

LORD RESERVE AND KOORNANG PARK MASTERPLAN IMPLEMENTATION COMMUNITY REFERENCE GROUP

TERMS OF REFERENCE

STATEMENT OF PURPOSE

We are looking to appoint a local Community Reference Group, to help guide the *Lord Reserve and Koornang Park Masterplan* implementation, including the Carnegie Swim Centre redevelopment through planning, detailed design and implementation.

OBJECTIVES

The objective of the Community Reference Group is to provide advice to Council in regards to the detailed design and implementation phases of the *Masterplan*.

The Community Reference Group will:

- act as a conduit between the project team and the community;
- provide local perspectives on the projects;
- raise concerns and discussion points on behalf of the community; and
- provide input into the planning, detailed design and implementation of the *Masterplan* projects.

MEMBERSHIP

The Community Reference Group/s will consist of approximately 10 community members selected through an expression of interest process and will be appointed by Glen Eira Councillors.

In selecting community members Council will seek to:

- ensure the group includes a broad community representation with diverse views; and
- ensure members of the group hold a mix of skills and knowledge.

Councillors, Council staff and consultants may also attend meetings as appropriate.

TERM OF APPOINTMENT

The Community Reference Group will conclude in approximately December 2020 (one year duration). Council may decide, through consultation with the group, to extend the tenure if determined there is a need to contribute to further stages or if timeframes change. Summaries of activities will be maintained by Council staff and circulated to all members.

CHAIRPERSON

All meetings will be chaired by a Glen Eira Councillor. The Chairperson is responsible for the fair conduct of meetings and for ensuring open opportunities are available where views and opinions can be raised by all members equitably.

SCOPE OF DECISION-MAKING AND VOTING RIGHTS

The Community Reference Group for the *Lord Reserve and Koornang Park Masterplan* implementation will provide advice to assist with Council's decision-making. Recommendations from the Community Reference Group will be provided to the Recreation and Leisure Advisory Committee, which meets on a quarterly/as needs basis. Recommendations may also be presented to relevant Council Assembly Meetings and be included within reports regarding future phases of the *Masterplan* implementation. The Community Reference Group meetings will be minuted.

REPRESENTATION OF VIEWS AND CONDUCT OF MEETINGS

Community Reference Group meetings will encourage fair and reasonable discussion and respect for each other's views, with members:

- embodying Council's values of integrity, collaboration, respect, innovation and service excellence;
- impartially carrying out responsibilities in the interests of the local community ;
- having due regard for the opinions, beliefs and rights of other members;
- committing to regular attendance at meetings;
- not improperly seeking to confer an advantage or disadvantage on any person; and
- not making improper use of information acquired because of their position or release information that the member knows or should reasonable know, is confidential.

SCHEDULE OF MEETING TIMES

Activities will:

- be held in Carnegie or close by in Glen Eira;
- be held as required (or at project milestones) until December 2020;
- commence at 6pm on Monday, Wednesday or Thursday;
- commence on time and conclude by the stated completion time;
- not extend beyond a 90 minute duration; and
- be scheduled and confirmed in advance.

MEDIA AND PUBLICITY

Members are not authorised to speak on behalf of the Community Reference Group (CRG), unless written approval is received in advance from Council. There may be occasions where it is appropriate for CRG members to speak with the media on issues concerning the project. However, where this is the case, approval should be received in accordance with the above, prior to engaging with the media. Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence of permanent removal from CRG membership. There may be occasions where members' names will be included on the website or in the promotion of the Group's activities. Members' contact details will not be shared publicly at any time.