

Terms of Reference

Serpentine Jarrahdale Community
Recreation Centre Partnership Reference
Group (SJCRCPRG)



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Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group (SJCRCPRG)

Purpose

The purpose of the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group (SJCRCPRG) is to provide the Shire with support and feedback pertaining to the needs, priorities, and objectives of the Serpentine Jarrahdale Recreation Centre (SJCRC) expansion project.

The SJCRCPRG supports the Shire to form positive community partnerships and to achieve its vision for the facility, as outlined in the SJCRC Concept Plan.

Context

The key outputs from this project will be the redevelopment and expansion of the SJCRC as per Council's key priority State and Federal Advocacy Project; being to deliver the expansion of the SJCRC including compliant basketball courts and change facilities, expanded gymnasium and other amenities within the SJCRC to meet growing community needs.

Scope

The SJCRCPRG is not a Committee of Council and does not have delegated authority of Council.

The SJCRCPRG has no power to make decisions on behalf of Council, however, will provide the delegated decision-makers, such as the Chief Executive Officer (CEO), Directors, and Council, with the information that is necessary to make the required decisions.

The Role and Function of the SJCRCPRG

The role of the (SJCRCPRG) is to:

- Support, assist and advise the Shire with matters relating to the planning and design of the SJCRC expansion project.
- Ensure the development of the SJCRC compliments the local built and natural environment, reflects the needs of the community and users, represents best practice in urban design and accessibility and complies with the Shire's Council Plan 2023-2033.
- Identify any opportunities or concerns throughout the planning and design phases of the SJCRC redevelopment project and actively contribute to the identification of achievable actions to address these.

Membership

The (SJCRCPRG) consists of up to 15 voting members, as follows:

- 1 x Elected Member appointed by Council.
One deputy member will be appointed by Council who will act as appointed Elected Member in the absence of appointed member.
- 3 x Shire Officers selected from the following representatives. Selection is subject to matters to be addressed on the agenda and relevant stage of the SJCRC expansion project:
 - Director Community Engagement
 - Manager Community Activation



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- Coordinator Sport and Recreation
- Manager Community Projects and Property, Manager Major Projects, or the Project Manager undertaking the design and construction of the SJCRC.

Community members representative of the following groups:

- 1 x YMCA representative
- 1 x Traditional Owner or local Aboriginal representative
- 1 x Community representative
- 1 x Byford Basketball Association representative
- 1 x Byford Venom Futsal Club representative
- 1 x Byford Secondary College representative
- 1 x Salvado College representative
- 1 x Brickwood Friends Group/Landcare SJ representative
- 1 x GKR Karate representative
- 1 x state government representative from Department of Local Government Sport and Cultural Industries (DGLSC)
- 1 x Federal Government representative from Regional Development Australia Peel (RDA Peel)

Community member representation will be via direct invite, and the tenure of membership expires at each ordinary local government election.

Additional interested community and sporting organisations who wish to join the SJCRCPRG may submit an Expression of Interest (EOI) to the Shire's Chief Executive Officer to be considered on an individual basis.

EOI's received are to be:

- Presented to the SJCRCPRG for consideration and recommendation to Council; and
- Presented to Council for consideration, along with the recommendation of the SJCRCPRG.

Chairperson

The SJCRCPRG is to elect a Chairperson and Deputy Chairperson for the term. Any member of the SJCRCPRG can nominate as Chair or Deputy. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities of Chair (and Deputy in the absence of the Chair) include:

- Guide meeting according to agenda;
- Keep meetings timely, effective and accountable; and
- Ensure discussion items end with decision, action or definite outcome.



Secretariat

This role is to be fulfilled by a Shire Officer who can provide administrative assistance and undertake secretary duties, as follows:

- Facilitate administrative links between Shire and the Partnership Reference Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Partnership Reference Group members; and
- Extend invitation/s to attend meetings as requested by CEO, relevant Director and/or Chair.

Other attendees and invited guests

Meetings are open to the public but may be closed at any time by the Chair, including on the recommendation of the CEO or relevant Director. Prior notice to attend and confirmation may be required.

Invitations can be extended to other internal Shire representatives, external organisations, and service providers to guide and advise on specific topics as identified and agreed on by the Partnership Reference Group.

Elected Members who are not part of the Partnership Reference Group are invited to observe the SJCRCPRG meetings where desired, however they are not entitled to participate in the meeting, without the approval of the Chair, and in the event of a vote, do not have a vote.

Conduct

SJCRCPRG members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible.
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- Disseminate authorised information with the community in an unbiased manner.
- At all times act in good faith, with honesty, integrity and fairness.
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment.
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group.
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair.
- Agree not to make any media comment on behalf of the SJCRCPRG in relation to the work of the group unless approved by Council.

All Partnership Reference Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Partnership Reference Group was a Committee of Council.



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External members of the Partnership Reference Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were an Elected Member attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Partnership Reference Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Partnership Reference Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meeting Schedule

Meetings are to be held quarterly or as required.

Urgent meetings may be called by the Elected Member Representative or Partnership Reference Group Chair via request to the CEO.

Minutes of Meetings

The Secretariat is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible representatives name and an "Action By" date.

Recommendations arising from the Meeting Minutes and requiring Council consideration shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A meeting quorum will be at least seven (7) of the SJCRCPRG voting members.

Meetings may proceed with any number of Partnership Reference Group representatives in attendance, for information purposes, however, no decisions would be made.

Order of Meetings

Discussions at the Partnership Reference Group meetings are to be directed through an Agenda.

Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two (2) working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement, and idea generation.

Decision Making

The SJCRCPRG will endeavour to reach any decision by consensus. They will provide advice as recommendations and where possible by consensus. There may be occasions where decisions are to be decided by a vote.

A Partnership Reference Group recommendation is not recorded and does not have effect unless it has been made by simple majority.



A simple majority is the agreement of not less than half of the members present at the meeting. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights unless they are guests to the meeting such as additional Elected Members or external presenters.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Partnership Reference Group.

In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the Partnership Reference Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied, or modified by resolution of Council.

Reference Documents

Nil.

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				