

CITY OF PORT PHILLIP

TERMS OF REFERENCE FOR 'URBAN STUDIES CENTRE REFERENCE GROUP'

1. Purpose

The purpose of the *Urban Studies Centre Reference Group*, ("**Committee**") is to assist Council to maximise community outcomes by ensuring that the views of relevant community groups, government agencies and other stakeholders are expressed and taken into account in determining the future operations for the *Urban Studies Centre* ("**USC**").

The committee will contribute to this next phase of the project by providing feedback and advice on the following:

- **a draft of the USC Operations Plan** which is due for completion and presentation to Council by mid 2009. This Plan will outline the target audiences for the USC and describe the programs and services aimed at these audiences
- **a public information campaign** to be implemented in the lead up to the opening of the USC.

2. Objectives

The Committee will oversee the process for the Project ensuring that:

- Council's desired outcomes and any limitations, including budget constraints, are ascertained and documented at the start of the scoping process.
- The views of each of the stakeholders are known and given full consideration.
- The project design complies with the desired outcomes and limitations.

The committee will cease activities following Council approval of the USC Operations Plan.

3. Policy Framework

The Committee is an advisory committee of the Council and has no delegated powers. The Committee will have regard to and comply with Council's policies and decisions. Final recommendations of the Committee will be reported to Council for information or decision as required, by Council officers using established reporting mechanisms.

4. Membership

The USCRG will comprise:

- community members
- cultural sector professionals

Membership will be a maximum of 10 members representing the stakeholders and target audiences identified for the USC as follows:

- Emerald Hill residents with a special interest in library services
- Emerald Hill/CoPP residents with a special interest in history or cultural heritage services
- South Melbourne businesses and organisations
- cultural heritage and library professionals
- school education sector
- lifelong learning sector
- community development workers
- people with strong connections to people of diverse age groups

The Chairperson will be the manager/senior officer appointed by the Chief Executive Officer to have responsibility for the Project.

5. Meetings

The Committee will meet at times to be determined by the Committee, the first meeting to be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program.

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Committee members, Councillors and the Council's Executive Team as soon as they are prepared.

6. Resourcing

The Chairperson will have responsibility for preparation of agenda papers for meetings and for distributing them three days prior to the meeting.

The committee will meet up to four (4) times between April and the end of June 2009

Meetings will be run to an agenda, be minuted and take for approximately 2 hours

Venue location will be advised prior to each meeting, and may alternate between the St Kilda Town Hall, the Emerald Hill Library, and the South Melbourne Town Hall

The committee will be supported by staff from Curatorial and Library Services

Agendas and supporting material are circulated 3 days prior to meetings and minutes are circulated as soon as prepared after meetings.

7. Reporting

The Chairperson is responsible for reporting to Council, via a formal report (or briefing when appropriate) as key milestones are reached or if a Council decision is required.