

*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

### **2. 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.

### **3. 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.

#### **4. Term and commitment**

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