








Social impact hub – Byron Bay Community Advisory Group

Terms of Reference

Meetings: 10.00 am – 12.00 noon, fourth Tuesday of February, May, August, November

Convenor: Social Futures Executive Manager Strategy and Engagement

Minute Taker: Social Futures

PURPOSE	RESPONSIBILITY	MEMBERS	PARTICIPATION	CHAIRING	ADMIN	DECISION MAKING
						
<p>The purpose of the social impact hub Byron Bay Community Advisory Group is to provide advice and represent the voice of the Byron Bay community to ensure that the vision for the management of the Old Byron Hospital site evolves and adapts to the community's input.</p>	<p>The social impact hub Byron Bay Community Advisory Group is responsible for practical advice, community insight and linkages to community that contribute constructively to:</p> <ul style="list-style-type: none"> • deliver the shared community vision for the site • identify and make recommendations on permanent/long term tenancy applications and mix based on community needs, service gaps and opportunities • make recommendations on site fit out, landscaping and operations requirements • provide guidance on the mechanism(s) to distribute income and profits generated from the facility to local community groups and/or projects (e.g. funding to expand impact, small grants program, local community development collaborative projects). 	<p>Members are appointed by Social Futures following an Expression of Interest process to ensure representation and diversity of demographics, interests and knowledge within the community, and alignment to the site's operational priorities (education, arts/creative industries, health and community services).</p> <p>Membership is reviewed every two years or as required.</p> <p>The Community Advisory Group will include up to 8 members who can be individuals and/or representatives from community-based organisations and local businesses. A minimum of one position will be reserved for a nominee from the local Arakwal Corporation.</p> <p>Members will:</p> <ol style="list-style-type: none"> 1. Be 18 years or older 2. Reside within the Byron Local Government Area 3. Not be a current state or federal member, current councillor or council staff member of Byron Shire Council 	<p>Members are asked to commit to the schedule and attend all meetings wherever possible.</p> <p>Meetings will aim to be held face to face, but may be required to be held by digital technology, using platforms such as Zoom or Microsoft Teams.</p> <p>External guests may attend meetings, at the discretion of the Convenor, to support access to expertise and skills beyond those of the members of the group.</p>	<p>The Convenor is required to host and chair meetings and facilitate discussions within the group.</p> <p>If the Convenor is unavailable, then they will appoint an alternative Social Futures employee to chair the meeting.</p>	<p>Agendas All meetings will begin with an Acknowledgement of Country. The Agenda will be developed by the Convenor and can be informed by suggestions from the Advisory Group Members.</p> <p>Notices Notice of each meeting confirming the date, time, venue, meeting mode and agenda will be sent to all members at least 5 working days prior to the meeting.</p> <p>Minutes Minutes will be finalised and distributed within 10 working days of the meeting.</p> <p>Operational requirements The Community Advisory Group will develop a set of guiding principles and values to inform how the group will work.</p>	<p>The Community Advisory Group can make recommendations about the tenancy mix, site design, community use and profit distribution framework. The Group will formally track all recommendations.</p> <p>Decisions about recommendations will be made by consensus where possible, and by simple majority vote when consensus cannot be reached.</p> <p>At least 5 members are required for the group to make recommendations.</p>

* Where key holidays such as 26 January, school holidays and Anzac Day may influence this pattern the meeting will be held the following week. A schedule of meetings will be provided to all members appointed to the Group.



We acknowledge the Traditional Custodians of the land where we live and work and their continuing connection to land, water, sea and community. We pay respects to Australia's First Peoples, to their unique and diverse cultures, and to Elders past, present and future.