

Operational Guidelines and Terms of Reference

STEERING COMMITTEE
For Embellishment of
Cubbitch Barta Reserve, Camden Park

WOLLONDILLY SHIRE COUNCIL

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STEERING COMMITTEE - TERMS OF REFERENCE

1. OBJECTIVE OF THE STEERING COMMITTEE

- To bring together interested community members to assist Council in establishing how funds could be used in the embellishment and maintenance of facilities in accordance with funding received under the Planning Agreement for Cubbitch Barta Reserve, Camden Park.

2. ROLE OF THE STEERING COMMITTEE

The role of the Steering Committee will be to provide input and advice on behalf of Camden Park residents, which will contribute to the following areas:

- Embellishment activities in accordance with funding received under the Planning Agreement for Cubbitch Barta Reserve, Camden Park;
- Ensuring funds are utilised in accordance with the terms of the Planning Agreement;
- Helping to ensure a fair and transparent process is undertaken in all decisions relating to this project;
- Promoting resident awareness of the project.

STEERING COMMITTEE – OPERATIONAL GUIDELINES

1. MEETING FREQUENCY, TIMES AND VENUE

The Steering Committee is to meet as required (nominally bi-monthly initially and as required thereafter).

More frequent meetings may be convened as the need arises.

2. MEMBERSHIP

The Steering Committee is to consist of no more than seven (7) residents of Camden Park, two (2) Councillors, Council's Manager of Infrastructure Planning and a designated Council Officer.

3. MEMBERSHIP SELECTION AND TENURE

Community members are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Council will select members based on the following selection criteria:

- No more than seven (7) residents of Bridgewater Estate;
- No more than one (1) person from any household;
- Must include a mixture of ages, genders and backgrounds;
- Must be residents from a variety of streets distributed throughout the estate.

This criteria provides for a transparent consultation process which allows input from a fully represented cross section of the community in determining the embellishments to be undertaken.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of interest.

Upon proposed embellishments of the site being determined and agreed upon, a report will be tabled to Council seeking the formal disbandment of this Steering Committee.

4. OTHER ATTENDEES

Designated Council officer(s) will attend and convene the committee. The role of this officer is to coordinate the Steering Committee and to fulfil secretarial duties (see section 7 below).

Guest Speakers may be invited as required and as determined by Council.

5. CHAIRPERSON

A Councillor will be nominated by the Steering Committee as Chairperson for the duration of the Steering Committee.

If the Chairperson is absent, the alternate Councillor representative will be asked to Chair the meeting.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Guidelines.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Steering Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Steering Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the relevant Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, and other associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the relevant Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Steering Committee.

7. ROLE OF THE COUNCIL OFFICER

The designated Council Officer, or delegate, is responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Steering Committee are conducted in accordance with these guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.

8. QUORUM & DECISION MAKING

Five (5) Steering Committee members would need to be present to form a quorum.

The Steering Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers and Councillors do not have voting rights but would be able to contribute to consensus decision-making.

At times the Steering Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the relevant Council Officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 7 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the relevant Council Officer and distributed to the Steering Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

10. STANDING AGENDA ITEMS

Standing agenda items for all working groups:

- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

11. FINANCIAL

The operational costs of convening the Steering Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Steering Committee.