

17.2 O H REID CITIZENS PANEL TERMS OF REFERENCE

ATTACHMENTS:	1. IMPLICATIONS 2. TERMS OF REFERENCE
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CITY STRATEGY OUTCOME:	3.6 – ACTIVATE LOCAL SPACES IN CREATIVE WAYS
MEETING DATE:	13 MAY 2019

1. PURPOSE OF REPORT

To provide Council with the Terms of Reference and timeline for the O H Reid Reserve Citizens Panel for noting.

2. OFFICER'S RECOMMENDATION

That Council note the Terms of Reference and timeline for the O H Reid Reserve Citizens Panel.

3. BACKGROUND

At its meeting of 25 February 2019, Council resolved to form a Citizens Panel to guide the development of the OH Reid Reserve Master Plan.

The resolution from that meeting is as follows.

That Council:

- 1. In response to community concerns, defer any decision regarding the installation of lights at OH Reid Reserve until the master planning process is completed in February 2020.*
- 2. As part of the consultation process, endorse the formation of a Citizens Panel by June 2019 to inform and guide the development of the OH Reid Reserve master plan.*
- 3. Delegate the development of the Terms of Reference, including indicative membership, of the aforementioned Citizens Panel to a committee consisting of the three West Ward Councillors, the Mayor and General Manager.*
- 4. Be provided with Terms of Reference with a timeline by July 2019.*

This report presents Council with the Terms of Reference and timeline for the OH Reid Citizens Panel.

4. DISCUSSION

Terms of Reference

Council Officers were asked to develop Terms of Reference which included membership and, provide Council with a timeline for the development of the Master Plan for the O H Reid Reserve.

The Terms of Reference were circulated amongst the West Ward Councillors, the Mayor and the General Manager with feedback being provided to Officers.

Feedback was consistent from all respondents and has been incorporated into the final Terms of Reference. The Terms of Reference can be found at Attachment 2 – Terms of Reference, and covers the following key areas.

- Background
- Objectives of the Panel
- Selection of the Chairperson
- Composition of the Panel
- Duties of Panel Members
- Meetings
- Attendance
- Conduct of Panel Meetings
- Confidentiality
- Minutes
- Reporting

Timeline

The timeline for the project is as follows.

Date	Action	By Who
13 May 2019	Council Report with Terms of Reference and Timeline for noting	Community, Culture and Leisure Director
17 May 2019	Release of Expressions of Interest for members	Open Space Team
7 June 2019	Expression of Interest closes	Open Space Team to shortlist
June 2019	Members selected	Selection Panel Members
July 2019	First Citizens Panel Meeting convened	Independent Facilitator
August 2019	Second Citizens Panel Meeting convened	Independent Facilitator
September 2019	Third Citizens Panel Meeting convened	Independent Facilitator
October 2019	Fourth Citizens Panel Meeting convened	Independent Facilitator
November 2019	Consultant submits Panel Report to Council Officers	Independent Facilitator
December 2019/January 2020	Council Officers develop Draft Master Plan and Council Report	Open Space Team
February 2020	Council Report with Draft Master Plan presented to Council for endorsement to go on Public Exhibition	Open Space Team

In order to allow the process to be facilitated in an impartial manner, an independent consultant will be appointed to chair the process.

5. CONCLUSION

The establishment of a Citizens Panel for the development of the O H Reid Master Plan will allow key stakeholders, the community and other interested parties the opportunity to have input into future developments of the O H Reid Reserve.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.6 – Activate local spaces in creative ways
Business Plan Objectives, Outcomes/ Services	Balancing competing demands that exist within the community for open space so that a liveable Willoughby can be achieved.
Policy	<i>Willoughby Open Space and Recreation Plan 2013</i>
Consultation	Consultation of the Terms of Reference was undertaken with the Chatswood West Ward Councillors, the Mayor and General Manager.
Resource	Council will engage a suitably qualified Consultant to Chair the Citizens Panel. The project will be supported by Officers from the Open Space Team.
Risk	The level of risk associated with this report is low, with moderate consequences under <i>Council's Risk Management Framework</i> .
Legal	Not applicable.
Legislation	<i>Local Government Act 1993</i>
Budget/Financial	A bid for \$28,000 has been submitted in the 2019/20 Draft Budget to cover the costs of an external consultant.



Attachment 2

Willoughby City Council

Terms of Reference for O H Reid Reserve Master Plan Citizens Panel 2019

On 25 February 2019, Council resolved to endorse the formation of a Citizens Panel by June 2019 to inform and guide the development of the O H Reid Reserve Master Plan.

The Panel is being established to represent the views of key stakeholders, the community and other interested parties. The Panel will provide recommendations regarding the development of the draft Master Plan for O H Reid Reserve.

A Reserve Action Plan for the bushland areas of O H Reid Reserve was previously developed and adopted in May 2018.

1. Objectives of the Panel

To recommend a Draft Master Plan for O H Reid to Council by February 2020 by:

- Apply the Community Strategic Plan and Council principles for decision making and Council strategic plans for recreation to the development of O H Reid Master Plan.
- Give consideration to all perspectives of the multiple stakeholders in an objective and considered manner.
- Consider the recreation uses and demands on O H Reid Reserve and potential impacts on intensified use, traffic, parking, environment (where not addressed by the Reserve Action Plan) and residential amenity.

2. Chairperson

- The Panel will be chaired by an independent facilitator appointed by Council.

3. Composition of the Panel

A maximum of 10 people will be selected for the panel according to the following composition and will be required to apply via an Expression of Interest process. Applicants will need to satisfy one or more of the following criteria:

The total composition of the Citizens Panel will be as follows:

- 2 residents of the West Ward
- 1 representative from the local football club/association
- 1 representative from the local cricket club/association
- 1 representative from the local AFL club/association
- 1 representative of Chatswood West Progress Association

- 1 representative for young people
 - 1 representative from the local Bushcare group
 - 1 representative from a Local Public School Administration or P&C.
 - 1 representative on behalf of dog walkers
- Panel Members will be selected through the EOI process by a Panel consisting of the Chatswood West Ward Councillors, Mayor and General Manager.
 - Panel members will reflect a balance in both gender and age groups. This will be decided through applications for membership via the Expression of Interest process.
 - The panel will be disbanded when it finalises its role of providing recommendations to Council and Council has adopted a Draft Terms of Reference for Public Exhibition. It is anticipated that this process will be finalised by the end of February 2020.
 - Council officers will provide a support and advisory role only. They will not be members of the Citizen's Panel.

4. Duties of Panel Members

- Develop a working knowledge of the Council's strategic plans relevant to the site.
- Attend and participate in all panel meetings by identifying and seeking the information required to make an informed recommendation to Council.
- Listen to, and work co-operatively with, other members in achieving the objectives of the panel.
- Contribute ideas and suggestions and provide advice and recommendations to the panel on agenda items.
- Provide the scope of recreation opportunities and development to be included in the draft Master Plan.

5. Meetings

- The chair will convene not less than 4 meetings before the end of December 2019.
- Meetings will be held at *(a local site eg Chatswood Tennis Club at 120 Fullers Rd or the Dougherty Centre/ Council Chambers)*, commencing no later than 7pm, with meeting length to be a maximum of 2 hours.
- Meetings will not be open to the general public.
- The minimum time for the notice period for an upcoming panel meeting is three working days.

6. Attendance

- All appointed panel members must attend the panel meetings as convened.
- Panel members are not to send alternate representatives for any of the meetings.

7. Conduct of Panel Meetings

The intent of the Citizens Panel is to ensure all voices are considered equally and to provide Council with a holistic vision of the future use of O H Reid Reserve. This is done by:

- Behaving in a respectful manner toward each other and acknowledge each members perspective.

- Ensuring that each person has an opportunity to voice their point of view, without interruption.
- Adhering to Council’s Code of Conduct.
- Ensuring that the discussion stays within the scope of the project.
- Ensuring that issues raised are considered objectively and not personalised.
- Providing fair and equitable time for each person to provide their viewpoint without interruption.

8. Confidentiality

- Comply with Council’s Code which specifies the standard of confidentiality to be observed by all panel member and includes;
- Respecting the rights of others and retain confidentiality of information.
- Ensuring information provided within the Citizens Panel is not shared with other persons without prior consent.

9. Minutes

- Minutes of the panel meetings will be action-oriented and will contain no more than: attendance, actions agreed on by the panel and the date of the next meeting and the provision of draft Master Plans as they evolve. A suggested format for recording actions is shown below:

Action	Who is responsible	By when

10. Reporting

- The Panel will provide a report outlining their recommendations for the draft Master Plan for O H Reid Reserve by the end of October 2019.
- The independent facilitator will provide a summary report of the Citizens Panel consultation to Council on or before the end of November 2019.