

# Footscray Park Community Advisory Group

## Terms of Reference

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### 1. Purpose

To review the proposal for the establishment of a youth academy and its community benefits, and to consider the future master planning options for Footscray Park.

### 2. Role and function

The role of the Group will be to advise Council on:

- amendments to the Footscray Park Master Plan
- the community benefits of the youth academy as outlined in the proposal
- the possible location of the youth academy and supporting facilities
- conditions concerning any lease and licensing arrangements that may be required

### 3. Meeting times and place

Following the inaugural meeting of the Group, meetings will be held on a three weekly basis or more frequently if required.

Meetings will be held at Maribyrnong City Council Town Hall.

### 4. Membership

Membership of the group will comprise:

- a nominated representative of each of the following organisations:
  - Footscray Historical Society
  - Friends of Maribyrnong Valley
  - Wurundjeri Tribe Council
  - Footscray City College
  - Maribyrnong College
  - Footscray Rugby Union Club
  - Western Crusaders Gridiron Club
  - Footscray Edgewater Cricket Club
  - Parkside Football Club
  - VU Western Spurs Football Club
  - Footscray Boat Club (inclusive of the Footscray Rowing Club and Footscray Canoe Club)
  - Maribyrnong Swifts
- five community representatives.

## 5. Appointment to the Group

### Organisational representatives

Council shall approach the relevant organisations and ask for them to nominate a representative. The nominee will be ineligible if:

- they are an undischarged bankrupt
- their property is subject to control under the law relating to bankruptcy
- they are of unsound mind
- they have been convicted of certain criminal offences (within seven years of the election)
- they work for Maribyrnong City Council
- they are a Councillor for any Victorian municipality or
- they are a Federal Member of Parliament or a Member of Parliament in any state or territory.

### Community representatives

Council will undertake an expression of interest process calling for community/resident members.

To be eligible, the resident must be able to provide proof of residence in the municipality and provide a candidate's statement of no more than 150 words outlining their suitability for the role.

They will be ineligible if:

- they are an undischarged bankrupt
- their property is subject to control under the law relating to bankruptcy
- they are of unsound mind
- they have been convicted of certain criminal offences (within seven years of the election)
- they work for Maribyrnong City Council
- they are a Councillor for any Victorian municipality or
- they are a Federal Member of Parliament or a Member of Parliament in any state or territory.

Candidate profiles of eligible community representatives will be placed on Council's community engagement website – [yourcityyourvoice.com.au](http://yourcityyourvoice.com.au) (YCYV).

Voters must register to vote on YCYV (must provide email address – five votes per email address)

- Voting is open to all age groups
- Voting is non preferential

The results of the poll will be published on YCYV at the close of polling.

## 6. Term of appointment

The term of appointment will be for the duration of, but not exceeding, six months.

## 7. Attendance

A committee member shall endeavor to advise the nominated Council officer of non-attendance at any meeting.

## 8. Failure to attend meetings

Any member who is unable to attend three consecutive advisory Group meetings shall notify the nominated Council officer in writing as to his/her availability to continue to be a member of the Group.

## 9. Resignation of a Group member

A Group member may resign from the Group by advising the nominated Council officer in writing.

## 10. Casual Vacancies

Casual vacancies of community/resident representatives will be by a count back of votes from original election process to identify the candidate with next highest number of votes for that precinct.

Casual vacancies of organisational representatives will be filled by nomination by the relevant organisation.

## 11. Declaration of interest

Members will provide a declaration of interests at the inaugural meeting including street addresses of property and business interests as well as places of residence, even if not representing a financial interest in property.

Members will update the Group on any changes to the declaration of interest.

## 12. Quorum

A quorum will be three community representatives and five organisational representatives.

## 13. Operations/ Administration

The Group has no budgetary responsibilities, decision making powers or delegated authority but serves to make recommendations for Council's consideration.

The Group shall follow the general consensus principle when determining its preferred position on matters under discussion.

The Group will elect a Chair from within its members.

Group members will not publicly comment on behalf of the Group.

Council will provide the necessary support to enable the Group to function effectively including:

- provision of an independent facilitator
- provision of venue
- maintaining contact details of members
- preparing and distributing agendas and prior reading materials
- preparing and distributing notes/ minutes of previous meeting
- relevant research, data, studies, reports and expertise as required and/ or requested by the Group.

### 13. Reporting

The nominated Council officer will provide a report that has been approved by the Group, to the next Ordinary Council meeting following any Group meeting.

### 14. Review

A review of the role, function, membership and productivity of the Terms of Reference will be conducted every six months or as required to ensure currency, effectiveness and stakeholder engagement.