

WAVERLEY COUNCIL

Innovation & Knowledge Hub 2017

Steering Group Charter



Charter for the Waverley Innovation & Knowledge Hub Steering Group

1. Background

The Waverley Innovation & Knowledge Hub Steering Group (referred to in this Charter as the 'Steering Group') will assist in guiding the development of an innovation and knowledge hub in Waverley, and guide development of policies and practices which will achieve the objectives of the project.

This Charter is intended to guide the operations of Waverley Council's Innovation & Knowledge Hub Steering Group.

2. Aim of the Steering Group

The aim of the Steering Group will be to assist Council in realising its strategic vision for the Boot Factory, Library and other future knowledge and innovations spaces.

3. Objectives

Objectives of the Innovation & Knowledge Hub project include:

- a. Adaptive reuse of the heritage listed Boot Factory suitable for an innovation hub.
- b. Establish an innovation and knowledge hub at the Waverley Library and Boot Factory.
- c. Involve the local community in the decision making process.
- d. Build partnerships and support local creative and professional science and technology industries.
- e. Establish a place function around the Boot Factory and Waverley Library in accordance with place-making principles.



4. Membership

a. The Waverley Innovation & Knowledge Hub Steering Group will consist of the following members:

- Three Lawson Ward Councillors.
- A local community representative from the Mill Hill Bondi Junction Precinct.
- Up to five expert practitioners with relevant expertise in Heritage Conservation, Adaptive Reuse, Library Futures, Maker Spaces, Futurists, Innovation Spaces or other relevant disciplines.

b. The Steering Group will operate as an advisory group of Council by making recommendations to Council.

c. Senior officers from Waverley Futures and Waverley Life will attend Steering Group meetings as observers and to assist.

d. A Councillor who is not a member of the Steering Group is entitled to attend and to speak at a meeting of the Steering Group. However, the Councillor is not entitled to:

- Give notice of business for inclusion in the agenda for the meeting
- Move or second a motion at the meeting
- Vote at the meeting.

5. Meetings of the Steering Group

• Meetings of the Steering Group will be held a minimum of six times per year.

• The Steering Group is an advisory group of Council and meetings are not open to the public.

• This charter recognises that additional meetings may be required outside the regular meetings to complete the requirements of the Steering Group.

6. Community Forums

Community forums will be held at key stages throughout the project to update the community, encourage discussion and gain feedback.

7. Considerations

Matters that may be considered by the Steering Group include, however are not restricted to the following:

- a. Preparation and adoption of a project brief, project plan, community engagement and preliminary budgets.
- b. Investigation into the range of maker spaces/innovations hub options and requirements.
- c. Analysis of community needs and target groups in the context of place-making.
- d. Building on existing programs and aligning the development of the new Library Strategic Plan to include an emphasis on innovation hubs.
- e. Additional technology and facilities required.
- f. Scoping of potential budget and resourcing requirements.
- g. Investigations into potential relevant sources of State and Federal funding.
- h. Investigations into sectoral engagement and partnerships.
- i. The conditions, opportunities and constraints of the Boot Factory and Library as innovation hubs.
- j. Undertaking necessary investigations into existing assets.
- k. Investigations into the possibility of gaining state heritage listing for the Boot Factory.
- l. Approval processes, costs and regulations.
- m. Design options.



8. Declarations of pecuniary or significant non-pecuniary interests and participation in meetings

A Committee member or invited expert stakeholder who has a pecuniary* or significant non-pecuniary interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

For more detailed information please refer to Waverley Council's Code of Conduct.

9. Reports of the Committee

- a. Should the recommendations of the Steering Group be adopted by the Council, they will become resolutions of Council.
- b. Detailed and accurate minutes of Steering Group proceedings will be kept. It is intended for these to be circulated to the Committee within two (2) weeks of the meeting.

10. Committee Review

A review of the Committee will be completed in October 2018.

Glossary:

*Pecuniary interest: an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.