



Billilla Advisory Committee - Charter

1. Introduction

The Bayside Vision 2050 states that Council will establish formal and informal spaces that foster creative endeavours, promote celebration and bring people together in creative pursuits.

The Advisory Committee's goals are as follows:

- foster accessible cultural programs and activities at Billilla Homestead
- provide safe, supported community spaces for local people to engage in a wide range of activities in the building and grounds
- provide the community with opportunities for creative expression, engagement and lifelong learning in the building and grounds

Council recognises that decision making is enhanced, and services are better delivered when community members are involved in decisions which affect them.

Council will therefore establish the Billilla Advisory Committee, 'the Committee', to enable community-wide oversight of the operation of Billilla mansion.

The Terms of Reference have been developed to be consistent with the principles of Council's Community and Stakeholder Engagement Policy.

2. Purpose of the Advisory Committee

Committee members are encouraged to share their thoughts and insights to ensure Billilla is operated in a way that achieves its objectives. This will involve considering the information provided and the perspectives of all stakeholders and users of Billilla.

The Committee must operate in accordance with the relevant adopted plans, policies, strategies and Council's values. Specifically, the current adopted Council Plan, the Property Strategy, Bayside Library, Arts and Culture Strategy and Community Vision 2050.

The Committee will:

- have an active role in seeking and communicating community views to Council
- be respectful of other members' views and sign a code of conduct
- participate in discussions at meetings, listen actively, and encourage others to participate
- be responsible for reading all minutes and material provided
- be able to participate in at least 75% of the meetings held.

3. Objectives

The objectives of the Advisory Committee are :

- To assist and advise Council on the future use of Billilla as endorsed by Council
- To ensure the intent of the Conversation Management Plan for the grounds and mansion is adhered to.
- To advise Council on the priorities for development of Billilla and provide a source of review; analysis and advice on strategic planning
- To raise issues or make suggestions about the general management of Billilla
- To identify opportunities for programming at Billilla in line with Council adopted future uses
- To develop guidelines for the use of the Billilla facility and rooms. *(Noting that the booking of Billilla facilities will be managed through the existing system for booking Council venues.)*
- To monitor and review booking schedule to ensure equitable and frequency of use
- To promote and monitor equitable community access to Billilla
- To work with Council to promote and advance the profile of Billilla
- To encourage and promote effective communication between community groups, individuals and Council
- To make recommendations to Council on matters such as strategic policy direction and required capital works in accordance with the Conservation Management Plan for Billilla.
- To encourage potential donors, philanthropic organisations and/or funding bodies to support the goals of the Committee

4. Membership and Terms

Membership will not be more than 12 individuals, made up of Bayside Councillors, community-based appointments and skilled-based appointments as follows:

- 2 Councillors – ward councillor given preference but not compulsory; a Councillor will be appointed as the Chairperson of the Committee
- 2 Experts – representing heritage conservation and cultural programming etc. i.e heritage architect; historian; curator etc (Bayside residents).
- 8 Residents, rate payers or people with strong connections to or interest in, Billilla (including at least 1 person under the age of 25)

Membership of all community members shall be for a term of three years only.

Membership will aim for a group representing a range of abilities, ages, gender, cultures, geographic locations across the municipality and a range of areas of interest/expertise. Council is committed to creating an accessible and inclusive environment for all members and will work with members to consider any supports required.

Should a member resign before the expiry of their term, the vacancy will be filled for the remainder of the term via an EOI process. If the vacancy occurs with less than half of the three-year term remaining, the Committee may choose not to fill the vacancy until the end of the remaining Community-based members' term of appointment.

Relevant Council Officers will attend all meetings and provide advice, assistance and expertise, but do not form part of the Advisory Committee. It is expected that the same staff members will attend to provide a level of consistency and continuity.

5. Appointment Process

The two Councillors will be appointed at Council's Annual Meeting.

The Chair of the Committee will be appointed at a future Council Meeting.

Positions contributing to the community-based roles will be recruited via a publicly advertised Expression of Interest (EOI) process.

a) Community based roles

Selection criteria will consider nominees who:

- are residents of the City of Bayside or have strong links to Bayside (work, play, study, or own property in Bayside)
- can demonstrate interest, skills, knowledge and or expertise relevant to the goals of Billilla
- are nominated by the Bayside community directly
- demonstrated experience on community management committees

Council will advertise for nominations from community members through Council's website, and key communication channels such as social media and e-newsletters. Information on nominating will also be shared with local and relevant stakeholder groups.

Recommendations – to be made by a selection panel made up of the Chair of the Committee. Responsible Director and Council officer.

The membership of the Committee to be appointed by Council.

6. Accountability

Members will:

- be respectful of other member's views and sign a code of conduct.
- participate in discussions at meeting(s), listen actively, and encourage others to participate
- be responsible for reading all information provided prior to the Committee meetings and other activities.

7. Committee Meetings

a) Meetings

An inception meeting will be arranged when the roles have been filled. Feedback and input from members may be sourced through means other than meetings. The structure of the meetings shall be flexible and determined by the makeup and needs of the committee, to ensure equal participation. The Committee shall meet every 6 weeks or more frequently as agreed to by the Advisory Committee.

b) Meeting Agenda and Minutes

Agendas and associated material will be prepared and provided to members one week prior to the meeting. Committee members may propose agenda items for consideration. Agenda items should be submitted to the relevant Council officer two weeks before the next scheduled meeting, to allow time to prepare information for the meeting.

Minutes of Committee meetings will be considered by Council at the next Council Meeting after clearance by the Committee Chairperson following each Committee meeting.

c) Conflict of Interest

A member with a conflict of interest or perceived conflict of interest, must declare their interest prior to discussion of the item on the agenda.

d) Code of Conduct

A code of conduct will be enforced to ensure safe participation and enable a respectful and equitable sharing of ideas. All members will be required to sign the code of conduct.

Any breaches of the Code of Conduct will be addressed by the Chair. Severe breaches may result in removal from the Committee.

8. Chairperson

a) Role of the Chairperson

The role of the Chairperson includes, but is not limited to:

- chairing of meetings of the Advisory Committee in accordance with the meeting agenda distributed to Committee Members
- conducting meetings in a manner that promotes full participation, communication, involvement, consensus, mutual respect and listening
- providing time during meetings for any member to raise any issue they believe is relevant
- provide a casting vote on occasions where there is an equal number of votes on a matter
- the Chairperson (or Deputy Chairperson) will be part of the interview panel for the recruitment of new members of the Committee.

b) Deputy Chair

- The Deputy Chairperson of the Advisory Committee must be elected from the Council appointed Councillor representatives.
- The Deputy Chairperson of the Advisory Committee shall be appointed by resolution of Council at its Annual Meeting (or, at another Meeting of Council if an appointment at an Annual Meeting is not possible)
- The Deputy Chairperson is appointed annually.
- The Deputy Chairperson of the Committee will undertake the duties of the Chairperson in the absence of the Chairperson.

9. Performance Measures

Key indicators will allow the Advisory Committee to reflect on its work and make changes as required. Performance measures are likely to alter as Billilla develops and will be agreed upon by the Committee at the time. Indicators are likely to include, but not be limited to:

- monthly volunteer hours
- visitor numbers
- visitor satisfaction
- level of occupancy
- commercial income generated per annum

Once established, the Committee will be evaluated following the 12-month period with outcomes of the evaluation and recommendations, or amendments presented at a future Council meeting.

10. Financial Aspects

The Committee will not have any budgetary responsibility.

11. Reporting

The minutes of the Committee will be presented for adoption at the subsequent Council Meeting.