

Terms of Reference

Bills Street Hawthorn Consultative Committee

Purpose

A Consultative Committee has been established for the Bills Street Hawthorn as a key avenue for community and stakeholder involvement in the project. The Consultative Committee will assist the project team by:

- ensuring effective communication arrangements are established with interested and affected residents, businesses, service providers and interest groups;
- ensuring that residents, individuals and groups affected by the project have opportunities to participate and provide feedback in its development;
- providing a local perspective on project issues, particularly in relation to minimising impact on residents and local communities; and
- Providing input into the development and implementation of the project.

Background

The Victorian Government is renewing aging housing estates in metropolitan Melbourne to deliver new, sustainable homes for Victorians in need and increasing the supply of public housing.

The Andrews Government's \$185 million Public Housing Renewal Program is an exciting opportunity to build a strong and cohesive community at Bills Street Hawthorn and to deliver sustainable and accessible new homes for residents. The Renewal Program will replace the ageing homes and increase the amount of public housing on site. These new homes will improve the lives of returning and new residents.

The Department of Health and Human Services has a project team comprising strategic planners, relocations staff, procurement specialists, community engagement and communications specialists and policy officers. The team is concurrently progressing community engagement, planning and procurement across the project sites.

Composition

The Consultative Committee will be comprised of the following stakeholders:

- Nicole Opie, Chair

Estate resident members

- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]

Other members

- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]
- [NAME OF REPRESENTATIVE]

Other project staff, business groups, agency representatives and consultants will not be members of the group, but will provide support and give presentations to the Consultative Committee as required. The Consultative Committee may invite presentations from special interest groups at the chairperson's discretion.

Functions

The members of the Consultative Committee are required to:

- Attend Consultative Committee meetings
- Disseminate relevant project information within the community
- Provide advice on issues raised through wider community feedback
- Ensure a broad range of community perspectives are considered in project development and delivery; and
- Provide a community perspective in relation to the development and implementation of the Bills Street Hawthorn renewal.

Operation

Key operational details of the group include:

- An independent Chair will be appointed for the group. The role of the Chairperson will be to chair the meetings and facilitate discussion and participation by all members.
- The Chair is the sole determinant of issues to be dealt with in accordance with the Terms of Reference. The Chair is responsible for ensuring the proper and professional conduct of the group.
- Issues and ideas that arise during Consultative Committee meetings which fall outside its Terms of Reference will, where possible, be referred to the department.
- Meetings will be held regularly with a forward meeting schedule to be agreed at the initial meeting.
- The department will be responsible for administration associated with the Consultative Committee, including the organisation of meetings and support activities such as the distribution of agendas, minutes and briefing papers.
- The Consultative Committee will operate for an initial period of twelve months. The frequency of meetings will be reviewed regularly with input from members.
- The Code of Conduct for participation at the Consultative Committee meetings must be signed by all participants.
- The Consultation Committee is not a decision making body

Role of the Department

The Consultative Committee will contain representation from department. The department will be required to:

- Attend all Consultative Committee meetings to report on progress and community issues;
- Develop strong community and stakeholder relationships in order to consider community views and address issues that may arise;
- Maintain records of community and stakeholder inquiries and complaints; and
- Report on how it is responding to community issues.

Media

The role of the Consultative Committee is to assist the department to communicate with the community and it is important to ensure accurate and consistent information is provided to the media on a timely basis. Therefore,

members of the Consultative Committee are not authorised to speak with the media on behalf of the Consultative Committee in relation to the project, unless written approval is received in advance from the independent Chair in consultation with the department's Director of Communications / Head of Communications. Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence being permanent removal from the Consultative Committee.

Nicole Opie

Assistant Director, Asset Planning Services, Property and Asset Services Branch
Department of Health & Human Services
Bills Street Hawthorn Consultative Committee Chair

/ / 2018