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| *Housing Strategy Review Project*  **COMMUNITY REFERENCE GROUP**  Terms of Reference |  |

Council’s Housing Strategy will plan for future residential development in Yarra Ranges to meet the needs of the community.

1. **Purpose**

The purpose of the Community Reference Group (CRG) is to

* Comment on drafts and main project documents
* Provide information relevant to the project
* Provide response to community input

The CRG is not a decision-making body and has no authority to expend monies on behalf of Council

1. **Membership and Term of Appointment**

Membership will comprise:

* Up to eight (8) Community members appointed by Council, following an Expression of Interest process
* Representatives from diverse geographic areas of Council
* Representatives from housing providers, housing groups and a diversity of special interest groups
* Manager Design and Place or alternative
* Strategic Planning officers
* Councillors (self nominated)

Where a community member vacancy occurs, Council may appoint a replacement community member at its discretion.

1. **Conduct of meetings**
   * The meetings will be held at project milestones – and as required. It is anticipated approximately 4-5 meetings will be held over the course of the project.
   * The notice and agenda and all papers for each meeting will be forwarded to members at least five working days prior to each meeting.
   * Notes of meetings are to be kept, attached to the agenda of the following meeting and made available at the Lilydale Community Link and on Council’s website, or on request.
   * The chairperson will ensure that discussion remains within the scope of matters set out in the Terms of Reference.
   * The meetings will be chaired by the Manager of Design and Place
   * The Community Reference Group will be provided with the following support services:

## Pending COVID restrictions - use of Council meeting rooms. Alternatively, meetings will be held electronically

## Preparation and sending of notices and agendas setting out the business to be dealt with at meetings

## Preparation and distribution of notes from meetings.

1. **Term and commitment**

The Community Reference Group will operate until the completion of the Project.