

BROOKLYN COMMUNITY HALL REDEVELOPMENT

STAKEHOLDER REFERENCE GROUP – TERMS OF REFERENCE

September 2020

1. Introduction

The Brooklyn Community Hall Redevelopment project has been endorsed by Council at the Ordinary Council Meeting Tuesday 8 September 2020. Council is now seeking a review of the preliminary design of Brooklyn Community Hall which features updated facilities of the current Hall and an extension to house flexible spaces and additional amenities.

Council is creating a Stakeholder Reference Group (SRG) to guide and inform the designs as well as consider the future operational model of the Hall.

2. Background information

The Brooklyn Community Hall is a traditional facility with design of the 1960s, comprising one 200m² room, a small kitchen, toilets and storage.

Brooklyn residents highly value the Brooklyn Community Hall but have identified two key challenges with the current building:

- the lack of multi-use spaces and
- limited access to the hall due to the current single room limiting simultaneous use.

From recent consultation the community has expressed the need for a mix of meeting and activity spaces to support a diverse program of activities and events. Furthermore, the community has requested that the hall is upgraded to current standards particularly with flexible meeting rooms, kitchen facilities and public amenities. In addition, there is an interest in extending program opportunities through the provision of a community kitchen to support cooking and cultural classes as well as the providing the capacity to cater for community events held in the reserve.

The preliminary concept plans for the Brooklyn Community Hall include refurbishing the Hall, a new extension to the west housing two multi-use spaces, two small pods, storage rooms and a tea/coffee point. A new central entrance foyer connects the hall and the extension. The multi-use space is configurable with an operable wall which can be opened to cater for larger

activities or closed to remain relevant for smaller groups. The smaller pods are intended for private activities such as small meetings and focus group discussions.

The Hall is managed by Walker Close and Brooklyn Hall Association Incorporated since 2004. A range of long-term ongoing community programs operate from the Brooklyn Hall and is it also available for private functions. Current usage in this single use facility has inhibited use for smaller groups and activities and locked out local community use.

3. **Representatives**

The progression of the Brooklyn Community Hall Redevelopment design will be advised and informed by the Brooklyn Community Hall Redevelopment SRG. The SRG will consist 15 members who represent a cross-section of community and interest groups as well as individuals from the community as follows:

- Three representatives from the local community
- Two representatives from Brooklyn Residents Action Group (persons to be nominated by the group)
- Two representatives from Brooklyn Community Residents Group (persons to be nominated by the group)
- Two representatives from the Brooklyn Neighbourhood Group (persons to be nominated by the group)
- Two representatives from Brooklyn Hall Committee
- Two representatives from the Slowfood Melbourne movement (persons to be nominated by the group)
- One representative from the Walker Close and Brooklyn Hall Association Incorporated (current facility manager)
- An independent facilitator
- Relevant Council officers

4. **Purpose**

5. To collaborate, engage and bring together local knowledge, expertise and stakeholders specific to Brooklyn Community Hall Redevelopment to inform the revision of the Brooklyn Community Hall Redevelopment design.

Stakeholder Reference Group Role

The role of the SRG is to:

- Provide advice on matters relating to activities at Brooklyn Community Hall and the adjoining areas specifically in relation to future use and operations
- Act on behalf of the stakeholder group represented and ensure that the views of the stakeholder group are communicated and represented at each meeting
- Provide advice to Council to facilitate the Brooklyn Community Hall Redevelopment which allows for the integration of the proposed facility on site

- Work with Council to revise a draft design that can be placed on public exhibition for comment.
- Encourage community input and involvement in the review of the Brooklyn Community Hall Redevelopment plans
- Work with Council to review the community and stakeholder feedback from the consultation on the revised Brooklyn Community Hall Redevelopment
- Provide input into a discussion model on how the future operational model of Brooklyn Community Hall to suit the needs of the Brooklyn community
- a proxy can also be identified by each group to act in place of a nominated representative should the representative be unable to attend any of the meeting(s). The proxy shall be deemed to be performing the same roles of the representative and be endorsed to provide the necessary advice and guidance to the project and reporting back to their respective group.

6. Code of Conduct

6.1 In performing the role of an SRG member, a person must:

- act honestly
- exercise reasonable care and diligence
- not make improper use of their position
- not make improper use of information acquired because of their position
- treat all members of the SRG with respect

6.2 SRG members should feel free to express their opinions and views without fear of recrimination. It is therefore important that reference group members respect each other (despite differences) and work together to create an open and trusting atmosphere.

6.3 A breach of the Code of Conduct may lead to the Member being expelled from the SRG and or other appropriate action.

7. Confidential and Sensitive Information

SRG members are required to comply with the confidential information provisions contained in *Local Government Act 2020*.

It is recognised that members of the reference group may be in receipt of confidential or sensitive information that should not be disclosed without the consent of Hobsons Bay City Council.

Such confidential or sensitive matters may relate to:

- information that would be of direct financial disadvantage to Council if made public
- politically sensitive information that may impact negatively on Council if made public

- information that is still only partly formulated and may, if released, give a misleading view to the community of what Council is planning
- any other information that would disadvantage Council if made public

SRG Members must treat information they receive as confidential unless otherwise advised. Some documents presented to the reference group will often be in draft format and not ready for wider community distribution.

8. Conflict of Interest and Privacy

- 8.1 All SRG members must disclose a Conflict of Interest in accordance with the *Local Government Act 1989*.
- 8.2 Where the member of the SRG has an actual or perceived interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.
- 8.3 All members of stakeholder reference group are required to observe the provisions of the Hobsons Bay City Council Privacy Policy relating to their access to personal information
- 8.4 Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation, can be obtained by contacting Council's Privacy Officer.
- 8.5 Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information, please contact the Privacy Officer.

9. Membership and Attendance

Council will undertake an expression of interest process for the establishment of the Brooklyn Community Hall Redevelopment SRG.

The following criteria shall apply for the selection of members:

- skills and other attributes of the member
- interest in the work of the SRG and any specific skills or experience that aligns with the project
- representation of members in terms of the geographic location to Brooklyn Community Hall Redevelopment

Council will facilitate the selection of SRG members. The SRG will run for the duration of the Brooklyn Community Hall Redevelopment project and will expire at the completion of construction and hand-over of the building.

Where a member of the SRG is absent for three consecutive meetings (unless leave of absence has been sought and approved by the reference group), that position will be deemed vacant. Should a membership become vacant within the term for any reason, Council will call for nominations ensuring membership remains in accordance with these terms of reference.

10. Operations

- 10.1 The SRG will operate in accordance with this Terms of Reference
- 10.2 The SRG has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration
- 10.3 The SRG shall follow the general consensus principle, when determining its preferred position on matters under discussion
- 10.4 SRG members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations
- 10.5 Council resource support including staff will provide the necessary support to assist the SRG to function effectively including:
 - maintaining contact details of members
 - preparing and distributing agendas and prior reading materials. The agenda must be provided to members of the SRG at least 48 hours before the time fixed for the holding of the meeting.
 - preparing and distributing meeting minutes.

11. Meeting Procedures

The meeting procedures for the SRG are as follows:

- the SRG will meet at least three times as agreed by the SRG members
- meetings will be held via a variety of methods including virtual online meetings through a Zoom or Microsoft Teams meeting and/or in person at a location and at dates and times agreed by the SRG
- the SRG is not required to give public notice of its meetings and meetings are not required to be open to the public
- a quorum of at least 50 per cent of members and at least one chair must be present for the meeting to proceed

12. Voting Rights

In cases where advice to Council requires a vote:

- each member has voting rights
- Council officers have no voting rights
- the consensus view of the group will be reported to Council

- the view of an individual member that departs significantly from the views of the group will also be reported to Council
- advice of the SRG does not have affect unless carried by a simple majority
- advice provided by the SRG is not binding on Council

The SRG is an advisory group and not a decision-making body.

13. Sunset Clause

The membership of the SRG will conclude in accordance with Clause 9.

- Need to include reference to the future operational model for the facility. The SRG will consider and provide input to both the design/construct but also the operational model for the future.