

TERMS OF REFERENCE

INGLESIDE COMMUNITY REFERENCE GROUP

1. Introduction

Council at its meeting of 18 February 2013 resolved inter-alia:

- “2 That Council request the State Government to acknowledge and accept that the following issues are paramount in the progress of the land release in Ingleside:*
- Comprehensive Community engagement process including the establishment, from the outset, of a Community based committee that will be regularly updated on issues, studies and progress of the Precinct Planning process.”*

The Ingleside Community Reference 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 Infrastructure, UrbanGrowth NSW and Council), the community and interested groups on a range of issues throughout the various stages of the Precinct Planning Process for Ingleside.

2. Aims & Objectives

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

The Community Reference Group is to:

- provide a safe and equitable forum where members, derived from registered community groups, community organisations and Pittwater 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 Pittwater community.

The Community Reference Group is to recognise:

- the lead role of the Department of Planning and Infrastructure in partnership with Pittwater Council and UrbanGrowth NSW
- the precinct planning process including the delivery structure established for Ingleside (see **Appendix 2 and 3**)
- the probity requirements associated with the precinct planning process and
- the role of the reference group to inform Council and the Project Control Group.

The outcomes of the Community Reference 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. Membership

The Community Reference Group is a Council appointed reference group. Membership of the Ingleside Community Reference Group comprises representatives from the elected Council of Pittwater, nominated representatives of the local community and registered community groups that are Pittwater residents, Council's Project Coordinator and the Department's nominated Project Manager and Project Officer for the Ingleside Release Area, and Council officers.

The number and composition of the Community Reference Group members is at the discretion of the selection panel. The selection panel will comprise up to three (3) Councillors, Council's Project Coordinator and the Department's nominated Project Manager (or Department alternate) overseen by Council's Community Engagement Officer.

All members and attendees must abide by Council's Values and Code of Conduct for Representatives on Council's Reference Groups.

Terms of Appointment

The members of the Community Reference Group shall be selected by a panel initiated by Pittwater Council. Each member, with the exception of Council's Project Coordinator and the Department's nominated Project Manager and Project Officer, shall be selected based on merit through advertising of interest.

Community representatives are appointed as a member of the Community Reference Group for the duration of the Ingleside Release Area precinct planning project up to gazettal¹.

All members are to complete an induction upon initial appointment to the Community Reference Group. As a minimum this will include a review of Council's Values, Code of Conduct and Terms of Reference for the Community Reference Group. It is imperative all members understand the overall purpose of the Community Reference Group, their role as members and their responsibility to adhere to the Values and Codes of Conduct.

Attendance at each Community Reference Group meeting is expected, and apologies for non-attendance are to be forwarded to the Council Officer administering the Community Reference Group. Absence from two consecutive meetings of the Community Reference Group without having given reasons acceptable to Council for the member's absence will result in their position being declared vacant.

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.

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.

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.

¹ It is anticipated that the timeframe is two (2) years.

Responsibilities of Members

All members of the Community Reference Group have an obligation to:

- communicate and seek feedback with their network,
- review relevant documents sent by the Council Officer administering the Community Reference Group and on occasion from Council's Project Coordinator, and provide feedback where necessary
- objectively consider and actively participate in group deliberations by:
 - attending all meetings and facilitated workshops scheduled for the Ingleside Community Reference Group,
 - make a positive contribution on behalf of the community and actively engage members of the community about Reference Group deliberations.
 - participate in other workshops that may be attended by landowners or the broader community.

Community members must:

- always be mindful that they have a responsibility to represent the views of all residents and be prepared to represent those views in an unbiased way at meetings of the Community Reference Group, and
- abide by the Council's Values and Code of Conduct as well as other obligations that apply both legally and ethically as advisors to Council.

Members of the Community Reference Group do not, by virtue of such membership, have the authority to make representations to the media on behalf of Council or the Community Reference Group.

Any member deemed to have breached Council's Values or Code of Conduct will result in dismissal from the Community Reference Group.

Chairperson

The role of the Chairperson should reflect the flexible nature of the Community Reference Group. Principally, the Chairperson's role is to facilitate the conduct of the meetings and ensure the Community Reference Group focuses on its primary goal of providing advice on broader community issues regarding the potential release and development.

The Chairperson of the Community Reference Group must be a Councillor. If no Councillor is able to attend, the Chair can nominate a senior officer to take the chair for that meeting. The exception will be instances where a workshop session is scheduled and to ensure the outcomes of the workshop can be achieved, it may be necessary for an independent facilitator to facilitate the workshop component of the Community Reference Group meeting.

Community Representatives

The role of community representatives is to highlight issues of importance to the local community in relation to the planning investigations and development for the Ingleside Release Area. They provide a linkage between the Ingleside Precinct Project Control Group and Working Group, and the broader community. They are responsible for identifying the preferences and priorities as they are expressed by the community.

Community representatives are limited to up to fifteen (15) comprising of Pittwater residents who may:

- be nominated representative from registered Resident Associations within the Ingleside Release Area (max 1 representative per registered Resident Association),
- be nominated representative from registered community groups with specific environmental, recreational, commercial or other interests,
- own a business within the Ingleside Release Area or in the immediate vicinity,
- have significant expertise and knowledge in land release area planning or development, urban planning, or traffic planning.

Project Manager and Project Coordinator for Ingleside Release

Council's Project Coordinator and the Department's Project Manager and Project Officer are administering the Ingleside Release Area Precinct Planning process, and will form a valuable conduit to the Community Reference Group. The role of these representatives is to provide:

- Advice on status of the precinct planning process;
- Advice on broad policy objectives;
- Specialist technical advice;
- Advice on experience from dealing with common issues at other locations.

Pittwater Council Officers

Council Officers from the Administration and Governance Unit will prepare the Agenda for each meeting, be responsible for taking the Minutes of the meeting and provide administrative assistance.

Reports will be prepared by relevant Council officers.

Councillors

Councillors are to assess the community, political and policy implications of any actions contemplated with the objective of producing the best possible outcomes for the Ingleside Release Area and the wider Pittwater area.

4. Voting

The Community Reference Group is not a decision making body.

It is not anticipated that members will require voting on items brought to the Community Reference Group however are to provide a consensus view to the Ingleside Project Team for its consideration.

Council staff including Council's Project Coordinator and the Department's Project Manager and Project Officer are non-voting members of the Community Reference Group.

The Community Reference Group shall, where possible, resolve its decisions on consensus for the benefit of all parties involved. In the event a vote is required and the vote is deadlocked, the Chair has a casting vote.

5. Meetings

Community Reference Group meetings are to be scheduled to coincide with specific milestones identified for the Ingleside Release Area Precinct Planning process and meeting dates advised at least two (2) weeks in advance.

Minutes of the meeting are to be reported to Council for information

At this stage, it is anticipated the meetings will be held once every two months on Wednesday evenings between 4-6pm at Mona Vale Conference Room, 1 Park Street, Mona Vale (**Regular meeting day & venue To Be Confirmed**)

Observers

Observers are permitted to attend meetings unless otherwise specified by the Community Reference Group. Observers shall register with the Minute Secretary prior to attending.

6. Appendices

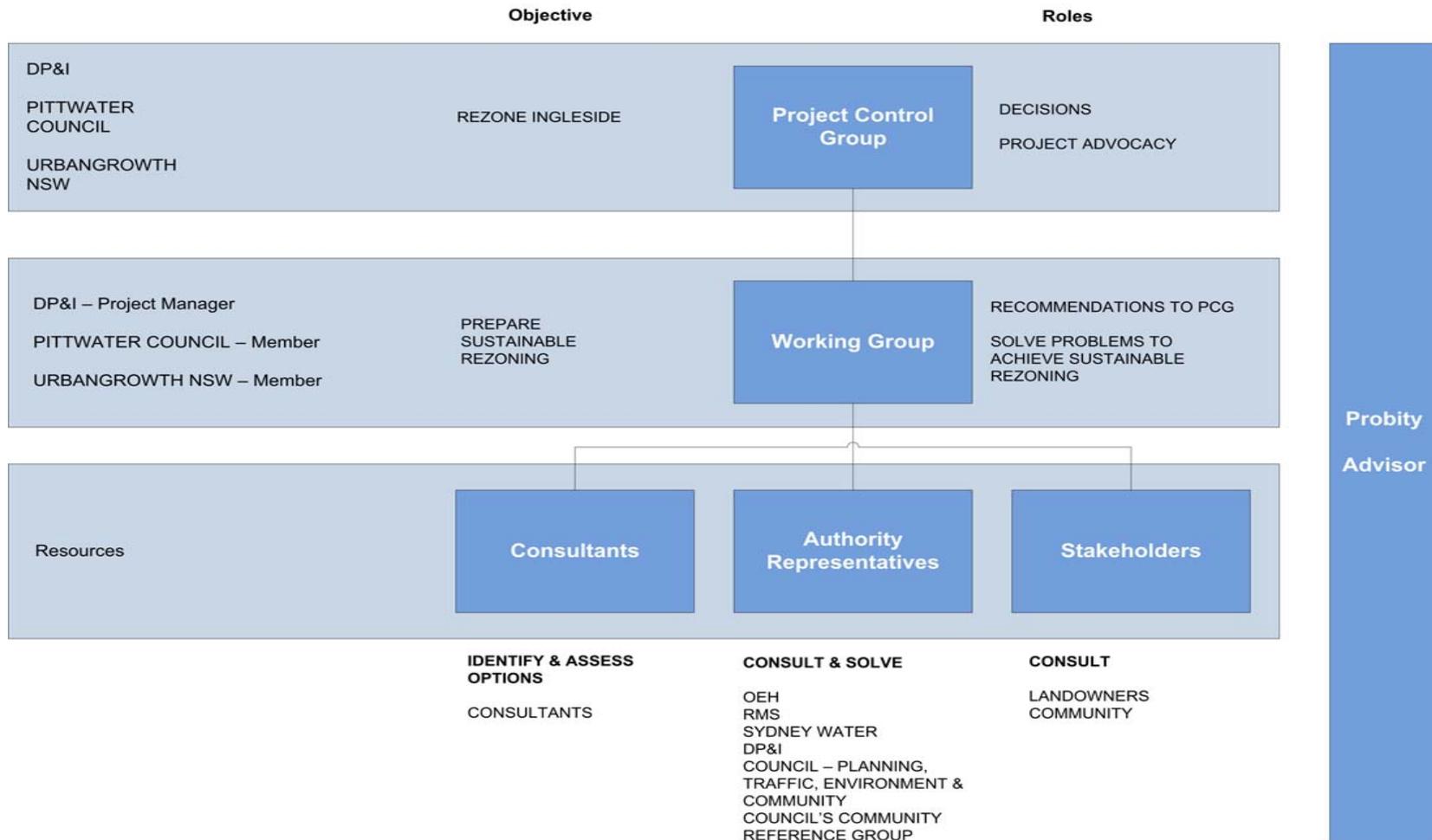
Appendix 1: Location Map - Ingleside

Appendix 2: Delivery Structure for Ingleside Precinct Planning Process

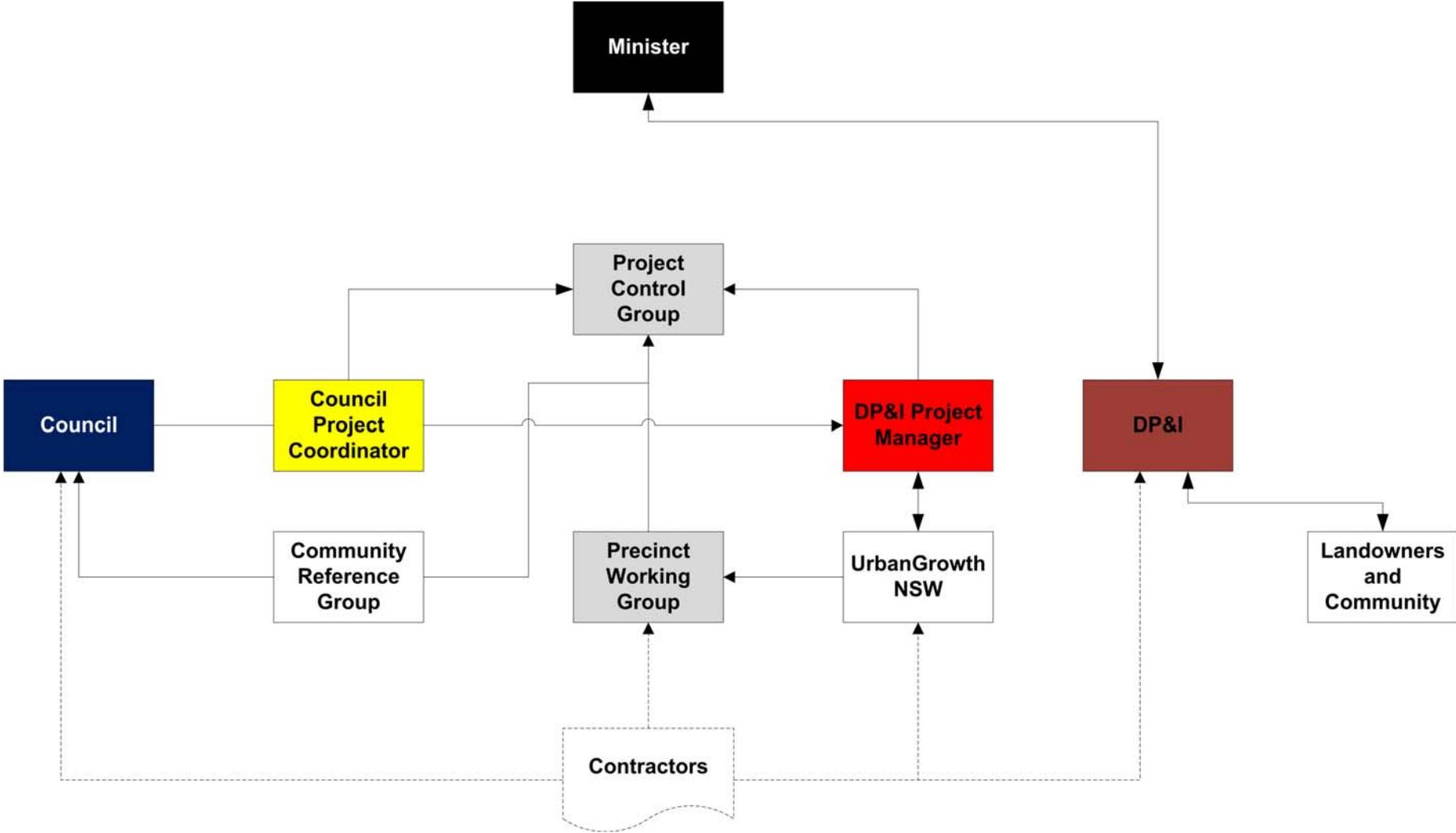
Appendix 3: Reading List

Appendix 2

DELIVERY STRUCTURE FOR INGLESIDE PRECINCT PLANNING PROCESS



PROJECT ORGANISATIONAL CHART



Appendix 3

READING LIST

- ◆ A Guide to Precinct Planning, available from the Department of Planning & Infrastructure's website via the following link:
http://www.gcc.nsw.gov.au/media/Pdf/Guide_to_Precinct_Planning.pdf
- ◆ Guidelines for Landowner Input Into Precinct Planning, available from the Department of Planning & Infrastructure's website via the following link:
<http://www.gcc.nsw.gov.au/media/Pdf/Guidelines%20for%20Landowner%20Input%20into%20Precinct%20Planning.pdf>
- ◆ Ingleside Precinct Plan & Community Engagement Plan (Still to be finalised)
- ◆ Code of Meeting Practice, available from Pittwater Council's website via the following link:
<http://203.56.193.25/internet/Modules/documentmaster/ViewDocumentFTP.aspx?key=QWmz%2bkjE19I3LZZ4pm5FSQ%3d%3d>
- ◆ Council Values, available from Pittwater Council's website via the following link:
http://www.pittwater.nsw.gov.au/council/council_information/mission__and__values
- ◆ Code of Conduct for Representatives on Council's Reference Groups, available from Pittwater Council's website via the following link:
<http://203.56.193.25/internet/Modules/documentmaster/ViewDocumentFTP.aspx?key=V12PhS7wL6o3LZZ4pm5FSQ%3d%3d>