

GreenWay Community Forum

Terms of Reference

Introduction

The GreenWay Community Forum (“the Committee”) is considered an external Committee of Inner West Council which includes non-voting Councillor representation among its membership.

At its meeting on 24 May 2021 Inner West Council resolved that the existing GreenWay Steering Committee Terms of Reference (TOR) should be redrafted with a view to maintaining significant community and community group participation in providing support and advice, with active participation from Council in return, for the broad vision of the GreenWay as an ecological, biodiversity, cultural, recreational and active transport corridor. The following TOR document details the role, purpose and functions of the Committee in line with that resolution.

Role and purpose statement

The role and purpose of the Committee is:

- 1. Provide support and advice for the broad vision of the GreenWay as an ecological, biodiversity, cultural, recreational and active transport corridor*

The Committee will support and advise Inner West Council and other organisations/ agencies on the way forward to achieving the goal of implementing the Cooks River to Iron Cove GreenWay. It will facilitate regional collaboration on the GreenWay corridor between Inner West Council, and other organisations/agencies.
- 2. Be a united forum for the GreenWay*

The Committee will provide a forum for a regional and collaborative approach for the implementation of the GreenWay.
- 3. Guide the implementation of the Cooks to Cove GreenWay Master Plan*

The Committee will guide the implementation of the GreenWay Master Plan. This will involve the development and implementation of programs and grants.
- 4. Identify opportunities for the implementation of community programs and partnerships along the GreenWay*

The Committee will act as a community forum to generate projects for the GreenWay. The Committee will undertake programs and partnerships to further the establishment of the GreenWay.

5. *Act as an advisory committee for GreenWay projects.*

The Committee will provide advice and support for GreenWay-related projects. It will ensure that projects developed are consistent with the broad vision set out in Point 1.

6. *Provide advocacy on GreenWay matters, including responses to local and regional issues*

7. *Communicate information on the GreenWay to the wider community, including information sharing, newsletters and electronic media.*

Resourcing for the Committee

Support

Inner West Council will provide secretarial support to the Committee. This includes:

- Calling meetings as requested by the Chair
- Providing venues for meetings
- Distributing agendas as requested by the Chair
- Recording and distributing minutes
- Providing advice on grants, programs, partnerships etc.

Media policy

The Mayor and the General Manager are the designated media spokespeople for Council in accordance with Council's Media Policy. Committee members may speak to the media about their own views but must not purport to represent Council.

Membership

The following people have been identified as key stakeholders and therefore members of the Committee:

Voting Members

- Representatives from key community groups representing the key themes of the GreenWay: biodiversity, active transport, culture and recreation
- General community representatives

Non-voting members

- Special representatives, consultants or advisors, as invited by the Committee from time to time, *eg. State Agencies, other community groups*
- Inner West Councillors
- Council member of staff to provide secretariat support

Quorum

Although external committees are not decision-making bodies, a quorum of voting members is required for recommendations. The Quorum is 50% +1 of current

voting members.

Selection of Committee members

Council members

Councillors are welcomed members and are encouraged to attend. Because Councillors are final decision-makers on the elected Council, they are not eligible to propose motions or vote on recommendations, however their knowledge, opinion and input are always welcome.

Community Representatives

Community representatives will be invited to apply through an open invitation (on Inner West Council's Your Say Inner West website and through Inner West Council's communication channels). Representatives will stand for two years and then will have to reapply.

The following selection attributes will be considered for all representatives:

- Ability to work collaboratively in achieving GreenWay goals
- Good general understanding of the issues involved that are likely to face the Committee
- Have a broad area of interests
- Good connections and regular interaction with the community
- Potential conflicts of interest

Potential community representatives will submit an application form to the Committee during the recruitment period.

Applicants fall under two categories: community group representatives and general community representatives. The selection panel for applications for community group representatives will be comprised of all current general community representatives, and vice versa.

Chairperson

At the first meeting a chairperson will be elected. This position will be re-elected on an annual basis. The role of the chairperson will be to facilitate the smooth running of the Committee meetings.

If the designated Chair is not available, then an Acting Chair will be elected at the meeting and be responsible for convening and conducting that meeting.

Agendas & Minutes

Agenda items should be submitted to the Chair by Committee members 2 weeks prior to meetings.

Meeting agendas will be sent to Committee Members at least 1 week prior to the Meeting. Minutes will be circulated to Committee Members within 2 weeks after the

meeting.

Governance

The Committee is considered an external Committee of Inner West Council which includes non-voting Councillor representation among its membership.

Minutes from the Committee meetings may be reported to Council. If any items need resolutions of Council, they shall be highlighted in the minutes and Councillor members shall bring them to Council for consideration, in accordance with Councils Code of Meeting Practice (for example, via a Notice of Motion).

Frequency of Meetings

The Committee will meet at least 5 times per year, in accordance with a meeting schedule agreed by the Committee. The meeting schedule will be determined at the last meeting of each calendar year. Extraordinary meetings will be called if required by the Chair or via a request to the chair from at least 2 voting members.

Meeting Protocols

Attendance

Meetings will be limited to the identified members but community members will be able to attend the meetings as observers. A request can be made to add relevant items to the agenda from non-committee members. The person nominating the item can present the item to the Committee. External people will be invited to participate at the meetings on an as needed basis.

Meeting Conduct

Committee members shall respect the views and opinions of each other, allowing for one person to speak at a time and participate in the meeting with decorum. The Chairperson will facilitate the meeting to ensure the meeting keeps to the agenda allowing for all agenda items to be considered.

Voting Process

Decisions of the Committee will be made by general consensus. If consensus cannot be reached, a vote will be called.

Each member of the Committee will be allowed one vote. Decisions will be made based on a majority vote from the members present at the meeting. Members cannot vote on behalf of other members.

If required, dissenting votes will be noted in the minutes.

Casual Vacancies

Any member of the Committee may, by giving notice in writing addressed to the Chair, resign their membership.

Membership of the Committee shall cease if:

- A member resigns in writing
- A member is absent without notification of absence for three (3) consecutive Committee meetings

In the event that a casual vacancy is caused by the resignation of a member, the Chair will advise the Committee at its next meeting that a vacancy has arisen.

- If the member was nominated as a representative of a community group, then the community group will be invited to nominate a replacement representative.
- If the member was nominated as a community representative, then the Committee will review original expressions of interest and nominate a replacement from previously shortlisted applicants.

Review of Committee operation

An annual report will be produced by the Committee evaluating Committee performance against the role and purpose statement at the front of this document, to ensure that it is still working within its terms of reference. The frequency of the meetings will also be reviewed to ensure that the Committee remains relevant.

Councillor members shall bring the annual report to Council for consideration, in accordance with Council's Code of Meeting Practice (for example, via a Notice of Motion).

Sunset Clause

Council's governance staff will review the Terms of Reference by June 2022 and on an annual basis thereafter. Council by resolution can determine to review the TOR on an adhoc basis.