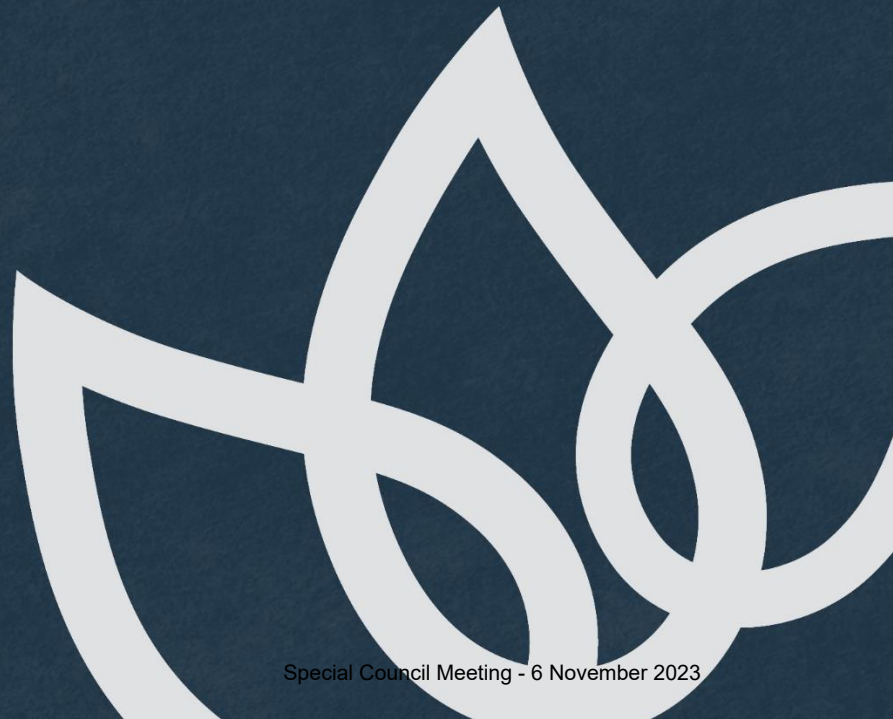




Terms of Reference

Keirnan Park Stakeholder Reference Group (KPSRG)



Keirnan Park Stakeholder Reference Group

Membership

Councillors (x 2)

- Cr Strange
- Cr Atwell

Deputy members (x 2)

- Deputy – Cr Duggin
- Deputy -

External members 15 community members, representative of each of the following groups:

- 2 x Aboriginal Community representatives
- 4 x community representatives
- 1 x SJ Landcare representative
- 1 x Mundijong Centrals Football and Sportman's Club representative
- 1 x Mundijong Centrals Junior Football Club representative
- 1 x Serpentine Jarrahdale Cricket Club (SJ Blues) representative
- 1 x Serpentine Jarrahdale Netball Association representative,
- 1 x Byford Bushrangers representative
- 1 x Byford BMX Club representative
- 1 x Serpentine Jarrahdale Community Men's Shed representative
- 1 x Serpentine Jarrahdale Rugby League and Sporting Club

Officers Responsible (Non-voting)

- Director Infrastructure Services
- Senior Project Engineer
- Manager Project Development
- Manager Customer Service and Engagement
- DCEO/ Director Community and Organisational Development
- Coordinator Sports and Recreation
- Manager Community Activation

Meeting Schedule

4x per year and as required

Meeting Location

Civic Centre

Quorum

As per section 5.19 of the *Local Government Act 1995* as if it was a Committee of Council.

Term of Office

As per section 5.11 of the *Local Government Act 1995*, as if it was a Committee of Council

References

Nil

Keirnan Park Stakeholder Reference Group Terms of Reference

Introduction

The purpose of the Keirnan Park Stakeholder Reference Group (KPSRG) is to provide the Shire with advice in regard to the needs and priorities of the Serpentine Jarrahdale Community in matters relating to the development of the Keirnan Park Recreation Precinct.

The KPSRG supports the Shire to form positive community partnerships and supports the Shire to achieve its objectives for the Precinct as stated in the Keirnan Park Recreation Precinct Master Plan.

The KPSRG is not a Committee of Council and does not have delegated authority of Council. The Reference Group has no power to make decisions on behalf of Council.

Functions

The Keirnan Park Stakeholder Reference Group will:

- a) Support, assist and advise the Shire with matters relating to the planning and design of the Keirnan Park Recreation Precinct.
- b) Ensure that the development of the Keirnan Park Recreation Precinct:
 - i) complements the local built environment
 - ii) complements and respects the natural environment
 - iii) reflects the needs of the community and the users of the Precinct
 - iv) represents best practice in urban design for quality and accessible community sport and recreation facilities
 - v) complies with the Shire's Strategic Community Plan (SCP), relevant Council decisions and other Council endorsed strategies, plans and documents
- c) Identify any issues throughout the planning and design phases of the Keirnan Park Recreation Precinct and their possible impacts on the project.

Membership

The KPSRG consists of up to 17 members.

- Two (2) Councillors appointed by Council. Two deputy members will be appointed by Council who will act as appointed members in the absence of appointed members.
- Approximately 15 Community members, representative of each of the following groups:
 - 2 x Aboriginal Community representatives
 - 4 x community representatives
 - 1 x SJ Landcare representative
 - 1 x Mundijong Centrals Football and Sportman's Club representative
 - 1 x Mundijong Centrals Junior Football Club representative
 - 1 x Serpentine Jarrahdale Cricket Club (SJ Blues) representative
 - 1 x Serpentine Jarrahdale Netball Association representative,
 - 1 x Byford Bushrangers representative
 - 1 x Byford BMX Club representative
 - 1 x Serpentine Jarrahdale Community Men's Shed representative
 - 1 x Serpentine Jarrahdale Rugby League and Sporting Club

The tenure of members expires at each ordinary local government election.

Interested community and sporting organisations who wish to join the Keirnan Park Stakeholder Reference Group may submit an Expression of Interest to the Shire's Chief Executive Officer.

Any Expressions of Interest received are to be:

- a. presented to the Keirnan Park Stakeholder Reference Group for consideration and recommendation to Council; and
- b. any expressions of interests received along with the recommendations of the Keirnan Park Stakeholder Reference Group be presented to Council for endorsement.

Chairperson

The Reference Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the KPSRG can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Keirnan Park Stakeholder Reference Group is:

The Deputy Chair of the Keirnan Park Stakeholder Reference Group is:

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Reference Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Reference Group members; and
- Extend invitation/s to attend meetings as requested by CEO, relevant Director and/or Chair.

The Shire Support Officer of the KPSRG Group is: Project Support Officer

Other attendees

Meetings are open to the public but may be closed at any time by the Chair, including on the recommendation of the CEO or relevant Director. Prior notice to attend and confirmation may be required.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Reference Group.

Councillors who are not part of the Reference Group are invited to observe the KPSRG meetings, however they are not entitled to participate in the meeting, without the approval of the Chair, and in the event of a vote, do not have a vote.

Conduct

Reference Group members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair
- Agree not to make any media comment on behalf of the KPSRG in relation to the work of the group unless approved by Council.

All Reference Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Reference Group was a Committee of Council.

External members of the Reference Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Reference Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Reference Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Meetings will be held quarterly and as required. Urgent meetings may be called by the Presiding Member or Reference Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A Reference Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Reference Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.

Decision Making

The Reference Group will endeavour to reach any decision by consensus. They will provide advice as recommendations and where possible by consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All

members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

A Reference Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Reference Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the Reference Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted	SCM087/12/21	06/12/21		
Amended	OCM207/09/22	19/09/2022	Added additional representative club and method of adding members	Council
Reviewed				