

## **Bayside City Council**

### **RECREATION AND OPEN SPACE FORUM 2011 - 2013**

#### **TERMS OF REFERENCE**

##### **1. Purpose:**

The Recreation and Open Space Forum is established by Council to assist in the implementation of the Recreation and Open Space Key Priority Area (KPA) of the Bayside 2020 Community Plan and to assist Council in the development and review of strategy and policy in this area.

The Recreation and Open Space Forum will have a central role in the annual review of the Recreation and Open Space Key Priority areas of the Bayside 2020 Community Plan hosting an Annual Review Summit offering guidance on broader community engagement in support of that process.

##### **2. Background**

Bayside's Community Plan, Bayside 2020 identifies recreation and open space as significant community priorities in Bayside.

Council facilitates community involvement in Recreation and leisure through the provision and management of significant resources including open space (parks, reserves, sporting venues), community centres and public buildings.

Open space in Bayside is a focus of interest for a variety of groups and individuals: these include a diverse range of junior and senior sporting codes, walkers, runners and cyclists, families and children using play-parks and skate facilities, environmentalists actively involved in developing and maintaining parks and reserves and individuals enjoying quiet space.

Council is committed to providing a range of opportunities for the community to actively enhance recreation and open space in Bayside and to inform Council's decisions and actions in regard to recreation and open space.

The Recreation and Open Space Forum will provide a group of informed stakeholders to assist Council to understand key community views and responses to emerging issues.

The establishment of the Forum builds community leadership around the implementation of the Bayside 2020 Community Plan. It offers a focus for community participation in the review of the Recreation and Open Space Key Priority Area and is part of an ongoing community engagement approach that creates opportunities for community participation.

### **3. Objectives:**

The objectives of the Bayside Recreation and Open Space Forum are to assist Council in:

- Processes that engage diverse interests to work together to achieve balanced outcomes for recreation and open space
- The development of strategic approaches to recreation and open space issues
- Annual revision of the recreation and open space component of the Bayside 2020 Community Plan

#### **Annual Action Plan**

These objectives will be articulated in an Annual Action Plan developed in consultation with Council to focus on the implementation of the Recreation and Open Space KPA of the Bayside 2020 Community Plan.

#### **Annual Review Summit**

An annual summit will be held to facilitate community participation in the review of the Recreation and Open Space KPA of the Bayside 2020 Community Plan. The Forum will play a lead role in the planning and execution of the summit assisting with developing community engagement approaches that maximise participation.

### **4. Membership**

Bayside City Council believes it will be best served by a Forum that comprises a mix of expertise due to the complexity and diversity of issues impacting on the recreation and open space area now and in the future.

Up to sixteen members will participate in the Recreation and Open Space Forum reflecting the diversity of recreation and open space activities in Bayside. Membership of the Forum will actively reflect the diversity of Bayside's community taking account of gender, age, ability, culture and geographic location as well as interest or participation in the recreation and open space sectors. It will be made up of three categories of membership:

#### **Subject Matter Experts**

A number of subject matter experts with a professional interest or experience in the planning or delivery of recreation and open space matters will be invited to participate. These will include up to five subject matter experts, including organisational representatives from significant recreation and open space organisations in Bayside.

Professional participants will be invited to participate as members of the Forum with a focus on their knowledge and interest in Bayside. They are not to be regarded as professional advisors to Council and Council will not be bound to accept their advice.

Selection will be by invitation by Council.

#### **Community Members**

Community participation in the Recreation and Open Space Forum will focus on community members with a combination of skills, networks and interests that benefit the objectives of the Forum. These will include up to ten members of the Bayside

community with knowledge of, a connection to, and/or interest in the recreation and open space sector

Selection will be via an Expression of Interest process that will be managed by Bayside City Council.

### **Council Members**

In addition to the above positions, Bayside City Council will be represented on the Recreation and Open Space Forum: Membership shall comprise one Councillor of Bayside City Council appointed by Council.

### **Term of Membership**

Appointments for Forum members shall be for a period of two years with the exception of the Council member who shall be appointed annually.

## **5. Roles and Responsibilities**

### **5a. The roles and responsibilities of subject matter experts are:**

- To be fully prepared for meetings
- To agree to participate in a collaborative meeting format
- To bring sector specific knowledge and experience to the table
- To provide informed advice and guidance
- To attend a minimum of 50% of all meetings annually.

### **5b. The roles and responsibilities of community members are:**

- To be fully prepared for meetings
- To agree to participate in a collaborative meeting format
- To bring local knowledge and broad community experience to the table
- To provide informed advice and guidance
- To attend a minimum of 50% of all meetings annually.

### **5c. The roles and responsibilities of the Council are:**

- To appoint a Councillor to sit as a member of the Forum
- To appoint a Responsible Council Senior Officer to engage with the Forum
- To coordinate meetings and provide the Secretariat
- To facilitate a collaborative meeting format
- To support Forum members to fully engage in the issues on the table by providing information and research findings in a timely and accessible manner
- To inform Council on the progress and outcomes of the Forum's work
- To provide feedback on how input from the Forum has been utilised.
- To attend a minimum of 50% of all meetings annually.

## **6. External Participation**

The Forum will have a defined membership however; from time to time it may engage individuals with particular expertise who will contribute to the achievement of the Forum's objectives. These individuals will not be members of the Forum, but their contributions will be recognised by the Forum and Council.

## **7. Working Groups**

The Forum may establish Working Groups that consist of members, council officers and individuals engaged for specific purposes to progress specific areas of work for defined periods of time.

## **8. Chair**

The Forum shall be chaired by the member of Bayside City Council appointed to the Forum. In the absence of the appointed Councillor a substitute councillor appointed to the Forum will act as Chair.

## **9. Meetings of the Forum**

- An annual program of meetings will be established by Council in consultation with the Forum that will reflect the requirements of the Annual Action Plan. This will be reviewed on an annual basis
- Meetings will be facilitated by a suitably trained Council officer or external facilitator
- Meetings will be sufficiently frequent to address the Annual Action Plan outputs and shall be scheduled in advance of key decision points of Council.
- The program of meetings shall be established at the first annual meeting of the Forum
- Meetings of the Forum will be conducted through a combination of formal meetings and electronic media, not all consultation activities will require members to be physically present.
- Notice and agenda of each meeting including the minutes of the previous meeting will be circulated in advance.
- Consultation activities not requiring physical attendance at a meeting will be undertaken by Council in consultation with the chair as required.
- Special meetings of the Forum will be called by the Chair as required.

## **10. Review**

A review of the Recreation and Open Space Advisory Forum Terms of Reference will be undertaken at the end of the Forum's term or earlier as Council considers necessary.