

## 7.3 Kew Library Redevelopment Steering Committee - Terms of Reference

### Executive Summary

#### **Purpose**

This report presents for councillors' consideration the Terms of Reference (Attachment 1) for the Kew Library Services Redevelopment Steering Committee and seeks councillor interest in participation on the committee.

#### **Background**

##### **Kew Library Redevelopment**

The Steering Committee for the Kew Library Services redevelopment was suspended when the budget timing of the renewal project was changed to commence in 2022-23.

Before this change, the first stage community consultation and engagement activity was undertaken from October to November 2017.

A consistently strong desire was expressed for the Kew Library to be a building which attracts people and delivers the functionality people want and need in a contemporary library. Their aspirations included:

- Integrating the library with Alexandra Gardens and Petrie Square.
- Creating an open space that reflects and welcomes all the community and all ages—young, old, multicultural.
- Providing flexible spaces that give library users control over their environment, to suit their different needs.
- Creating spaces that encourage connections between people, with ideas and knowledge

#### **Key Issues**

The purpose of the committee is to act as a sounding board for the officer project team and provide feedback during the development phase (planning, design, implementation and commissioning) of the Kew Library Redevelopment.

Specifically, the committee's requirements will be to:

- Define its information requirements early and ensure that it receives adequate information over the term of the project.
- Receive relevant and timely information on the project from the project team, including progress against schedules, budgets and milestones, to ensure the committee members have sufficient information to offer informed views.
- Prepare for the meetings by reading any background material and asking questions of detailed clarification in advance.
- Provide timely feedback on issues relevant to project decisions.
- Provide guidance regarding translation of key elements of the project brief into the outcomes Council seeks to deliver through the project.
- Discuss items where changes are proposed to the approved project brief or endorsed design.

## Officers' recommendation

That Council resolve to:

1. Endorse the Terms of Reference of the Kew Library Redevelopment Steering Committee, as annexed to the minutes.
2. Appoint Councillor Stavrou (Ward Councillor), Councillor\_\_\_\_\_ and Councillor \_\_\_\_\_ to the Kew Library Redevelopment Steering Committee.

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

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## 1. Purpose

This report presents for councillors' consideration the refreshed Terms of Reference (Attachment 1) for the Kew Library Services Redevelopment Steering Committee and seeks councillor interest in participation on the committee.

## 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 Steering Committee to oversee the implementation of the Kew Library redevelopment is relevant in the following strategies:

Theme 1: Your Community, Services and Facilities and

Theme 7: Civic leadership and Governance:

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

The Kew Junction Structure Plan (updated 2011) also highlights the vision for the area as follows:

*"The Kew Library will expand its role as the 'learning and information' focus of the centre. This will include a broad range of community, cultural and social facilities within an upgraded or redeveloped building. The Library will have strong connections to the adjoining open spaces of the Alexandra Gardens and Petrie Square, which will remain as highly valued green spaces. ...The buildings of this precinct will be refurbished or redeveloped to introduce exemplary architecture to house the expanded community role."*

## 3. Background

### Kew Library Redevelopment

The Steering Committee for the Kew Library Services redevelopment was suspended when the budget timing of the renewal project was changed to commence in 2022-23.

Before this change, the first stage community consultation and engagement activity was undertaken. A 4-week engagement activity was undertaken from October to November 2017 and included: a survey (185 responses); workshops (42 participants over x3 sessions); speech bubbles (54 responses collected from visitors at Kew Library during the consultation period) and Vox Pop interviews (x5 interviews held at Kew Library).

A consistently strong desire was expressed for the Kew Library to be a building which attracts people and delivers the functionality people want and need in a contemporary library. Their aspirations included:

- Integrating the library with Alexandra Gardens and Petrie Square.
- Creating an open space that reflects and welcomes all the community and all ages—young, old, multicultural.
- Providing flexible spaces that give library users control over their environment, to suit their different needs.
- Creating spaces that encourage connections between people, with ideas and knowledge

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

##### Kew Library Redevelopment Steering Committee

The purpose of the committee is to act as a sounding board for the officer project team and provide feedback during the development phase (planning, design, implementation and commissioning) of the Kew Library Redevelopment.

Specifically, the committee's requirements will be to:

- Define its information requirements early and ensure that it receives adequate information over the term of the project.
- Receive relevant and timely information on the project from the project team, including progress against schedules, budgets and milestones, to ensure the committee members have sufficient information to offer informed views.
- Prepare for the meetings by reading any background material and asking questions of detailed clarification in advance.
- Provide timely feedback on issues relevant to project decisions.
- Provide guidance regarding translation of key elements of the project brief into the outcomes Council seeks to deliver through the project.
- Discuss items where changes are proposed to the approved project brief or endorsed design.

##### Membership

The Committee shall comprise:

- A maximum of three (3) councillors, including the Ward Councillor
- Director Community Support
- Director Places and Spaces
- Manager Capital Projects
- Manager Library Services
- Coordinator Library Operations and Customer Service
- Coordinator Building Projects
- Library Operations and Customer Service Lead (Kew)

- Community Engagement Specialist
- Other Council officers

The Committee will meet bimonthly, or as required.

## **5. Consultation/communication**

The project team will prepare a consultation and engagement plan for the renewal of the Kew Library and present to the Steering Committee during the development of the renewal project.

Since the initial community consultation, there have been multiple impacts on the community that (may) have led to different expectations of libraries. For example, digital loans have increased during the Covid-19 pandemic, as has the need for communal and quiet study spaces.

## **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.

For the initial phase, within this current financial year \$164,188 has been allocated to this project for consultation and concept design.

## **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**

The Kew Library Redevelopment Steering Committee will provide advice and guidance for the renewal of the Kew Library to provide a positive impact on the social wellbeing and community connection across Boroondara.

## **9. Conclusion**

The proposed Terms of Reference of the Kew Library Redevelopment Steering Committee will serve to support and guide the renewal of the Kew Library to meet community needs.

**Manager and Report Officer:** Tina Bourekas, Manager Library Services

# Kew Library Redevelopment - *Councillor Steering Committee Terms of Reference*

**Responsible Directorate/Department:** Community Support  
**Approval Date:** <Date>  
**Review Date:** <Date>





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## 1 Purpose of the Committee

The Councillor Steering Committee will act as a sounding board for the project team and provide feedback during the redevelopment (planning, design, implementation, and commissioning) of Kew Library.

## 2 Background

The role of the Steering Committee is to oversee the implementation of the Kew Library redevelopment which is relevant in fulfilling the following themes of the Boroondara Community Plan:

Theme 1 - Your Community, Services and Facilities and

Theme 7 - Civic leadership and Governance:

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

The Kew Junction Structure Plan (updated 2011) highlights the vision for the area the Kew Library currently operates:

*"The Kew Library will expand its role as the 'learning and information' focus of the centre. This will include a broad range of community, cultural and social facilities within an upgraded or redeveloped building. The library will have strong connections to the adjoining open spaces of the Alexandra Gardens and Petrie Square, which will remain as highly valued green spaces. ...The buildings of this precinct will be refurbished or redeveloped to introduce exemplary architecture to house the expanded community role."*

## 3 Composition

The Kew Library Redevelopment Councillor Steering Committee membership will comprise of the following:

- Maximum of three (3) councillors, including the Ward Councillor
- Director Community Support
- Director Places and Spaces
- Manager Capital Projects
- Manager Library Services
- Coordinator Operations and Customer Support

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- Coordinator Building Projects
- Library Operations and Customer Service Lead (Kew)
- Community Engagement Specialist
- Other persons may be seconded from time to time to provide input.

The Committee will be convened for the duration of the project.

### **3.1 Role and selection of Councillor/s**

The Steering Committee shall provide feedback to the project team to discuss any issues relating to the project scope, timelines, budget, implementation, and community engagement outcomes prior to reporting to Council (if necessary).

The Steering Committee should:

- Define its information requirements early and ensure that it receives adequate information over the term of the project.
- Receive relevant and timely information on the project from the project team, including progress against schedules, budgets, and milestones, to ensure the committee has sufficient information to offer informed views.
- Prepare for the meetings by reading any background material and asking questions of detailed clarification in advance.
- Provide timely feedback on issues relevant to project decisions.
- Provide guidance regarding translation of key elements of the project brief into the outcomes Council seeks to deliver through the project.
- Discuss items where changes are proposed to the approved project brief or endorsed design.

### **3.2 Role and selection of Council officer/s**

The Community Support Directorate will be responsible for administration of this committee until construction of the project, which will then be convened by the Places and Spaces Directorate.

Officers will be nominated by the Chief Executive Officer or the relevant Director as required to provide advice and administrative support to the Committee.

As the steering committee meeting is considered an 'informal meeting of councillors' under Council's Governance Rules, the officers are responsible for submitting the relevant form to  
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Council's Governance and Legal Department as soon as practicable, so a record of the meeting can be included in the upcoming Council agenda.

## **4 Meetings**

### **4.1 Meeting schedule**

Meetings will be held on a bi-monthly basis. Additional meetings may be scheduled from time to time as needed.

### **4.2 Meeting procedure**

Meetings will follow standard meeting procedure protocols, in summary:

- Commence on time and conclude by the stated completion time
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member
- Encourage fair and reasonable discussion, participation and respect for each other's views
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

As this is a steering committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the notes of the meeting, and potentially discussed further at a Councillor Briefing and Discussion meeting if necessary.

### **4.3 Role and selection of the Chairperson**

The ward Councillor shall chair the meetings. In the absence of the ward Councillor, another Councillor present, shall Chair the meeting.

### **4.4 Reports, agendas and notes**

An agenda will be electronically circulated by officers to all Committee members not less than 48 hours prior to each meeting.

Notes of the meetings may be taken by officers. If notes are taken the draft notes must be:

- submitted to the Chairperson for confirmation within 7 days of the meeting
- distributed to all Committee members following confirmation from the Chairperson and within 14 days of the meeting; and
- submitted to the next meeting of the Committee for information

The notes must:

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- contain details of the proceedings and recommendations made
- be clearly expressed
- be self-explanatory
- incorporate relevant reports or a summary of the relevant reports considered by the committee; and
- be provided to Committee members as soon as practicable after the meeting.

The notes will be endorsed by the Committee at the subsequent meeting.

Agendas and notes from meetings are not required to be made available to the public, unless required by law or Council's Public Transparency Policy.

#### **4.5 Budget and resources**

The Advisory Committee has no budgetary allocation from Council (this includes budget for the payment of fees for external members or presenters).

Any budgetary allocation is at the absolute discretion of the relevant Director who is responsible for the Steering Committee.

### **5 Conflicts of Interest**

In performing the role of Committee member, a person must:

- Act with integrity
- Impartially exercise his or her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Councillors and officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020* and Chapter 5 of the Governance Rules.



## 6 Compliance with Council's policies, plans and strategies

Committee members must abide by Council's policies, plans and strategies when conducting themselves in relation to any functions of the Committee.

## 7 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.

## 8 Council contact

Position Title	Contact number	Contact email
Manager Library Services	9278 4690	Tina.bourekas@boroondara.vic.gov.au