

# Sydenham Park Consultative Committee Terms of Reference

21 February 2023

## **1. Purpose**

The purpose of the Committee is to provide a direct engagement channel for Council to receive feedback from members during the implementation of the Sydenham Park Master Plan. This Committee is intended to act as a community engagement activity as part of a wider Community Engagement Plan in respect of the Sydenham Park Master Plan.

## **2. Objectives**

The Committee's objectives are to:

1. Provide a forum for sharing ideas and discussions between members on a range of matters relating to the implementation of the Sydenham Park Master Plan.
2. Assist Council to advocate for appropriate investment and development of Sydenham Park in accordance with the Sydenham Park Master Plan and the resolutions of Council.
3. Complement a broader community and stakeholder engagement process where required under the Community Engagement Policy.
4. Facilitate discussions between key stakeholder groups on a range of matters impacting the Park.

## **3. Extent of Authority**

1. The Committee is not a Delegated Committee in accordance with section 63 of the Local Government Act 2020 and acts only in an advisory capacity to Brimbank City Council.
2. The Committee does not exercise any power of Council and has no power to commit Council to any decision or action.
3. The Committee will provide advice, input and feedback to Brimbank

City Council through officer reports to Council meetings.

4. The Committee is expected to promote the implementation of the Sydenham Park Masterplan endorsed by Council.
5. The Committee has no power to direct Council officers in their duties.

#### **4. Membership and Appointments**

1. The Sydenham Park Consultative Committee will  
comprise of: One (1) Independent Chair  
Two (2) Councillors  
Two (2) Council Directors and/or representatives.  
Eight (8) representatives from the community including:  
One (1) representative from Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation  
One (1) representative from the Brimbank Aboriginal and Torres Strait Islander Consultative Committee (BATSICC)  
One (1) representative from the Sydenham and District Historical Society  
One (1) representative from the Friends of Sydenham Park  
One (1) representative from the Golf Club of Keilor Inc  
Three (3) representatives from the Brimbank community, with an active interest in Sydenham Park.
2. Other invitees from other community or representatives of associations and other interested related to the park may be invited to present to the group or join discussions.
3. Council officers may be invited to attend to present if required.

#### **5. Vacancies**

1. A selection panel, as appointed by Council, will recommend membership to the Consultative Committee, and fill vacancies if they arise over term.
2. The selection panel may promote vacancies on the Consultative Committee through advertisement, notification and, or direct approach.

#### **6. Committee Behaviours**

1. The Committee will be guided by Council's values and behaviours:

- We act with Integrity
  - We find Better Ways
  - We are Respectful
  - We work Together.
2. All members must engage in behaviours that are respectful, tolerant, courteous and collaborative.
  3. All members are required to refrain from bullying and harassment.
  4. Committee members who are Councillors will comply with the Councillor Code of Conduct.
  5. Committee members who are staff members of Brimbank City Council will comply with the current employee Code of Conduct while performing duties as committee members.
  6. Members who are not Councillors or staff members are required to meet the standards of Committee behaviours in this section and are further required to keep all information that is provided as a consequence of their membership in the Committee confidential.
  7. The Chair can remove members from a committee meeting or revoke membership of the committee if they deem any non-staff or non-Councillor member is engaging in behaviours that do not meet the required standards.
  8. The Chief Executive Officer has the ability to remove any non-Councillor member from this committee where it is believed that a member is engaging in behaviours that create a risk to the health and safety of other members.

## **7. Conflicts of Interest**

1. The Committee will recognise that members will have different obligations and methods of disclosure under the *Local Government Act 2020*.
2. Committee members must disclose any General or Material Conflicts of Interest prior to their appointment, and on an ongoing basis, in accordance with the *Local Government Act 2020*.
3. Committee members will disclose to the Committee at, or before, each meeting if they have disclosed any Conflict of Interest in accordance with their obligations under the *Local Government Act 2020* in relation to any matter to be discussed in the agenda at that meeting and identify the relevant item of the agenda for which the Conflict exists.
4. A Committee member who is not a relevant person under the *Local Government Act 2020* will disclose any potential or perceived conflict

of interest to the Chair on appointment to the Committee and on an ongoing basis and identify the relevant item of the agenda for which the Conflict exists.

5. Committee members must be absent from discussions in relation to matters which they have disclosed a conflict of interest.

## **8. Procedures**

The Committee will be led by an Independent Chair, whose

role is to: Ensure meetings are scheduled and

committee members are notified Invite specialists to

attend meetings as required

Guide the meeting according to the agenda and time available

Ensure all discussion items end with a decision, action or definite outcome

Review and approve the agenda and draft minutes before distribution.

## **9. Meetings**

1. The Committee will meet quarterly for approximately two hours.
2. Meetings will be held during usual business hours, unless otherwise agreed to by the Committee.
3. The location of meetings will be determined by the Independent Chair in consultation with the Committee.
4. Council officers will provide administrative support to the Committee for the purpose of:
  - Convening meetings, i.e. booking meeting rooms and arranging invitations
  - Preparation and distribution of agendas and minutes
  - Minute taking.

## **10. Minutes and Agendas**

1. Agendas will be distributed one week prior to the meeting.
2. Minutes will be distributed within one week of the meeting being held.
3. The Committee will be required to endorse the minutes as a true and accurate record at the commencement of the next meeting

## **11. Quorum**

A quorum of six (6) members (excluding Council officers) is required.

## **12. Absences**

1. Committee members must advise the Chair or Council officer if they are unable to attend a meeting.
2. If a Committee member is absent for three consecutive meetings without notice or justifiable reason, the Chair, in consultation with the Committee, will review, and may cancel, their membership.

## **13. Attendance by non-members**

1. Meetings are not open to the public.
2. Non-members may attend at the invitation of the Chair.

## **14. Confidentiality**

1. From time to time the Committee may discuss or be provided with material that must remain confidential. Such items and discussions will be identified at the time. All Committee members will be required to maintain confidentiality.
2. Members will be required to sign a Participation and Confidentiality Agreement.
3. The Chair of the Committee is the media spokesperson.

## **15. Committee Member Entitlements**

1. Committee members are entitled to be remunerated for necessary out of pocket expenses incurred while performing duties as a committee members, with such reimbursements to be made in accordance with Brimbank City Council policy and guidelines.
2. Staff members are entitled to be remunerated for their time spent on Committee activities as per their current employment agreement.
4. Councillors are able to claim expenses in accordance with Brimbank's expense policy. Any expenses claimed by Councillors in their capacity as Committee members will be reviewed by Council's Audit and Risk Committee and reported publicly.

## **12. Review**

The Terms of Reference will be reviewed every two years and adopted by Council.