

## 7.3 Adoption of the Terms of Reference for the Boroondara Reconciliation Advisory Committee and the Camberwell Junction Precinct Advisory Committee

### Abstract

Council has a number of established Advisory Committees with Councillor appointments made at its Special Meeting on 30 November 2020.

This report presents for Council adoption the Terms of Reference for two new advisory committees: the internal Boroondara Reconciliation Advisory Committee (**Attachment 1**) and the Camberwell Junction Precinct Advisory Committee (**Attachment 2**).

### Officers' recommendation

That Council resolve to:

1. Adopt the Terms of Reference for the Boroondara Reconciliation Advisory Committee as provided in **Attachment 1**.
2. Adopt the Terms of Reference for the Camberwell Junction Precinct Advisory Committee as provided in **Attachment 2**.

---

**Responsible director: Carolyn McClean, Director Community Support**

---

## 1. Purpose

This report presents for Council adoption the Terms of Reference for the Internal Boroondara Reconciliation Advisory Committee (**Attachment 1**) and the Camberwell Junction Precinct Advisory Committee (**Attachment 2**).

## 2. Policy implications and relevance to community plan and council plan

The Boroondara Community Plan is structured around the following seven priority themes:

- Your Community, Services and Facilities
- Your Parks and Green Spaces
- The Environment
- Neighbourhood Character and Heritage
- Getting Around Boroondara
- Your Local Shops and Businesses
- Civic Leadership and Governance

The development of a governance structure to oversee the development and implementation of the Boroondara Reconciliation Strategy and the Camberwell Junction Precinct is relevant to the following strategy under Theme 7 - Civic Leadership and Governance:

- Strategy 7.2: Ensure transparent decision making through open governance processes.

## 3. Background

### Boroondara Reconciliation Advisory Committee

At the Council meeting on Monday 26 April 2021, Council resolved a draft Boroondara Reconciliation Strategy be presented to Council in late 2021 for consideration. The Boroondara Reconciliation Strategy will provide Council with a vision for reconciliation in the municipality and set out a clear roadmap and framework for implementing reconciliation initiatives in the community. The strategy will include a four year action plan outlining our existing commitments and identifying a program of additional actions which will continue to contribute to the reconciliation process locally and in partnership with our community.

Councillors also resolved at the Council meeting that an interim progress report be presented to Council in July 2021 which would provide a proposed governance structure to oversee the development and implementation of the Boroondara Reconciliation Strategy.

At the Council Meeting on Monday 26 July 2021 when the interim progress report was presented, Council resolved to form a new internal Advisory Committee, the Boroondara Reconciliation Advisory Committee, to provide feedback on the development and implementation of the Boroondara Reconciliation Strategy. The report outlined key aspects of the internal Boroondara Reconciliation Advisory Committee which have been captured in the Terms of Reference in **Attachment 1**.

### Camberwell Junction Precinct Advisory Committee

The Camberwell Junction Precinct is an important civic and economic centre within Boroondara with excellent community facilities and transport connections. The City of Boroondara is currently undertaking a number of interrelated projects in the area and it is important for these to be coordinated and delivered in a cohesive way to deliver the best outcomes for the community.

It is proposed the Camberwell Junction Precinct Advisory Committee be formed to provide advice and feedback on the scope, prioritisation and coordination of various projects in the Camberwell Junction area and the implementation of Council's plans for the precinct, including the Camberwell Junction Place Vision and Place Plan and the Camberwell Junction Structure Plan. The Committee will also assist to identify emerging issues and opportunities associated with these projects.

Outlined below in the following section is an overview of the key elements of both Terms of Reference.

## **4. Outline of key issues/options**

There are a number of key elements in the Terms of Reference for the Boroondara Reconciliation Advisory Committee (**Attachment 1**) and the Camberwell Junction Precinct Advisory Committee (**Attachment 2**). These elements are highlighted below and will ensure the effectiveness of these Committees.

### 4.1 Boroondara Reconciliation Advisory Committee

#### Scope

The Boroondara Reconciliation Advisory Committee is an internal Advisory Committee and is required to provide feedback and advice to assist council officers in relation to the development and implementation of the Boroondara Reconciliation Strategy after considering data, research and community inputs, firstly from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and then advice from external Aboriginal and Torres Strait Islander organisations and individuals and local community agencies.

Meetings will be held quarterly and will run for approximately two hours.

At a minimum, twice a year, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation will be invited to meet with the internal Advisory Committee. This will enable Council officers to present on progress on the Boroondara Reconciliation Strategy and for the Advisory Committee to seek feedback on the implementation of the Boroondara Reconciliation Strategy from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation. In addition to these meetings, the Advisory Committee may seek to further engage with members of the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.

To ensure the views of Aboriginal and Torres Strait Islanders organisations and individuals are captured to inform the development and implementation of the Boroondara Reconciliation Strategy, Council officers will also continue to meet regularly with Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation at scheduled meetings.

### Membership

Membership will consist of senior council officers and councillors.

The five councillors appointed to the Committee at the Council meeting on 26 July are:

- Mayor, Councillor Thompson
- Councillor Hollingsworth
- Councillor Biggar
- Councillor Franco
- Councillor Stavrou.

As noted above, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation will be invited to a minimum of two Advisory Committee meetings a year. As required, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation may also be invited to other meetings to provide advice. Other external Aboriginal and Torres Strait Islander community organisations and individuals and representatives from community groups and networks and other Council departments will also be invited as required to provide advice to the Committee so it can meet its objectives.

### Review and evaluation

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

## 4.2 Camberwell Junction Precinct Advisory Committee

### Scope

The Committee is required to provide advice and feedback on strategic action plans that have been developed in response to current and emerging issues and opportunities in the Camberwell Junction area including:

- Camberwell Junction Place Vision and Plan
- Camberwell Junction Structure Plan
- The Australian Government's commuter parking initiative
- Collaboration with the Victorian Government in consideration of a Sports Hub located on land owned by the Swinburne Secondary School adjacent to, but not including the Fritsch Holzer Park.

### Membership

Membership will consist of senior council officers and councillors.

The five councillors appointed to the Committee are:

- Cr Di Gillies (Ward Councillor)
- Cr Victor Franco
- Cr Lisa Hollingsworth
- Cr Garry Thompson
- Cr Cynthia Watson.

### Review and evaluation

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

## **5. Consultation/communication**

Feedback was sought from representatives from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation on the governance structure to oversee the development and implementation of the Boroondara Reconciliation Strategy.

The Terms of Reference for the Boroondara Reconciliation Advisory Committee (**Attachment 1**) were circulated prior to this meeting to nominated councillor representatives on the Committee for feedback.

The Terms of Reference for the Camberwell Junction Precinct Advisory Committee (**Attachment 2**) were circulated to the Ward Councillor.

## **6. Financial and resource implications**

There are no direct financial implications from this report. Officers will be required to attend meetings and create agendas and minutes.

## **7. Governance issues**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities. The officers responsible for this report have no direct or indirect interests requiring disclosure.

## **8. Social and environmental issues**

These committees will help provide Council with direction on key social, economic and environmental issues. In particular, the Boroondara Reconciliation Advisory Committee will assist Council to contribute to the reconciliation process locally in partnership with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, community organisations and networks and the broader community. The Camberwell Junction Precinct Advisory Committee will provide advice regarding the development and implementation of the Camberwell Place Vision and Action Plan and the review of the Camberwell Junction Structure Plan and various initiatives aimed to reinvigorate this important activity centre.

## **9. Evaluation and review**

The Terms of Reference for the Boroondara Reconciliation Advisory Committee and the Camberwell Junction Precinct Advisory Committee will be reviewed by the Committees on an annual basis and any proposed changes submitted to Council for consideration.

## **10. Conclusion**

The proposed Terms of Reference for the Boroondara Reconciliation Advisory Committee and the Camberwell Junction Precinct Advisory Committee serve to support and guide the members in achieving the purpose of the Committees. The Terms of Reference for both Committees will enable the operation and delivery of positive outcomes for Council and the community.

**Manager:** **Nicole White, Manager Community Planning and Development**

**David Cowan, Acting Manager of Strategic & Statutory Planning**

**Report officer:** Katherine Wright, Senior Coordinator Social Planning and Research

Arturo Ruiz, Acting Head of Placemaking



## Internal Boroondara Reconciliation Advisory Committee

### TERMS OF REFERENCE

#### 1. Name of the Committee

Internal Boroondara Reconciliation Advisory Committee

#### 2. Purpose of the Committee

The purpose of the internal Boroondara Reconciliation Advisory Committee is to oversee the development and implementation of the Boroondara Reconciliation Strategy (BRS).

#### 3. Scope

The Committee is required to provide feedback and advice to assist Council officers in relation to the development and implementation of the BRS after considering data, research and community inputs, firstly from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and then advice from external Aboriginal and Torres Strait Islander organisations and individuals and local community agencies.

#### 4. Background

At the Council meeting on Monday 26 April 2021, Council resolved a draft BRS be presented to Council in late 2021 for consideration. The BRS will provide Council with a vision for reconciliation in the municipality and set out a clear roadmap and framework for implementing reconciliation initiatives in the community. The Strategy will include a four-year vision and action plan outlining our existing commitments and identifying a program of additional actions which will continue to contribute to the reconciliation process locally and in partnership with our community.

To inform the development and implementation of the BRS, this internal Reconciliation Advisory Committee has been formed.

Advisory committees do not have power to make policy decisions and are not legally responsible for the recommendations they make to Council.

At a minimum, twice a year, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation will be invited to meet with the internal Advisory Committee. This will enable Council officers to present on progress and for the Advisory Committee to seek feedback on the implementation of the BRS from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation. In addition to these meetings, the Advisory Committee may seek to further engage with members of the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.

To ensure the views of Aboriginal and Torres Strait Islanders organisations and individuals are captured to inform the development and implementation of the BRS, Council officers will also continue to meet regularly with Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation at scheduled meetings.

#### **5. Membership and Chairperson**

Membership will include up to five (5) councillor representatives.

Officer representation may include, but not limited to:

- Director Community Support
- Manager Community Planning and Development
- Manager Libraries
- Manager Arts and Culture
- Manager Environmental Sustainability and Open Space
- Manager Health and Wellbeing Services
- Executive Manager People, Culture and Development
- Head of Strategic Communications
- Senior Coordinator Social Planning and Research
- Social Inclusion Policy and Project Officer.

As noted above, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation will be invited to a minimum of two Advisory Committee meetings a year. As required, Elders and staff from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation may also be invited to other meetings to provide advice. Other external Aboriginal and Torres Strait Islander community organisations and individuals and representatives from community groups and networks and other Council departments will also be invited as required to provide advice to the Committee so it can meet its objectives.

The Chairperson will be a councillor representative decided by the councillor representatives every 12 months following councillor appointments in November.



The Chairperson appointment will be for 12 months. If the chair is unable to attend a meeting, another councillor representative shall be appointed the Chairperson for the purpose of conducting the meeting.

**6. Term of the Committee**

The Committee will be convened for a four-year period from 2021-25 (one term).

**7. Meeting frequency**

Meetings will be held quarterly and will run for approximately two hours.

As noted above, the internal Advisory Committee will invite Elders and staff from Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to a minimum of two meetings each year.

Meetings will be scheduled by the Community Planning and Development Department in consultation with the Secretary to the Mayor and Councillors.

Additional meetings may be scheduled from time to time as needed by the internal Advisory Committee and based on the availability of the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.

**8. Minutes, agendas and reports**

Minutes of the meetings will be provided to Committee members by the Council Officer as soon as practicable after the meeting. An Agenda will be circulated not less than 72 hours prior to each meeting.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The Minutes will be formally endorsed by the Committee at the subsequent meeting.

All Councillors will be issued with an electronic copy of the Agenda and Minutes.

**9. Administrative support**

The Community Planning and Development Department will provide administrative support to the Committee.

**10. Review and evaluation**

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

**11. Reporting requirement**

Not applicable.

**12. Council contact**

Nicole White - Manager Community Planning and Development



## **Camberwell Junction Precinct Advisory Committee**

### **TERMS OF REFERENCE**

#### **1. Name of the Committee**

Camberwell Junction Precinct Advisory Committee (CJPAC)

#### **2. Purpose of the Committee**

The purpose of the Camberwell Junction Precinct Advisory Committee (CJPAC) is to provide advice and input on the form, prioritisation and coordination of various projects in the Camberwell Junction area.

#### **3. Scope**

The Committee is required to provide advice and feedback on strategic action plans that have been developed in response to current and emerging issues and opportunities in the Camberwell Junction area including:

- Camberwell Junction Place Vision and Plan
- Camberwell Junction Structure Plan
- The Australian Government's commuter parking initiative
- Collaboration with the Victorian Government in consideration of a Sports Hub located on land owned by the Swinburne Secondary School adjacent to, but not including the Fritsch Holzer Park.

#### **4. Background**

The Camberwell Junction Precinct is an important civic, commercial and economic centre within Boroondara, with excellent community facilities and transport connections. The City of Boroondara is currently undertaking a number of interrelated projects in the area and it is important for these to be coordinated and delivered in a cohesive way to deliver the best outcomes for the community.

The Boroondara Community Plan 2017-27 (BCP) sets the strategic direction for Council, including these projects in the Camberwell Junction area. Council work will be informed by this policy context and the identified priority themes of the BCP as set out below:

- Your Community, Services & Facilities

- Your Parks & Green Spaces
- The Environment
- Neighbourhood Character & Heritage
- Getting Around Boroondara
- Your Local Shops & Businesses
- Civic Leadership & Governance

#### **5. Membership and Chairperson**

- Membership will include the Ward Councillor and up to four councillors

Officer representation may include, but is not limited to:

- Director Community Support
- Director Places & Spaces
- Director of Urban Living
- Manager Capital Projects
- Manager Strategic and Statutory Planning
- Manager Liveable Communities
- Head of Placemaking
- Strategic Communication Specialist
- Other Council Officers will attend from time to time to provide specialist advice as required.

The Chairperson will be a councillor representative decided by the councillor representatives. The Chairperson appointment will be for 12 months. If the chair is unable to attend a meeting, another councillor representative shall be appointed the Chairperson for the purpose of conducting the meeting.

#### **6. Term of the Committee**

The Committee will be convened for a four-year period from 2021-25 (one term).

#### **7. Meeting frequency**

Meetings will be held bi-monthly or as required and will run for approximately two hours.

Meetings will be scheduled by the Strategic and Statutory Planning Department.

Additional meetings may be scheduled from time to time as needed by the Advisory Committee and based on the availability of the members.

#### **8. Minutes, agendas and reports**

Minutes of the meetings will be provided to Committee members by the Council Officer as soon as practicable after the meeting. An Agenda will be circulated not less than 72 hours prior to each meeting.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The Minutes will be formally endorsed by the Committee at the subsequent meeting.

All Councillors will be issued with an electronic copy of the Agenda and Minutes.

**9. Administrative support**

The Strategic and Statutory Planning Department will provide administrative support to the Committee.

**10. Review and evaluation**

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

**11. Reporting requirement**

Not applicable.

**12. Council contact**

David Cowan - Acting Manager of Strategic & Statutory Planning