



Northland Urban Renewal Precinct Steering Committee

TERMS OF REFERENCE

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Statement of Purpose

The Northland Urban Renewal Precinct Steering Committee will work collectively to provide a clear direction for the efficient and timely delivery of the 2014/2015 work program, including the Joint Community Infrastructure Plan project. The Committee will focus on the five priority areas of:

1. Advocacy and Promotion;
2. Sound Design Concept Foundation;
3. Working in Partnerships;
4. Engagement; and
5. New Delivery Models.

Membership

Membership of the Steering Committee has been determined through

- Approaches to identified organisations and individuals that are key stakeholders in the Northland Urban Renewal Precinct
- Responses to a publicly advertised Expressions of Interest process

Members are appointed to represent the diversity of views of the Northland community on the basis of local knowledge and/or membership of local organisations.

Council aims to ensure that members are provided adequate time to review information prior to meetings.

It is expected that members who represent particular groups or organisations will provide specialist advice and share information with the Steering Committee to create a diverse range of views.

The Committee comprises of 17 members as follows:

- 3 x Darebin ward Councillors
- 2 x Banyule ward Councillors
- 2 x Council Directors (one from each Council)
- 2 x Institutional representative (La Trobe University and Northern College of Arts and Technology)
- 2 x Community representatives (one from Darebin and one from Banyule)
- 2 x Representatives with specialist development industry experience not directly involved in the Precinct
- 1 x Community Infrastructure (Health sector)
- 1 x MPA
- 1 x DTPLI
- 1 x Project Manager

The Committee is able call on additional specific expertise or as required for a meeting or series of meetings should the need arise.

Secretariat services for the Steering Committee will be provided by the Strategic Planning Unit.

Chairpersons

The co-chair Cazaly Ward Councillor arrangement to be supplemented by deputising the Director position to take this role if a Councillor is unavailable. .

Quorum

There will be no quorum for meetings. Members present at meetings will make decisions and provide input. It is the responsibility of members to inform Council of their inability to attend and to convey their views about any matter on the agenda.

Attendance and replacement

Any member unable to attend three consecutive meetings without a reasonable excuse will be expected to resign from the Steering Committee.

Members are able to request a leave of absence from future meetings for a defined period.

The Committee will recommend replacement members to Darebin City Council from Expressions of Interest received or nominations sought. Recommendations will be based on the balance of skills, experience and expertise required by the Committee.

Objectives

- To provide advice in the form of recommendations to Council and partners parent organisations from the discussions and decisions of the Committee.
- To set a clear direction and priorities for the 2014/2015 work program projects and ensure projects progress in an efficient and timely manner
- To ensure the JCIP project is delivered according to the funding requirements
- Ensure that engagement processes are undertaken to keep the community informed of individual project progress and that opportunities to participate and receive feedback from the various communities of interest, place and the future are created
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Key tasks

- Review discussion paper(s) circulated at least one week prior to each meeting.
- To provide feedback and guidance on topics and issues to progress the various projects and processes.
- Receive regular project updates and monitor progress.
- Request additional information or invite specialist advisors or community members to brief the Committee as required.
- Make decisions at significant of milestones as identified in the project plan.
- Make recommendations to council and other partner parent organisations on actions to be taken

Term of the Steering Committee

A review of the Terms of Reference to be reviewed every twelve months to match the changing needs of the work program and stage of implementation

Meeting Schedule

During 2014/2015 financial year the Steering Committee should meet bi-monthly.

Steering Committee meetings will otherwise be held to coincide with significant milestones in the project and will be scheduled as required.

Meetings will normally last for 2 hours and no new items will be accepted after this time.

Meetings will be open for members of the public to attend by arrangement with Councillors. The Co-chairs may, with the permission of the meeting, close any meeting or a part of any meeting to members of the public. The meeting schedule will be available to the public.

Decision Making Processes

Decision-making will be by consensus. This places responsibility on members to openly voice concerns or reservations about an issue before the Committee.

- Exceptions to consensus decisions will be recorded, particularly when the decision relates to a recommendation to Council.
- Similarly, if the Committee is unable to reach any level of consensus on any particular issue, this lack of consensus will also be recorded.
- In order to clearly discern the will of the meeting, the Co-chairs may, with the permission of the meeting, put any matter to a vote.
- The representative from the Department of Planning and Community Development will be exempt from the decision-making process, performing an advisory role only

Relationship with Darebin City Council

- The Steering Committee is an Advisory Committee of Council, which means that agreed positions of the Committee will be conveyed to Council in the form of recommendations for action.
- Recommendations supported by Council will become resolutions for action by officers
- The minutes of all meetings will be made available to Councillors and partner organisations.
- Recommendations from the Steering Committee will be reported to Council as a part of the normal reporting framework associated with the project.
- Public comment on behalf of the Steering Committee will need to adhere to Darebin council's media policy

Resourcing and Support

Up to four officers from the City of Darebin or City of Banyule will regularly attend meetings of the Steering Committee. The role of officers is to provide information, to resource and to support the group.

The City of Darebin will resource the Steering Committee by:

- Facilitating meeting processes and reports to Council;
- Taking and distributing minutes;
- Providing meeting venues and other facilities as required; and
- Providing accurate and relevant information on a regular basis