



Billilla Advisory Committee Charter

Table of Content

Introduction.....	3
1. Purpose.....	3
2. Objectives	3
3. Strategic Plan and Reporting Requirements	4
4. Delegations	5
5. Membership	5
6. Term of Appointment.....	5
Term of Appointment – Ordinary Membership	5
Attendance at meetings	6
7. Appointments	6
Selection of Ordinary Members.....	7
Selection of Councillor Members.....	7
8. Member Responsibilities	8
9. Meeting Procedures	8
9.1. Meetings.....	8
9.2 Agendas and Minutes	8
10. Chair of the Advisory Committee.....	9
11. Role of the Chairperson	9
12. Deputy Chairperson	9
13. Conflict of Interest	10
14. Code of Conduct	10
15. Reporting	10
16. Review of the Charter	10

Introduction

Billilla historic mansion is located in Hallifax Street Brighton, and is considered one Bayside's jewels in its crown. Billilla Mansion was originally build in the 1880's and was sold to William Weatherley in the 1890's where Billilla became the city residence for the Weatherley Family. The Weatherley family occupied Billilla until 1973.

On 4 April 1973 the former Brighton Council acquired the property on behalf of the citizens of Brighton, and is reserved for public purposes. Billilla consists of 4 hectares of lush gardens, several outbuildings, and a historic mansion which over time has been restored to its original grandeur.

Council is preparing for a range of restoration works over the next few years. An Advisory Committee has been established to provide advice to Council on a range of matters pertaining to Billilla and its operation.

1. Purpose

- 1.1 The Billilla Advisory Committee has been established for the purpose of providing advice to Council on the operational and management of Billilla in accordance with the adopted Strategic Plan, and further provide a mechanism for Council to consult with key stakeholders, seek special advice and enable greater community participation and visitation to Billilla as part of the Billilla Strategic Plan.
- 1.2 The Committee must operate in accordance with the relevant adopted plans, policies, strategies and Council's values. Specifically, the current adopted Council Plan, the Property Strategy, Bayside Library, Arts and Culture Strategy and Community Vision 2050.

2. Objectives

- 2.1 The objectives of the Advisory Committee are :
 - To assist and advise Council on the future use of Billilla as endorsed by Council
 - To ensure the intent of the Conversation Management Plan for the grounds and mansion is adhered to
 - To advise Council on the priorities for development of Billilla and provide a source of review; analysis and advice on strategic planning

- To raise issues or make suggestions about the general management of Billilla
- To identify opportunities for programming at Billilla in line with Council adopted future uses
- To develop guidelines for the use of the Billilla facility and rooms. *(Noting that the booking of Billilla facilities will be managed through the existing system for booking Council venues.)*
- To monitor and review booking schedule to ensure equitable and frequency of use
- To promote and monitor equitable community access to Billilla
- To work with Council to promote and advance the profile of Billilla
- To encourage and promote effective communication between community groups, individuals and Council
- To make recommendations to Council on matters such as strategic policy direction and required capital works in accordance with the Conservation Management Plan for Billilla
- To encourage potential donors, philanthropic organisations and/or funding bodies to support the goals of the Committee

3. Strategic Plan and Reporting Requirements

- 3.1 The Advisory Committee will contribute and provide advice to Council on a Strategic Plan for Billilla. The Advisory Committee will approve a draft Strategic Plan at least 3 months prior to the expiration of the current Strategic Plan and recommend the draft Strategic Plan to Council for its approval.
- 3.2 The Strategic Plan must cover a 4 year period, or such other period directed by Council.
- 3.3 The Strategic Plan must include, vision, values and objectives and annual action plan.
- 3.4 The Advisory Committee will make a recommendation to Council of any changes to the Strategic Plan during the timeframe of the Plan, or any other matter that is considers could significantly affect the achievement of the objectives set out in the Strategic Plan in a timely manner upon such changes being made.

4. Delegations

- 4.1 The Advisory Committee will provide advice to Council on matters relating to Billilla, however the Committee has no specific delegation of duty or power and has no financial delegation.

5. Membership

- 5.1 The Advisory Committee consists of the following members:

Position/Role	Number	Terms Years
Bayside City Councillors	2	Appointed Annually at Council
Experts - representing heritage conversation and cultural programming ie: heritage architect, historian, curator (Bayside residents)	2	2 year Term
Community members – based on skills and experience	Up to 10	2 year Term

- 5.2 The quorum for any meeting of the Advisory Committee is a majority of members of the committee, plus one, with one being an appointed Councillor. In this instance a quorum for any meeting will be 8 Committee Members, with one being a Councillor representative.
- 5.3 All members have full and equal rights on matters before the Advisory Committee.
- 5.4 Officers in attendance may include the Director Community and Customer Experience, Director Environment Recreation and Infrastructure, Manager Arts Culture and Libraries, Arts and Culture Coordinator, and Bayside Gallery Curator. Council Officers in attendance do not have voting rights.

6. Term of Appointment

6.1 Term of appointment – Ordinary Members

- 6.1.1 Community members of the Advisory Committee will be appointed for a term of two years. At the conclusion of their first two-year term, existing members will be eligible to apply to be reappointed at the discretion of Council for a second term of two year's duration. Members can serve a maximum of two consecutive terms.
- 6.1.2 Where a new member is appointed to the Advisory Committee their two year term shall commence from the date of appointment by Council.

- 6.1.3 Should a member resign before the expiry of their term, the vacancy will either be filled for the remainder of that term, or if the vacancy occurs within 12 months of the expiry of the term then Council may choose not to fill the vacancy.
- 6.1.4 In the event a member of the Advisory Committee has engaged in serious misconduct of any kind, the Chief Executive Officer may propose to remove a member of the Committee, following written notice to the member of its reason and intention to do so, and provide that member with the opportunity to be heard if so requested.

6.2 Attendance at meetings

- 6.2.1 Members of the Advisory Committee are expected to attend all meetings of the Committee. Any member who is absent for more than one meeting without having submitted a prior apology will be considered to have resigned from the Advisory Committee.
- 6.2.2. This requirement can be waived at the discretion of the Chairperson in the case of special circumstances such as an extended illness.
- 6.2.3. Meetings will be held within a hybrid environment (online and in person) to maximise attendance at each meeting.

7. Appointments

- 7.1 All members of the Bayside Arts and Gallery Advisory Committee will be appointed by Council.
- 7.2 The selection process for community members on the Advisory Committee will be as follows:
- Advertisements and public notices as a minimum will be placed on the Bayside City Council website calling for nominations.
 - Following the closure of nominations an assessment panel comprising the current Chair of the Committee, Director Community and Customer Experience, and Manager Arts Culture and Libraries (or their nominees) will be convened.
 - The Panel will assess the nominations using the criteria below, undertake an interview process, and will recommend suitable appointments to Council.
 - In the event of a member resigning before the expiry of their term, as outlined in section 6.1.3 the Panel may either recommence a public advertisement process, or approach candidates who have participated in the most recent nominations process, to recommend to Council a member of the vacant position.

7.3 Selection of Ordinary Members

7.3.1 The selection criteria nominees who:

- are residents of the City of Bayside or have strong links to Bayside (work, play, study, or own property in Bayside)
- can demonstrate interest, skills, knowledge and or expertise relevant to the goals of Billilla
- are nominated by the Bayside community directly
- demonstrated experience on community management committees

7.3.2 Community Advisory Committee members are selected for their skills and experience in relation to the above criteria.

7.3.3 Membership will aim for a group representing a range of abilities, ages, gender, cultures, geographic locations across the municipality and a range of areas of interest/expertise. Council is committed to creating an accessible and inclusive environment for all members and will work with members to consider any support required to activity participate in meetings.

7.3.4 Members appointed to the Advisory Committee is on a voluntary basis and no remuneration is provided.

7.3.5 While it is not necessary for Advisory Committee members to live or work in Bayside, Council recognises the benefits of local community participation and diversity in the skills, experience and attributes of the Committee's membership.

Membership of the Committee must consist of a majority of Bayside residents.

7.3.6 Should a member resign before the expiry of their term, the vacancy will be filled for the remainder of the term via an EOI process. If the vacancy occurs with less than half of the two-year term remaining, the Committee may choose not to fill the vacancy until the end of the remaining Community-based members' term of appointment.

7.4 Selection of Councillor Members

7.4.1 The Councillor members of the Advisory Committee will be appointed by Council at its Annual Meeting in November each year.

8. Member Responsibilities

- 8.1 In order to fulfil the objectives of the Billilla Advisory Committee, members are expected to:
1. Have a strong understanding of the Billilla Strategic Plan.
 2. Be respectful of other member's views.
 3. Prepare for and participate in discussions at meeting(s), listen actively, and encourage others to participate.
 4. Be responsible for reading all information provided prior to the Committee meetings and other activities.

9. Meeting Procedures

9.1 Meetings

- 9.1.1 The Billilla Advisory Committee will meet at least four times a year, with a schedule of dates to be provided to members at the beginning of each calendar year.
- 9.1.2 Meetings will generally be held in the Mayor's Room, Council Chambers in Brighton but may be arranged at other venues from time to time.
- 9.1.3 Additional meetings may be arranged in consultation with members on an "as-needs" basis.

9.2 Agendas and Minutes

- 9.2.1 The Meeting papers including the Agenda and supporting documentation will be circulated to members of the Committee at least 5 days in advance of each meeting.
- 9.2.2. Minutes of the meetings will be presented within one week of the meeting for review by the Chair of the Advisory Committee.

Minutes of meeting must be circulated to all members within 10 days, following the approval by the Chair of the meeting.

- 9.2.3. Administrative support will be provided to Advisory Committee under the oversight of the responsible Director. A member of the Governance Team will attend all meetings to undertake the governance requirements including Minute taking for the meeting.

10. Chair of the Advisory Committee

- 10.1 The Chair of the Advisory Committee must be elected from the Council appointed Councillor representatives on the Committee, and is subject to reappointment annually at the Annual Meeting of Council.
- 10.2 The second appointed Councillor on the Committee will take the role of Deputy Chair, in the absence of the Chair at any Advisory Committee meeting.
- 10.3 The Chairperson of the Advisory Committee has a casting vote on occasions where there is an equal number of votes on a matter.
- 10.4 The Chair in consultation with the responsible Director may invite experts consultants where necessary to present to the Committee in an expert advisory capacity for a specified purpose.

11. Role of the Chair

- 11.1 The role of the Chair includes, but is not limited to:
 - Chairing of meetings of the Advisory Committee in accordance with the meeting agenda distributed to Committee Members.
 - Conducting meetings in a manner that promotes full participation, communications, involvement, consensus, mutual respect and listening.
 - Providing time during meetings for any Advisory Committee Member to raise any issue they believe is relevant.
 - Has a casting vote on occasions where there is an equal number of votes on a matter
- 11.2 The Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee.

12. Deputy Chair

- 12.1 In the absence of the appointed Chair, the Deputy Chair will undertake all the duties of the Chair.
- 12.2 The Deputy Chair of the Advisory Committee when representing the Chair has a casting vote on occasions where there is an equal number of votes on a matter.
- 12.3 The Deputy Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee if the Chair is unable to participate in the process.

13. Conflict of Interest

A member with a Conflict of Interest, or perceived Conflict of Interest, in a matter before the Advisory Committee must declare their interest prior to discussion of the item. This will be a standing item on the agenda.

14. Code of Conduct

A Code of Conduct will be enforced to ensure safe participation and enable a respectful and equitable sharing of ideas. All members will be required to sign the Code of Conduct. Any breaches of the Code of Conduct will be addressed by the Chair. Severe breaches may result in removal from the Committee.

15. Reporting

The Minutes of the Advisory Committee Meetings will be presented to a forth coming Council meeting for noting or if the Committee is recommending to Council a specific action, it will be detailed in the report to Council.

16. Review of the Charter

The Charter will be reviewed every two years or as deemed necessary.

This Charter was reviewed and adopted by Council on 19 March 2024.

The next review of this Charter will be in March 2026.