Willoughby City Council

Terms of Reference for O H Reid Reserve Master Plan
Citizens Panel 2019

On 25 February 2019, Council resolved to endorse the formation of a Citizens Panel by June 2019 to inform and guide the development of the O H Reid Reserve Master Plan. Council sought to receive a report on the Terms of Reference by July 2019.

The Panel is being established to represent the views of key stakeholders, the community and other interested parties. The Panel will provide recommendations regarding the strategies and actions for the consultation draft of the Master Plan for O H Reid Reserve which will be developed by staff.

1. A Reserve Action Plan for the bushland areas of O H Reid Reserve was previously developed and adopted in May 2018. It is not within the scope of this Master Plan to review /update the Reserve Action Plan. The areas to be included in the Master Plan include the oval, pavilion, playground and main site entry, as illustrated in **Attachment 1**

2. Objectives of the Panel

To recommend a Draft Master Plan for O H Reid Reserve to Council by February 2020 by:

- Applying the Community Strategic Plan, Council principles for decision making and Council strategic plans for recreation and other core relevant strategies and plans, to the development of O H Reid Master Plan.
- Giving consideration to all perspectives of the multiple stakeholders in an objective and considered manner.
- Considering the recreation uses and demands on O H Reid Reserve and potential impacts of intensified use, traffic, parking, environment (where not addressed by the Reserve Action Plan) and residential amenity.

3. Facilitator

- The Panel will be chaired by an independent Facilitator appointed by Council.
- The Facilitator is expected to encourage the Panel members' differing views and opinions to be aired and discussed to achieve consensus where possible.

4. Composition of the Panel

A maximum of 10 people will be selected for the Panel according to the following composition and will be required to apply via an Expression of Interest process. Applicants will need to satisfy one or more of the following criteria:

The total composition of the Citizens Panel will be as follows:

- 2 residents of West Ward
- 1 representative from the local football club/association
- 1 representative from the local cricket club/association
- 1 representative from the local AFL club/association
- 1 representative of Chatswood West Progress Association
- 1 representative for young people
- 1 representative with local knowledge of bushcare/flora/fauna
- 1 representative from Chatswood Public School Administration or P&C.
- 1 representative on behalf of dog walkers

- Citizen Panel Members will be selected by a Panel consisting of the West Ward Councillors, the Mayor and General Manager.
- Panel members will reflect a balance in both gender and age groups.
- The Panel will be disbanded when it finalises its role of providing recommendations to Council and Council has adopted a Draft Master Plan for Public Exhibition. It is anticipated that this process will be finalised by the end of April 2020.
- Council officers will provide a support and advisory role only. They will not be members of the Citizens Panel.

5. Duties of Panel members

- Develop a working knowledge of Council's strategic plans relevant to the site.
- Attend and participate in all panel meetings by identifying and seeking the information required to make an informed recommendation to Council.
- Listen to, and work co-operatively with, other members in achieving the objectives of the Panel.
- Contribute ideas and suggestions and provide advice and recommendations to the Panel on agenda items.
- Provide the scope of recreation opportunities and development to be included in the draft Master Plan.

6. Meetings

- The Facilitator will convene not less than 4 meetings before the end of November 2019.
- Meetings will be held at a local site *(eg Chatswood Tennis Club at 120 Fullers Rd or the Dougherty Centre/ Council Chambers*), commencing no later than 7pm, with meeting length to be a maximum of 2 hours.
- Meetings will not be open to the general public, except for Council Officers with expertise in relevant areas that may assist the Panel from time to time.
- The minimum notice period for an upcoming Panel meeting is seven calendar days.

7. Attendance

- Appointed Panel members are expected to attend all Panel meetings as convened.

- Panel members cannot send alternate representatives for any of the meetings.

8. Conduct of panel meetings

The intent of the Citizens Panel is to ensure all voices are considered equally and to provide Council with a holistic vision of the future use of O H Reid Reserve. This is done by:

- Behaving in a respectful manner toward each other and acknowledge each members' perspective.
- Ensuring that each person has an opportunity to voice their point of view, without interruption.
- Adhering to *Council's Code of Conduct for Community Representatives Policy*.
- Ensuring that the discussion stays within the scope of the project.
- Ensuring that issues raised are considered objectively and not personalised.
- Considering evidence in decision making, noting the need to work with the best evidence that is currently available.

9. Confidentiality

Confidentiality will be addressed under *Council's Code of Conduct for Community* Representatives Policy.

10. Minutes

Minutes of the panel meetings will be action-oriented and will contain: attendance, actions agreed on by the panel and the date of the next meeting. A suggested format for recording actions is shown below:

Action	Who is responsible	By when

Dissenting views will be recorded

The draft minutes and action items will be agreed prior to the conclusion of each meeting.

11. Reporting

- The Panel will provide a report to Council Officers outlining their recommendations for the draft Master Plan for O H Reid Reserve by the end of November 2019.

Attachment One

O H Reid Reserve Site Plan

