

Huonville Reimagined Community Reference Group



Terms of Reference

To help guide Huonville Reimagined, Huon Valley Council has engaged Capire Consulting Group (Capire) to facilitate a Community Reference Group (CRG). The group will bring together diverse community members to share local knowledge and community aspirations.

These Terms of Reference outline details for the Huonville Reimagined (CRG).

Purpose

The purpose of the CRG is to provide a space for ongoing community insight and continuity throughout the Huonville Reimagined project by bringing together a representative cross-section of the community to review project progress at key decision points.

Unlike broader community engagement, the CRG works with the project team across multiple milestones, helping interpret findings, validate preferred directions and review the evolving planning framework.

Objectives

The objectives are:

- To establish a CRG that is representative of the Huonville and broader Huon Valley community to support the development of the Huonville Master Plan, Precinct Plans, and implementation priorities.
- To present the CRG with relevant and accessible information to support their understanding and ability to provide constructive feedback, including previous engagement data, technical information, and expert opinions.
- To ensure that all CRG members are supported by delivering an accessible, inclusive and culturally safe engagement process.
- To develop a process that builds trust and buy in with community members, CRG participants and Council staff.
- To provide a clear and transparent process with information about CRG participant roles and expectations, the scope of their influence and the expected outcomes.

Scope

The CRG is an advisory body, not a decision-making body. Its role is to contribute insights, identify opportunities and risks, and test ideas to strengthen the project.

Eligibility Criteria

The following criteria will be used to select CRG members:

- Members must live or own property, work, operate a business, or hold a recognised community role within Huon Valley Local Government Area. To ensure strong local Huonville representation, up to 75% of participants will be selected from Huonville. The remaining participants may be drawn from Franklin, Judbury and Pelterata and Ranelagh to bring diversity of perspectives and skills relevant to the future of Huonville.
- Members should have knowledge of local issues and opportunities relating to Huonville. This may include:
 - Active involvement in local community, environmental, recreation, sporting or resident groups.
 - Knowledge of the area's environmental values, cultural heritage, history, or recreational use.
- The selection process will aim to ensure a diversity of representation, including cultural backgrounds, age groups, abilities, and interest areas.
- Members must be available to actively participate in CRG meetings in person.
- The following groups are not eligible for CRG membership:
 - Huon Valley Council employees, employees of Council controlled organisations, project contractors and consultants engaged on Huonville Reimagined, and their immediate family members
 - elected representatives at any level of government, including Councillors and Members of Parliament, and their immediate family members
 - any individual who has an actual, potential or perceived conflict of interest that could compromise, or reasonably be seen to compromise, their ability to participate impartially in the CRG
 - any individual who is planning to run for Huon Valley Council elections in October 2026.

Recruitment

Members of the CRG will be selected through an Expression of Interest (EOI) process based on the eligibility criteria. On closure of the EOI process, Capire will review the submissions, compile the EOI's received and facilitate the member selection process in collaboration with project representatives.

Applicants will be asked to complete an EOI form addressing the eligibility criteria. This will include outlining their connection to Huonville, their interest and involvement in the local community, and their suitability for membership.

All applications will be assessed against the selection criteria for membership. Where membership of the CRG is not filled through the advertising process or if the applications

received are deemed by the selection panel to not fulfil the requirements of the CRG, Council and Capire may seek other potential members.

Capire will assess all nominations and provide a short list of candidates to Council. The final decisions will be made in consultation with Council project team. Both successful and unsuccessful candidates will be notified of the outcome.

Composition

The CRG will seek to recruit a minimum of 12 and a maximum of 15 active CRG members, subject to the quality of applicants received.

The CRG will seek to maintain a diverse membership to represent the local community.

Term

The CRG will operate during the business case and master planning stages of the project. The term of membership will be for four (4) in person meetings between September 2026 and March 2027, unless otherwise agreed.

If a CRG member vacates their position, Council will seek interest from the original Expressions of Interest list to fill the vacancy, based on a similar community member/representation type. Where more than two meetings have already occurred, Council will determine whether it is appropriate and practical to appoint a replacement member.

At the conclusion of the initial term, Council may elect to extend the duration of the CRG, including the number of meetings and the timeframe of operation, should this be considered beneficial to the project. Existing CRG members will be invited to opt in to any extension period at their discretion.

Recognition

Participation in the Community Reference Group is a voluntary role. However, Council acknowledges and appreciates the commitment made by participants.

Each participant will receive a \$50 EFTPOS card on conclusion of each meeting they attend to recognise their contributions and contribute to the expenses incurred to attend each event. The EFTPOS giftcards can be used everywhere EFTPOS is accepted.

Operations

- Council staff and consultants will attend and administer meetings.
- Subject Matter Experts may be invited to meetings.
- The CRG Chair is a member of Capire as appointed by Council for the term of the CRG unless otherwise advised and may be a suitably experienced Council representative. If the Chair cannot attend, they may appoint a proxy to chair in their absence.
- Meetings will be approximately two hours in duration and will be held in person.
- A quorum of two-thirds (66%) attendance of the community members is required for a meeting to proceed.

- If a response cannot be provided during a meeting, questions will be taken on notice and addressed when possible.
- All CRG meetings will have an agenda, which will be prepared by Capire. The agenda as well as any other pre-meeting materials will be provided to members at three (3) days in advance of scheduled meetings.

Minutes will be taken at all CRG meetings. The minutes will be circulated by Council. The minutes will be circulated to all members within ten (10) business days of the meeting taking place as a draft seeking comment / amendments. Requested amendments will be incorporated into the final minutes for circulation. A copy of the final minutes from each CRG meeting will also be forwarded to all appropriate project governance groups. A copy will be available online to the public via the Huonville Reimagined page.

Code of Conduct

Members should act in a professional and responsible manner while carrying out CRG responsibilities. They must respect appropriate protocols with relation to the information they obtain as a member of the CRG.

All members are to participate in a collaborative, respectful manner, and respect the opinions, beliefs, and rights of other members. A breach of the Code of Conduct may lead to the member being removed from the CRG and/or other appropriate action.

No member is authorised to make public statements representing the views of the CRG or the Huon Valley Council. Information shared with the CRG is confidential, unless stated otherwise. Any sharing of this information without the prior approval of Council will result in removal from the CRG.

It is a requirement for all members to review and endorse the CRG Code of Conduct as part of their member's Expressions of Interest application. The Code of Conduct will be provided as part of the Expressions of Interest to the Community.

Confidentiality

Members may have exposure to confidential or personal information. All members are required to maintain the security of any such information and must not access, use, disclose, or remove it unless authorised to do so.

Confidential information includes, but is not limited to, personal details of individuals, sensitive cultural or environmental data, project specific details that may be in draft format and not for community information, and any material identified by Council or project representatives as confidential.

Members must not use information obtained through their involvement in the CRG for personal, professional, or financial gain, or to the detriment of Council, the project, or the community. This obligation continues after membership of the CRG has ended.

Conflicts of Interest

Participation on the CRG may result in individuals being provided with information that could provide a commercial or intellectual benefit to the individual or stakeholder groups they represent. Similarly, individuals may be participating in discussion that provides a benefit to the individual or stakeholder group.

In all cases the individual must ensure that they are acting and advocating in the interests of the broader community, rather than out of personal interest.

CRG members may be requested to disclose potential conflicts of interest (e.g. property ownership or business ownership) to Council for noting and to ensure transparency and accountability for group members. This will not preclude CRG members from participation but will ensure that the group prioritises the broader community and understands member interests.

Human Rights

The Huonville Reimagined CRG will uphold and respect human rights by ensuring inclusive and equitable engagement with the community. This includes transparent communication, addressing concerns, and incorporating feedback from diverse groups, especially vulnerable populations.

The project will prioritise the protection of public health and safety, adhering to environmental, cultural, and social standards. By fostering open dialogue and addressing potential impacts, needs and concerns, the CRG aims to build trust and support ongoing relationships for the subsequent project stages.