

THE CITY OF  
GREATER GEELONG

# NORTHERN AQUATIC AND COMMUNITY HUB

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## COMMUNITY LIAISON REFERENCE GROUP TERMS OF REFERENCE

### VERSION: 2

Approval Date	27 April 2022
Approved by	Chief Executive Officer
Review Date	27 April 2023
Responsible Officer	Amanda Locke, Manager Leisure & Recreation Services
Authorising Officer	Robyn Stevens, Director Community Life

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# Introduction

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## PURPOSE

The Northern Aquatic and Community Hub Community Liaison Reference Group (CLRG) is established for the purpose of:

- Providing the opportunity for members of the community interested in the Northern Aquatic and Community Hub project to engage and share their local knowledge and experience
- Providing a two-way information sharing platform for members to share widely through their community networks
- Making use of stakeholder engagement, community expertise, knowledge and skills to influence programmatic and community outcomes in the facility
- Considering issues referred to them by the Project Control Group

The CLRG is coordinated by the City and includes selected community members who provide information, advice, and views back to the City concerning specific issues, thereby enhancing decision making and improving engagement between the City and the community.

## AUTHORITY

1. The scope of the CLRG work will be confined to the Northern Aquatic Community Hub (NACH)
2. The CLRG does not have delegated authority to make financial decisions or speak on behalf of the City.

## OBJECTIVES AND FUNCTIONS

This CLRG has been developed with the objective of connecting community members and representatives from relevant organisations who are invested in improving health outcomes of the community across the northern Geelong growth corridor and build Norlane as a regional destination for health and wellbeing.

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# Definitions

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## **Act**

The *Local Government Act 2020*.

## **CEO**

The Chief Executive Officer of the City appointed by Council.

## **City**

The administration of the Greater Geelong City Council led by the Chief Executive Officer.

## **Council**

The Greater Geelong City Council.

## **Councillor**

Elected officials representing the City of Greater Geelong, including the Mayor.

## **Council officer**

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

## **Conflict of interest**

Has the same meaning as defined in the Act.

## **CLRG**

Community Liaison Reference Group

## **Delegated Committee**

Committee established by Council under section 63 of the Act.

## **Delegated Authority**

Where Council has given its powers to act on behalf of the City. This can be to members of staff or to Delegated Committee's under the Act.

## **ELT**

Executive Leadership Team consisting of the Directors of the City who all report to the Chief Executive Officer.

## **Engagement**

A process for improved decision-making that invites the feedback from, and incorporates the insights, wisdom, and concerns of, affected stakeholders (PRG) and also meets the needs of the decision-making body (PCG).

## **Project Control Group**

Northern Aquatic and Community Hub - Project Control Group (PCG) is the decision-making group for facility design, programmatic and community outcomes. The PCG may refer specific items to the PRG for insights and feedback to make informed decisions.

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# Terms of Reference

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## COMMITTEE TERM

### Term

3. This Terms of Reference (TOR) is effective from 27/04/2022 until 31/12/2023.

## MEMBERSHIP

### Make-up of the Community Liaison Reference Group

4. Membership on this CLRG is voluntary.
5. Up to 12 members will be appointed including community members and representatives of local organisations.
6. The City seeks to ensure that members of the CLRG are representative of the diversity of demographics within the northern and western Geelong community.
7. A member may be removed or asked to resign by Director Community Life if the member's public or private action/s reflect negatively on the City and the CLRG.
8. Windermere Ward Councillors will be appointed ex-officio members of the CLRG.

### Features of effective members

9. Council Officers and nominated representatives of the CLRG will demonstrate a commitment to meeting the high standards of behaviour expected by the community and working together constructively to ensure effective and efficient functioning of the CLRG.
10. The membership of the CLRG consists of individuals representing their own interests or those of the organisations or community groups they represent.
11. As members will be coming to meetings with their own different perspectives on topics or issues of interest, it is important the group agree from the outset expectations around member behaviours during meetings.
12. The features of an effective member include:
  - a. Shows good judgement and balance in consideration of issues
  - b. Understands the role of the CLRG and the expectations of the governing body or person
  - c. Takes the time to understand changes that affect the objectives and functions of the CLRG and any associated risks
  - d. Displays a constructive and positive attitude in dealings with other members and meeting visitors
  - e. Is a good communicator, builds effective networks and relationships while maintaining necessary confidences
  - f. Devotes sufficient time to CLRG business
  - g. Displays independence of mind on groups deliberations and asks the 'hard' questions when necessary

### Role and responsibilities of members

13. Members are expected to perform the following roles:
  - a. Maintain knowledge of issues and matters related to the objectives and functions of the CLRG
  - b. When requested, provide feedback or insights to the PCG to assist with decision-making
  - c. Share information with other members and throughout their networks

- d. Maintain confidentiality of information designated confidential
- e. Fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting
- f. Provide feedback or endorse minutes of each meeting
- g. Disclose any relevant interests and take reasonable steps to avoid any conflict of interest

### **Appointment of members**

- 14. The CEO appoints independent community representatives and organisation representatives through a process of seeking expressions of interest.

## **MEETINGS**

### **Meeting Chair**

- 15. Meetings will be chaired by the Manager for Leisure and Recreation Services.

### **Frequency of meetings**

- 16. Meetings will be held quarterly to be confirmed by members in the first meeting. The duration will be for between 1-1.5 hours (maximum of one and a half hours) to be reviewed ongoing. Meetings will be a combination of in person and online using Microsoft Teams.
- 17. When appropriate guest speakers and broader stakeholders will be invited to attend meetings. Future meeting dates, times and broad tasks may be decided by the committee.

### **Minimum meeting attendees**

- 18. The minimum number of attendees at a meeting for that meeting to proceed is at least one more than half of the appointed members.

### **Conflicts of interest**

- 19. If a member has a conflict of interest in relation to an agenda item which the member determines should be declared this declaration must be recorded in the minutes of the meeting and the member may choose to leave the room.

### **Secretariat**

- 20. The Leisure and Recreation Services Department of the City accepts responsibility for directly supporting the committee. This involves convening meetings, providing all documentation, and recording meeting notes.
- 21. Accurate minutes will be kept of each meeting.
- 22. Full copies of the minutes, including attachments, will be provided to all members no later than 10 days following each meeting.

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