

Hepburn Shire Local Law No. 2 – Firewood collection on Council land Community Reference Group Terms of Reference – July 2020

The Firewood Collection Community Reference Group (CRG) will provide a forum for consultation that will support the development of firewood collection guidelines to support the implementation of Hepburn Shire Councils Local Law 2.

1) Purpose

To foster an integrated, collective representation of Community feedback to develop explanatory guidelines to further clarify the implementation of Clause 2.18 – Firewood Collection of the General Local law 2.

The CRG will not be a decision-making body; it will be a targeted group of the community that will advise and work with Officers to develop supporting guidelines for Local law 2. Its primary function is to ensure that the development of the guidelines adequately reflects the interest of the greater community whilst also acknowledging the primary adopted General Local Law No. 2 and legislative responsibilities of Council.

As a guide, the Hepburn Shire Local Law No. 2 Firewood collection Community Reference Group (CRG) will:

- Provide a forum to work shop and develop the Local law 2 guidelines relating to the collection of firewood on Council managed land.
- Facilitate input and feedback into the Local law 2 Guidelines relating to the collection of firewood on Council managed land.
- Provide a forum for sharing of perspectives and experiences across Hepburn Shire Council.
- Support the development of long-term respectful relationships with local government.

2) Composition

- One (1) Hepburn Shire Councillor
- Three (3) Hepburn Shire Council officers;
- Eight (8) community reps selected through EOI process

3) Functions

By participating in the CRG, all members are asked to:

- contribute the views of their local community.
- collaborate with CRG members to explore options for the Draft Guidelines;
- support the dissemination of relevant, authorised project information within council and, where requested, community
- actively participate in discussion in a manner conducive to constructive and positive discussion

- enable all members and guests to be heard equally, and listen and consider other points of view
- ensure a broad range of community perspectives are considered.

4) Operation

Key operational details of the group include:

- A Council Officer will facilitate group meetings. The role of the facilitator will be to chair the meetings and facilitate discussion and participation by all members.
- The CRG will meet at a minimum of three times on a monthly basis for approximately 1 ½ to 2 hours.
- The meetings will be held either virtually or in person, subject to the current Pandemic restrictions and depending on the preferences of participating members.
- The Council Officer will be responsible for administration associated with the CRG including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers and ultimately the draft guidelines.
- The CRG will operate for the duration of the development of the Guidelines until adopted by Council.
- The project team will seek input on and circulate the meeting agenda and any supporting documents to the group at least three days prior to the meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.
- The facilitator will determine matters to be dealt with in accordance with the Terms of Reference and for ensuring the proper and professional conduct of the group.
- The project secretariat will minute the meeting and circulate the minutes for approval within one week of the meeting.

Meeting procedure Member responsibilities and behaviours

5) Confidentiality

Confidential material may be discussed as part of Community Reference Group.

All CRG members are requested to ensure compliance with the Local Government Act 1989 and associated codes of conduct relating to confidential when confidential material is disclosed.

Any materials shared in CRG meetings will be identified as:

- Confidential – Not for distribution
- Confidential – For internal distribution only (within Council)
- Due for public release – Treat as confidential until release date
- Publicly available – Not confidential