council Plan 2017-2021
- Community Plan 2030
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victoria Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy
- Diversity, Access and Equity Policy
- Code of Conduct – Staff
- Governance Rules

Co-opted Members and Non-Member attendance

The Group may invite suitably skilled persons (either professional or community based) to join the Group in capacity for a specified purpose and period.

The Springvale Community Hub Community Development Officer will attend meetings, alongside any relevant senior officers from across Council Departments that will be invited to attend the Springvale Community Hub Committee to provide advice and input as needed to assist the Committee in their deliberations. Council staff will provide administrative support to the Committee.

Co-opted members invited community members and invited council officers do not have any voting rights.

Selection Criteria for Community Members of the Springvale Community Hub Group

Community representatives of the Springvale Community Hub Committee must be able to demonstrate:

- An interest in community development and engagement in Greater Dandenong.
- Be aware of the activities, interest and concerns relevant to the community hub such as arts, sustainability, or health and wellbeing.
- Ability to provide high-quality input to the Committee through demonstrated skills, competency, interest and experience.
- An ability to cooperate with others and work as a team.
- A demonstrated capacity to embrace diversity.
- Broad community connections.

- An understanding of the local community and its social, cultural, linguistic, environmental and economic influences.
- A willingness to provide advice and guidance to Council regarding trends and opportunities in community engagement, community development or programs and services within the municipality.
- An understanding of the priorities as identified in the Springvale Community Hub – Strategic Plan 2020-2025 and associated Action Plan.
- Prepare for and actively participate in scheduled meetings.
- A capacity to commit to the Committee for the required duration.

Member Selection Process

Springvale District Historical Societies Representative

The SDHS representative will be appointed by the Society and Council will be advised in writing by the President of the Society.

Councillor Representatives

Councillor Representatives will be appointed at Council's Annual Statutory Meeting.

Community Representatives

Community representatives will be called for by advertising in the local media and on Council's website and other appropriate forums.

Suitably qualified, connected and experienced community representatives may also be invited to nominate.

A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Community Members and recommended to Council for appointment.

Officers may seek further information from nominees or their referees as part of the selection process.

Membership of the Springvale Community Hub Committee is a voluntary position and all members must be over 18 years of age.

A recommendation regarding preferred candidates for the Springvale Community Hub Committee will be prepared for the consideration and endorsement at an Ordinary Meeting of Council.

Successful Nominations will be formally notified by Council in writing as soon as practical after Councils endorsement.

Community Member Selection Panel

The selection panel will comprise:

- A senior member of Council (CEO or Director – or delegated Manager)
- Manager Community Arts Culture and Library Services

- Manager Communications and Customer Service
- Springvale Community Precinct Coordinator
- Coordinator Community Development

Once the Springvale Community Hub Committee has been appointed, the selection panel will be disbanded.

Voting Rights and Decision Making

It is preferable that recommendations of the Springvale Community Hub Committee are made by consensus however there may be circumstances where a matter is decided by a vote.

Quorum

The quorum for the Committee must be half plus one, which is the majority of the number of Committee Members with voting rights, in accordance with Council Meeting Procedures Local Law No. 1, 2019. If a quorum is not present within 30 mins of the schedule start of the meeting the meeting must reconvene at a suitable time.

A quorum must be maintained for voting purposes. Refer to Council's Meeting Procedure Local Law No 1.

Voting

Each member is entitled to one vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers and guest who are not members of the committee are not entitled to vote.

The Springvale Community Hub Committee provides advice to Council through its recommendations and its annual summary.

Chairperson

The Chairperson shall be an external non-council member elected by the Committee. All meetings will be conducted in accordance with Council's Local Law Meeting Procedure No.1.

In the absence of the Chairperson from a meeting, the meeting will appoint an acting Chairperson, who shall be a non-council member.

The term of the chair is aligned with the term of the Committee.

The appointed Chairperson is responsible for the conduct of meetings and will:

- be familiar with Council's Meeting Procedure Local Law
- ensure fair and equitable opportunities for views to be discussed by the Committee.

Scheduled Meetings

The Springvale Community Hub Committee will meet four to six times annually as agreed by the Committee.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at the Springvale Community Hub or in a virtual environment as required.

It is expected that each member of the Committee will attend a minimum of three meetings each year.

Administration and Reporting of Minutes and Recommendations to Council

Administration Support and Distribution of Agendas and Minutes

The management of the Committee will be overseen by the Springvale Community Precinct Coordinator.

Administration support will be provided by Councils Community Services Directorate by a Council Officer appointed by the relevant department manager.

All committee members are able to submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to the Chairperson no less than 10 days prior to the finalisation and distribution of the agenda.

The Chairperson in consultation with Council Officers and the appointed administrative support officer will be responsible preparation and distribution of Agendas

Agendas will be made available to committee members no less than 5 working days prior to a scheduled committee meeting.

A Council Officer will be available at all scheduled meetings of the committee for administrative support and minute taking.

A copy of the Minutes will be distributed in a timely manner and will be presented to the next available Ordinary Meeting of Council for noting.

Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

In the event that a member cannot attend, an apology must be received. Future participation of a member may be reviewed for non-attendance of two consecutive meetings without an apology.

Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, Committee meetings. It is expected that each member of the Springvale Community Hub Committee will attend a minimum of four meetings each year.

Working groups

Working Groups of the Committee may be established at the discretion of the Springvale Community Hub Committee.

Working Groups may be developed to implement particular actions or roles of the Committee. The establishment of working groups will be conducted under specific objectives and/or expected outcomes and timelines, which will be determined by the Committee.

The Committee will determine the role, responsibility and resourcing of working groups. It will retain the ability to conclude a working group or the group's formal relationship with the Committee at its discretion and/or at the achievement of its objectives

Reporting Requirement

A Committee with one or more Councillors present (whether members of the Committee or not) becomes an Assembly of Councillors in accordance with the Local Government Act 1989. The minutes or the notes of the meeting must be reported to the next meeting of Council.

Periodic reports will also be submitted to Council where the Councillor Representative / will have the opportunity to speak to the report on behalf of the Committee.

Committee advice may also be provided to Council through Infosum or a scheduled Councillor Briefing Session.

Breaches and Dismissal of Members

The City of Greater Dandenong by resolution of Council may terminate a Committee member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff (which includes volunteers)

Council reserves the right to dismiss members from their Committee positions when there is a demonstrated failure to meet the obligations outlined in the TOR.

All members of the Springvale Community Hub Committee will be required to accept and sign the agreed Code of Conduct form.

Terms and Conditions for members of Springvale Community Hub Committee

I agree to:

- ✓ Attend the Springvale Community Hub Committee meetings and provide apologies in advance where attendance is not possible.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform the Strategic Plan.
- ✓ Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- ✓ Contribute in a positive way to finding solutions to issues or concerns.
- ✓ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ✓ Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Springvale Community Hub Committee.
- ✓ Allow my comments from the meetings to be noted in the written and recorded minutes.
- ✓ Allow Council to promote my participation in the Springvale Community Hub Committee in order to facilitate community feedback and participation.
- ✓ Not disseminate confidential information that is discussed at the Springvale Community Hub Committee meetings as advised by the Springvale Community Hub Committee chair.
- ✓ Not make any media comment on behalf of Council or the Springvale Community Hub Committee unless in the capacity as the Springvale Community Hub Committee chair and with prior approval of the Media and Communications Department of Council.
- ✓ No members will disseminate, disclose or share confidential or personal information that is discussed by the Springvale Community Hub Committee.
- ✓ No members should make public comments on behalf of the Committee regarding what is discussed by the Springvale Community Hub Committee. As per Council's Media Policy, only the Mayor and the CEO are official spokespersons of the Committee. Any other personal public comments should show appropriate respect to the Committee, Mayor and Council.
- ✓ Adhere to the relevant Council Policies and Guidelines.

Signed: _____

Name: _____ Date: _____