Willoughby City Council

Terms of Reference for Artarmon Bowling Club Site Citizens Panel
August 2017

Preamble: On 24 July 2017, Council resolved *inter alia* to establish a Citizens Panel of up to 15 people, to advise on future options for the former Artarmon Bowling Clubhouse building.
The Panel is being established to represent the views of key stakeholders, the community and other interested parties. The Panel will provide Council with recommendations regarding future options for the former clubhouse by the end of October, for a Council meeting in December 2017.

1. Objectives of the Panel

- To consider the future options for the former Artarmon Bowling clubhouse building.
- To consider the cost of upgrading/ maintaining the current building and not to include demolition of the building.
- To make a recommendations report for Council consideration by the end of October 2017.

2. Chairperson

- The Panel will be chaired by an independent facilitator appointed by Council.

3. Composition of the Panel

Expressions of interest for membership of the Citizens Panel will be by self-nomination using an online form. A maximum of 15 people will be selected for the panel according to the following composition.

- 2 residents living on Burra Road
- 2 residents neighbouring the facility
- 2 users/ hirers of the premises
- 1 representative of Willoughby South Progress Association
- 1 representative of Artarmon Progress Association
- 1 representative of Naremburn Progress Association
- 1 representative of a Youth group
- 1 representative of an Aged Care group
- 4 other community members

- Panel members must reflect a balance in both gender and age groups.
- The term of the panel: the panel will be disbanded when it finalises its role by/ before December 2017.
- Council officers provide a support and advisory role only.

4. Duties of panel members

- Attend and participate in all panel meetings.
- 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
- Finalise the report outlining the Panel's recommendations for the future options for the former Artarmon Bowling clubhouse building.

5. Meetings

- The chair will convene not less than 4 meetings before the end of October 2017. The meeting dates are proposed for the weeks commencing 4th, 11th, 18th September and 2nd October 2017. Meeting dates will be finalised once the external consultant is appointed.
- Meetings will be held at the former Artarmon Bowling Club building, Burra Road Artarmon, commencing no later than 7pm, with meeting length to be a maximum of 2 hours.
- Meetings will not be open to observers.
- The minimum time for the notice period for an upcoming panel meeting is three working days.

6. Attendance

- All appointed panel members must attend the panel meetings as convened.
- Panel members are not to send alternate representatives for any of the meetings.

7. Conduct of panel meetings

- Council's Code of Meeting Practice shall apply, as current and published on Council's website.

8. Confidentiality

- Council's Code of Conduct specifies the standard of confidentiality to be observed by all panel members.

9. Minutes

- Minutes of the panel meetings will be action-oriented and will contain no more than: attendance, actions agreed on by the panel and the date of the next meeting. A transcript of the course of the meeting is not required in the minutes. A suggested format for recording actions is shown below:

Action	Who is responsible	By when

10. Reporting

- The Panel will provide a report outlining their recommendations for the future options for the former Artarmon Bowling clubhouse building on or before the end of October 2017, in preparation for submission to a Council meeting in December 2017.
- The independent facilitator will provide a summary report of the Citizens Panel consultation to Council on or before the end of October 2017, in preparation for submission to a Council meeting in December 2017.