

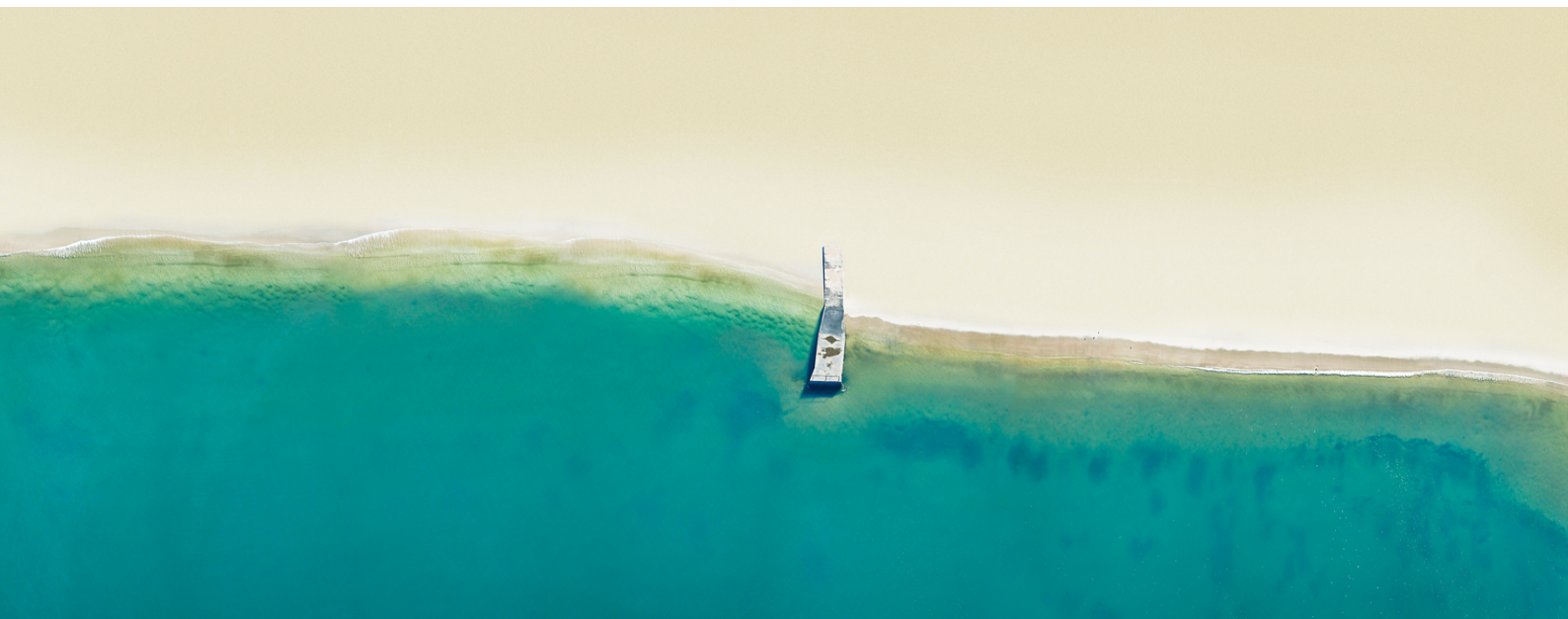


Bayside Council

Serving Our Community

Gardiner Park Reference Group Terms of Reference

July 2022



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Gardiner Park Reference Group Terms of Reference

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Bayside Council acknowledges the Traditional Custodians, the Gadigal/Bidjigal people of the Eora Nation. The people of the Eora Nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

1 Introduction

To assist in meeting its role and responsibilities across the Local Government Area (LGA), Bayside Council is supported by a committee (and working/reference/task group) framework established to support the decision-making process.

These terms of reference outline the function, structure, authority, and reporting requirements of the particular advisory or working/reference/task group. For consistency of approach and understanding, they are based on the generic advisory committees' terms of reference.

2 Interpretation

For the purpose of this document:

Member means a member of the Gardiner Park Reference Group.

Code of Meeting Practice means the Bayside Code of Meeting Practice as amended from time to time.

Council means Bayside Council.

Chairperson means the chairperson of the Gardiner Park Reference Group as determined by these terms of reference.

Mayor means the elected Mayor of Bayside Council.

Reference Group means the Gardiner Park Reference Group.

3 Background

Gardiner Park is a much-loved community asset of Bayside and has been a feature of the Rockdale area since the 1930s. The grounds are currently used by sporting clubs, surrounding residents, and other recreational users. Population growth and increasing community demand requires considered planning and development to ensure Gardiner Park remains functional and relevant to the local area.

To ensure Park users and others with an interest or stake in Gardiner Park are able to contribute to planning, the Gardiner Park Reference Group has been established to provide a structured vehicle to harness this community input.

4 Reference Group purpose

The purpose of the Reference Group is to provide interested parties with the opportunity to have input to improvements and future works at Gardiner Park and to enable members to share information with the broader community whom they represent.

Any recommendations will be based on consensus. Due to the advisory nature of the Reference Group, decisions of the Reference Group are not to be construed as decisions of the Council. The Reference Group will, however, make recommendations to Council which may inform any decision making by Council.

5 Status of Committee

The Reference Group is similar to a 'Task Group' of Council, as defined in Council's Code of Meeting Practice.

6 Delegations

The Reference Group may make recommendations to Council on all matters before it. These recommendations are to be accompanied by a report from the appropriate Council officer to the next convenient committee of Council meeting for consideration.

The Reference Group's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Group.

The Reference Group does not have the power to incur expenditure, nor do they have the power to bind Council.

7 Membership

The Reference Group comprises Councillors, community members and senior staff, and is supported by other Council officers.

7.1 Councillors

Council will appoint up to three Councillors to be members of the Reference Group.

The remaining Councillors are welcome to attend meetings of the Reference Group as observers and contribute to discussions but are not entitled to vote unless they form part of the quorum for the purposes of clause 7.5 *Quorum*.

7.2 Community representatives

Community representation has been sought via expression of interest from residents aged 18+ years living, working or volunteering around Gardiner Park, Banksia or in the Bayside LGA, Gardiner Park users (including sporting and recreation clubs), and other special interest community groups with a stake in, and commitment to Gardiner Park.

Council will appoint up to ten community representatives to be members of the Reference Group. Community representatives will be a balance of individual community members, local business, sporting club and special interest group representation. Members representing a club, community group or organisation will nominate a representative for appointment.

7.3 Senior staff

The General Manager and Director City Life are members of the Reference Group. The General Manager may appoint alternates for senior staff members.

Senior staff members are not entitled to vote.

7.4 Chair

The chairperson of Reference Group is:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of the Reference Group, a member of the committee elected by the Council, or
- (c) if the council does not elect such a member, the General Manager.

7.5 Quorum

The quorum for the Reference Group is half the total members plus one and at least one senior staff member.

Councillors that are not members of this Reference Group may be appointed as alternate members by the Mayor to achieve a quorum in times when a quorum can't be achieved due to absences or conflicts of interest.

In the event of a tied vote, the Chairperson can exercise a casting vote.

7.6 Term of office

Unless otherwise stipulated by Council, the Reference Group members are appointed until the purpose of the Reference Group (to provide input in the Park improvements) is completed.

8 Other attendance

8.1 Technical specialists

The Chairperson and/or the General Manager may invite technical specialists to specific meetings of the Reference Group in order to assist the Reference Group in the consideration of matters before it.

Such representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting at the conclusion of their presentation(s).

8.2 Council staff

The Reference Group is supported by Council officers, who provide technical advice and support, and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

The Reference Group is serviced by the respective divisional Director.

Council provides administrative support as determined by the General Manager to assist the Reference Group in its deliberations. Such support includes:

- Preparing and distributing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

8.3 General public

The Reference Group meetings are not open to the public.

9 Meeting schedule

The Reference Group is to meet monthly or as required to further

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it purpose.

The location, date and time for meetings is advised on the meeting notice, which is provided to members along with the business paper in accordance with the Code of Meeting Practice for *Council Committees*.

The form of meetings may be face-to-face or via electronic means.

10 Meeting practices and procedures

The administrative provisions for *Council Committees*, as outlined in Council's Code of Meeting Practice apply, unless varied by these Terms of Reference.

In the event of a tied vote, the Chairperson (except where the chairperson is the General Manager) can exercise a casting vote.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Reference Group.

11 Remuneration

The Reference Group is a non-statutory advisory body. Members will not be remunerated.

12 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

13 Confidentiality & Privacy

Reference Group members (and other Councillors) will have contact with confidential or personal information retained by Council. As such, members are required to maintain the security of any confidential or personal information and not access, use, or remove any information, unless the member is authorised to do so.

Members are not permitted to comment to the media (including posting to social media) in their capacity as Reference Group members or on matters falling within

the purpose of the Reference Group.

Privacy legislation governs the collection, holding, use, correction, disclosure, and transfer of personal information. More information about the legislation, can be obtained by contacting the Manager Governance & Risk.

Should a member become aware of any breach of the security or misuses of Council's confidential or personal information, s/he is to contact the General Manager or Manager Governance & Risk.

All Reference Group members, Councillors and staff are required to observe the provisions of the Bayside Council Privacy Management Policy relating to their access to personal information.

14 Document control

14.1 Review

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

14.2 Version history

Version	Release Date	Author	Reason for Change
1.0	July 2022	Manager Community Life	New document
2.0	July 2022	Manager Community Life	Adoption by Council – Minute 2022/227