



northern
beaches
council

Ingleside Community Reference Group

Terms of Reference

February 2018

1 NAME

Ingleside Community Reference Group

2 PURPOSE

The Ingleside Community Reference Group (the Group) provides a forum for discussions between Council, the Ingleside Project Team and the Project Control Group (comprising officers from the Department of Planning and Environment, Landcom and Council), the community and interested groups on a range of issues throughout the various stages of the Precinct Planning Process for Ingleside.

The principle aim of the Group is to bring together the expertise and diverse community knowledge needed to suitably manage any potential release of Ingleside.

The Group is to:

- Provide a safe and equitable forum where members, derived from registered community groups, community organisations and Northern Beaches residents, have equal opportunity to contribute and be involved in discussions with the Ingleside Project Team on relevant issues.
- Compliment other elements of the broader consultation framework established for the Ingleside Precinct Planning project.
- Act as another mechanism through which Council and the Ingleside Project Team can bring items where consultation is required.
- Be a means of identifying innovative ideas that can enhance the precinct planning for Ingleside.

This approach should provide an integrated, balanced, responsible, sustainable and adaptable system of management focusing on priority issues arising from the planning investigations and development of Ingleside and brings together perspectives of the broader Northern Beaches community.

The Community Reference Group is to recognise:

- The lead role of the Department of Planning and Environment in partnership with Council and Landcom
- The precinct planning process including the delivery structure established for Ingleside (see attachment 2)
- The probity requirements associated with the precinct planning process
- The role to inform Council and the Project Control Group

The outcomes of the Group meetings not only inform Council and the Project Control Group but will be incorporated into the future reports to Council informing on the progress of the precinct planning for Ingleside.

3 COMMITTEE CHARTER

The Ingleside Community Reference Group operates according to these Terms of Reference and to their relevant Charter. Terms of Reference and Charters are adopted by resolution of Council and may also be amended by Council from time to time. The scope of the Committee is detailed in the respective Charter (refer Attachment 1).

4 MEMBERSHIP

- The membership composition is detailed in the detailed in the respective Charters (Attachment 1).
- The Group is appointed by a panel initiated by Northern Beaches Council and memberships by community representatives and other experts or stakeholders will be in accordance with the membership provisions of the Ingleside Community Reference Group Charter.
- The number and composition of the Group members is at the discretion of the selection panel.
 - Review relevant documents and provide feedback to the Committee where necessary
 - Objectively consider and actively participate in group deliberations by attending all meetings and facilitated workshops scheduled for the Committee

5 ELIGIBILITY

- All Councillors are eligible to nominate for membership on the Committee. Appointments will be determined and endorsed by Council.
- Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the objectives.
- Council will advertise nominations for community representation on the Committee.
- The selection of members will be undertaken in accordance with Council's Policy for Appointment of Community and Stakeholder Representatives on Committees. (Note: Each member, with the exception of Council's Project Coordinator and the Department's nominated Project Manager and Officer, shall be selected based on merit through advertising of interest).
- Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible applications received from the original call for Expressions of Interest.
- Membership to be reviewed every quarter and if necessary, will be adjusted in accordance with the recommendation from the Committee.
- If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.

6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Group the terms of Councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming community members.

- a) The term for Councillors on the Committee is two (2) years or 12 months following the election of new Council.
- b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.
- c) All Councillor memberships will cease during the election care taker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.
- d) The terms above are subject to the conclusion of the Group, when all memberships cease.

7 SUPPORT PROVIDED

Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.

8 TIMETABLE FOR MEETINGS

- a) The Group will meet as required.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in advance and an agenda will be provided at least 14 days prior to meeting.

9 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Group liaison person.
- b) If members are unable to attend - members may delegate their position to another member of their organisation, with the approval of the Chairperson.
- c) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- d) Should a resident representative (individual) vacancy occur during the terms of appointment, a new resident representative (individual) will be selected from eligible resident applications received from the original call for Expressions of Interest.
- e) Should a community group representative vacancy occur during the terms of appointment, an alternative representative from the same community group may fill the vacancy, otherwise a new community group representative will be selected from eligible community group applications received from the original call for Expressions of Interest.
- f) If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.
- g) Observers are permitted to attend meetings unless otherwise specified by the Group. Observers shall register with the Minute Secretary prior to attending. All other Councillors are also invited to attend and observe.

10 MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.
- b) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- c) The Mayor is the Chair of the Committee or their nominated representative.
- d) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda.
- e) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal and objectives.
- f) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.
- g) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

11 MODEL CODE OF CONDUCT FOR COMMITTEES

- a) All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.
- e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's' behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.
- f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, unless the member is authorised to do so.

12 COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make

13 NEXT REVIEW DATE:

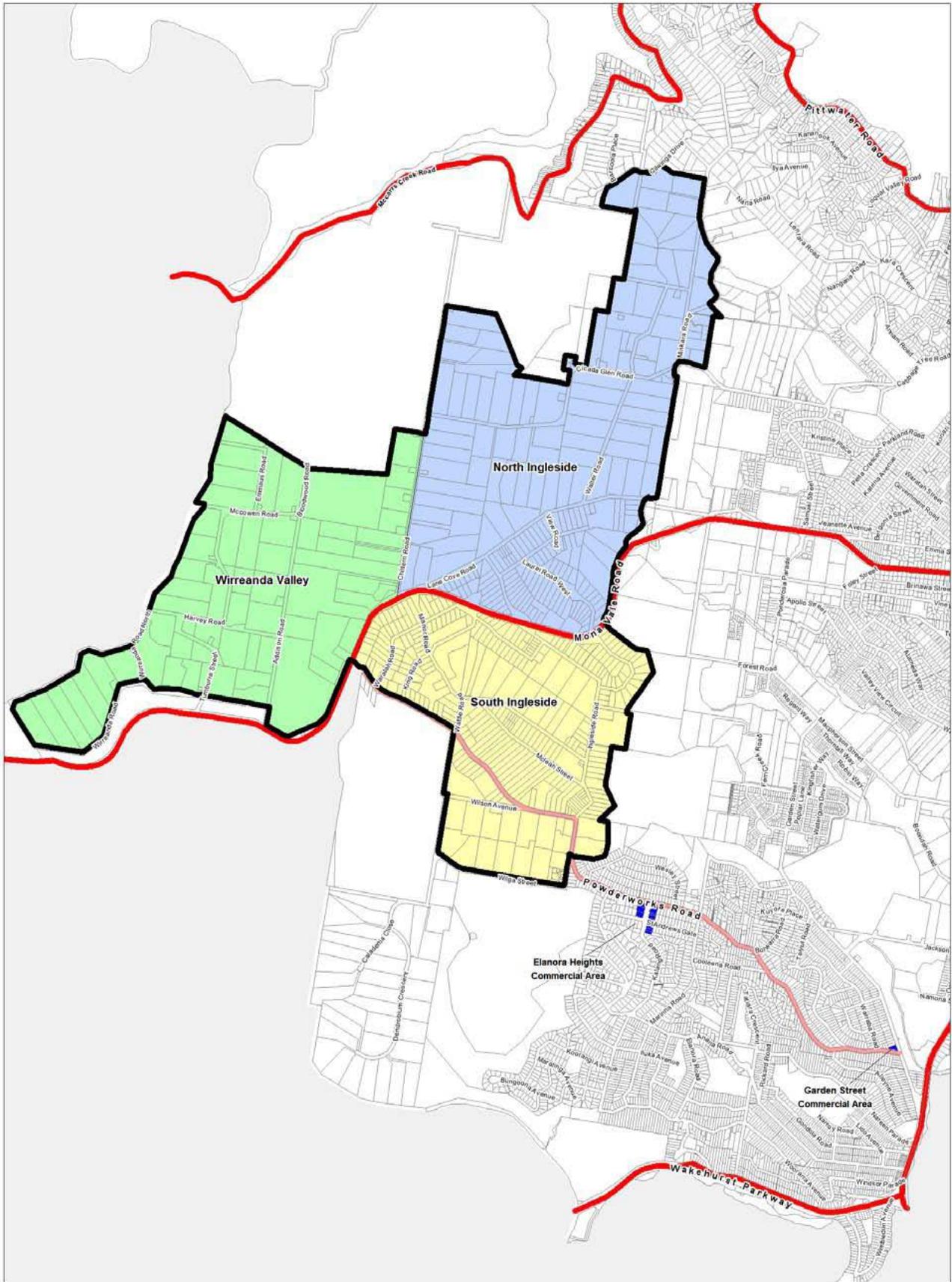
- This Terms of Reference will be reviewed prior to the establishment of a new Committee.
- Amendments to this Terms of Reference may only be determined by Council.

14 ATTACHMENTS:

- 1) Charter: Ingleside Sustainable Reference Group
- 2) Location Map – Ingleside
- 3) Delivery Structure for Ingleside Precinct Planning Process

CHARTER: INGLESIDE COMMUNITY REFERENCE GROUP

<p>Established: October 2013</p> <hr/> <p>Term: Councillors: Appointment for 2 Years or until election care taker period.</p> <p>Stakeholder Representatives: All memberships cease when project concludes.</p>	<p>Function: This Community Reference Group will consider and resolve on matters relating to the Precinct Planning Process.</p>
<p>Quorum and Voting</p> <ul style="list-style-type: none"> • The quorum for each meeting will be one half plus at least one Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. • The Committee should have the intention of reaching consensus when endorsing items and recommendations. 	<p>Composition/Membership</p> <p>The Chair is a Councillor or a nominated delegate.</p> <p>Membership of the Group comprises of up to 15 residents representing the following groups:</p> <ul style="list-style-type: none"> • Stephen Choularton - Bayview and Ingleside Residents Association • Roberta Conroy - Bayview-Church Point Residents Association • Anne Jeffrey - Bayview Heights Estate Owners Group • Linda Haefeli - Climate Action Pittwater • Dick Clarke - Elanora Heights Residents Association • Jacqueline Marlow - Friends of Narrabeen Lagoon Catchment • Ian Longbottom - Galstaun College • David Seymour - Katandra Bushland Sanctuary • David Palmer - Pittwater Natural Heritage Association • Christopher Hornsby - Warriewood Valley Residents Association • Glen Ilic - Wilga Wilson Residents Association • Stephen Smith - Wirreanda Valley Residents Association • Conrad Grayson – Northern Beaches resident representative • Tess Wiseman - Garigal / Deep Creek Resident Association
<p>Reporting Procedures: Minutes of meetings to be reported to Council.</p>	
<p>Meetings:</p> <ul style="list-style-type: none"> • Meetings will usually coincide with the timing of key milestones for the project. • Agenda items, time and venue will be provided to the members in an agenda at least two (2) weeks prior to the meeting. 	
<p>Ex Officio Advisors (non voting): Representatives from the Department of Planning & Environment or other advisors as required.</p>	<p>Council Members Appointed:</p> <ul style="list-style-type: none"> • Councillor Ferguson (Chair) • Councillor De Luca



Delivery Structure for Ingleside Precinct Planning Process

