

Terms of Reference

Kelso Community Reference Group



PURPOSE, SCOPE, & OBJECTIVES

The Kelso Community Reference Group will be made of community members that are interested in helping with the future planning for the Kelso Sustainable Resource Recovery Facility in Panania.

The objectives of the Kelso Community Reference Group are:

- To provide a deliberative forum for members to discuss issues of community interest related to matters within the scope of the Kelso Community Reference Group;
- To draw on local knowledge and hear from the community voices in respect to matters within the scope of the Kelso Community Reference Group; and
- To build community understanding of Council's core business functions and specific projects or activities related to matters within the scope of the Kelso Community Reference Group.

MEMBERSHIP

The Kelso Community Reference Group will consist of:

- A maximum of 10 and a minimum of five members;
- A Chairperson (or their delegate);

- A Facilitator (or their delegate) assisted by Council officers from the relevant Department; and
- Subject matter experts from community groups and Council may also be invited to attend a meeting/s, if required, for particular projects or issues.

TERM

The term of membership is 18 months, subject to compliance with these Terms of Reference. Continuing membership will be based on the progress of the project and reviewed every six months.

VACANCY

In the event of a member vacancy, replacement shall be appointed by the community engagement team by revisiting unsuccessful Expression of Interest applications or by invitation.

TERMINATION

A member will be removed from the Kelso Community Reference Group if they are absent from two consecutive meetings.

Members may also be removed, by decision of the Facilitator, if they breach these Terms of Reference.

The Facilitator will formally notify the member in writing if their removal is required. Members may terminate their membership at any time. Notice of

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membership termination must be provided in writing to the Facilitator.

ROLES AND RESPONSIBILITIES

The Kelso Community Reference Group provides information, advice and views and, where sought, recommendations to Council. Any information, advice, views and recommendations will be recorded and reported on at the conclusion of each meeting.

The group has opportunity to provide information to assist Council's decision making, however, does not have decision making authority. This remains the function of Council.

CITY OF CANTERBURY BANKSTOWN

The Convenor of the Kelso Community Reference Group is the Chairperson.

The Facilitator, will oversee the governance and coordination of the Kelso Community Reference Group, including:

- Participating in meetings and adhering to the Terms of Reference;
- Ensure group adherence to the Terms of Reference;
- Coordinate the agendas, minutes and other documentation; and

- Undertake a review of the Terms of Reference and group's effectiveness every six months.

The Facilitator will be supported by administrative support including minute taking, agenda preparation, filing, coordinating correspondence and communication, meeting preparation and logistics and information disclosure.

Subject-matter experts from Council and community groups may also be invited to attend meetings from time-to-time, if required, for projects or issues.

MEMBERS

Members of the Kelso Community Reference Group are required to:

- Attend and participate in meetings;
- Provide feedback and input outside of meetings if required;
- Adhere to the Terms of Reference; and
- Represent community views and provide information and advice to Council on items related to the group's purpose, scope and objectives.

MEETINGS

Frequency

The Kelso Community Reference Group will meet, at a minimum, every three months for approximately one/two hours; either at a location in

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the Canterbury Bankstown LGA or via a digital platform. Depending on the agenda and discussion, meetings may be shorter or longer.

Conduct

Members are required to:

- Act with honesty, good faith and integrity;
- Abide by the Terms of Reference;
- Actively participate in meetings;
- Declare any actual or perceived conflicts of interest at the commencement of the meeting;
- Represent the interests of their local community rather than individual interests or issues; and
- Maintain confidentiality of discussions within meetings. Members are not permitted to liaise with the media and represent either the opinions of Council or the group.

Members must not use the Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

Any material breach of this code of conduct may result in immediate termination of membership.

Any member charged with any offence as defined in section 153 of the Local Government Act 2009 (being treason, electoral or integrity offences) shall be

automatically suspended until the matter has been resolved.

Any person convicted of an offence as defined in section 153 of the Local Government Act 2009 shall not be eligible for membership of any Community Reference Group,

DISCLOSURE

The following information will be published on Council's public website:

- Names of the members; and
- The Terms of Reference.

FUNDING

Budget

The Reference Group has no budget. Operational costs will be met by Council.