

Terms of Reference

September 2019

1. Introduction

Hobsons Bay recently endorsed the Hobsons Bay Aquatic Strategy (AS) which recommends the construction of a new aquatic facility at Bruce Comben Reserve. Council is creating a Stakeholder Reference Group (SRG) to help guide and inform the revision of the Bruce Comben Reserve Master Plan (2010) which is required to facilitate the implementation of the AS.

2. Background information

The Bruce Comben Reserve Master Plan was developed in consultation with tenant clubs and the local community in 2010. This plan is required to be updated by

- assessing the impact a new aquatic facility will have on the existing and surrounding infrastructure, and
- Ensuring that there is a seamless integration of assets, buildings and operations onsite.

The AS considers the upgrade and renewal needs of the existing facilities, and provides a plan to deliver aquatic facilities and services to meet the demand of a growing population. To achieve this vision, the AS recommends the provision of two major (district level) aquatic facilities, one to service the east of the municipality and one to service the west.

Occurring concurrently with the update of the Bruce Comben Reserve Master Plan is a feasibility study to develop an Aquatic Facility on the Bruce Comben Reserve and a new water play and youth facilities at McCormack Park. Both of these items are high priority actions outlined in the AS.

3. Representatives

The revision of the Bruce Comben Reserve Master Plan will be supported and informed by the Bruce Comben Reserve SRG. The SRG will consist of approximately 10 people representing a broad spectrum of community representatives including:

- Four representatives from the local community (which is this nomination process)
- One representative from Cooraminta Children's Centre (Centre to nominate their rep)
- One representative from each of the tenant sports clubs onsite (Each club to nominate their rep)
- Independent specialist overseeing the updated revision of the Bruce Comben Reserve Master Plan
- Relevant Council officers
- Wetlands Ward Councillors will be invited to also attend

4. Purpose

To collaborate, engage and bring together local knowledge, expertise and stakeholders specific to Bruce Comben Reserve to inform the revision of the Bruce Comben Reserve Master Plan.

5. Stakeholder Reference Group Role

The role of the SRG is to:

- Provide advice on matters relating to activities at Bruce Comben Reserve and its adjoining areas.
- Act on behalf of the stakeholder group represented and ensure that the views of the stakeholder group are communicated and represented at each meeting.
- Provide advice to Council to revise the Bruce Comben Reserve Master Plan which allows for the integration of the proposed aquatic facility onsite.
- Work with Council to revise a draft master plan that can be placed on public exhibition for comment.
- Encourage community input and involvement in the revision of the Bruce Comben Reserve Master Plan.
- Work with Council to review the community and stakeholder feedback from the consultation on the revised Bruce Comben Reserve Master Plan

6. Code of Conduct

6.1 In performing the role of a SRG member, a person must:

- act honestly
- exercise reasonable care and diligence
- not make improper use of their position
- not make improper use of information acquired because of their position

6.2 SRG members should feel free to express their opinions and views without fear of recrimination. It is therefore important that reference group members respect each other (despite differences) and work together to create an open and trusting atmosphere.

6.3 A breach of the Code of Conduct may lead to the Member being expelled from the SRG and or other appropriate action.

7. Confidential and Sensitive Information

SRG members are required to comply with the confidential information provisions contained in Section 77 of the *Local Government Act 1989*.

It is recognised that members of the reference group may be in receipt of confidential or sensitive information that should not be disclosed without the consent of Hobsons Bay City Council.

Such confidential or sensitive matters may relate to:

- information that would be of direct financial disadvantage to Council if made public
- politically sensitive information that may impact negatively on Council if made public
- information that is still only partly formulated and may, if released, give a misleading view to the community of what Council is planning
- any other information that would disadvantage Council if made public

SRG Members must treat information they receive as confidential unless otherwise advised. Some documents presented to the reference group will often be in draft format and not ready for wider community distribution.

8. Conflict of Interest and Privacy

- 8.1 All SRG members must disclose a Conflict of Interest in accordance with the *Local Government Act 1989*.
- 8.2 Where the member of the SRG has an actual or perceived interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting.
- Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.
- 8.3 All members of stakeholder reference group are required to observe the provisions of the Hobsons Bay City Council Privacy Policy relating to their access to personal information
- 8.4 Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation, can be obtained by contacting Council's Privacy Officer.
- 8.5 Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information, please contact the Privacy Officer.

9. Membership and Attendance

Council shall undertake an expression of interest process for the establishment of the Bruce Comben Reserve Master Plan SRG.

The following criteria shall apply for the selection of members:

- skills and other attributes of the member
- qualifications of the member
- the level of experience and interest in the work of the SRG
- representation of members in terms of the geographic location to Bruce Comben Reserve

Council will facilitate the short-listing and selection of SRG members.

The SRG will run for the duration of the revision of the Bruce Comben Reserve Master Plan with periodic review if required. The review is to ensure the SRG is still meeting community and organisational needs, as well as identifying opportunities for improvement and potential future directions.

The SRG will expire on the endorsement of the Bruce Comben Reserve Master Plan.

Where a member of the SRG is absent for three consecutive meetings (unless leave of absence has been sought and approved by the reference group), that position will be deemed vacant.

Should a membership become vacant within the term for any reason, Council will call for nominations ensuring membership remains in accordance with these terms of reference.

10. Operations

- 10.1 The SRG will operate in accordance with this Terms of Reference
- 10.2 The SRG has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration
- 10.3 The SRG shall follow the general consensus principle, when determining its preferred position on matters under discussion
- 10.4 SRG members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations
- 10.5 Council staff will provide the necessary support to assist the SRG to function effectively including:
 - maintaining contact details of members
 - preparing and distributing agendas and prior reading materials. The agenda must be provided to members of the SRG at least 48 hours before the time fixed for the holding of the meeting.
 - preparing and distributing meeting minutes.

11. Meeting Procedures

The meeting procedures for the SRG are as follows:

- the SRG will meet at least three times per year as agreed by the SRG members.
- meetings will be held at the Hobsons Bay Civic Centre 115 Civic Parade, Altona or at locations and at dates and times agreed by the SRG
- the SRG is not required to give public notice of its meetings and meetings are not required to be open to the public
- a quorum of at least 50 per cent of members and at least one chair must be present in order for the meeting to proceed

12. Voting Rights

In cases where advice to Council requires a vote:

- each member has voting rights
- Council officers have no voting rights
- the consensus view of the group will be reported to Council
- the view of an individual member that departs significantly from the views of the group will also be reported to Council
- advice of the SRG does not have affect unless carried by a simple majority
- advice provided by the SRG is not binding on Council

The SRG is an advisory group and not a decision making body.

13. Sunset Clause

The membership of the SRG will conclude in accordance with Clause 9.