

Hyde Park Playground Renewal Reference Group Terms of Reference



1. OBJECTIVE

The objective of the Hyde Park Playground Renewal Reference Group is to provide a forum to engage with stakeholders and community members with an interest or expertise in Hyde Park to inform and obtain input and guidance into the playground renewal of the Throssell Street playground, on the western side of Hyde Park.

2 MEMBERSHIP

Membership of the Reference Group shall comprise the following persons as determined by the Executive Director Infrastructure and Environment.

2.1 Community/Stakeholder Representatives

Up to eight (8) representatives from any one or more of the following backgrounds/categories, as determined by the Executive Director Infrastructure and Environment:

- Professional expertise in landscape architecture – minimum one (1) member
- Professional expertise in playground design - minimum one (1) member
- Professional expertise in disability access and inclusion – one (1) member
- Understanding and knowledge of the Aboriginal Heritage of the site and/or understanding and knowledge of the state heritage of the site – minimum one (1) member
- Community members that are regular users with a strong interest or connection to Hyde Park - up to four (4) members

2.2 City Officers

The Manager Parks, Coordinator Parks Strategy and Projects and relevant Officers as determined by the Executive Director Infrastructure and Environment.

3. TERM OF MEMBERS

3.1 The term of membership of the Reference Group shall be a period of up to six (6) months.

4. CHAIRPERSON

4.1 The Reference Group will be chaired by the Manager Parks, or in their absence, the Coordinator Parks Strategy & Projects.

5. MEETINGS

5.1 Meetings

(a) The Reference Group shall meet monthly. Additional meetings may be convened at the discretion of the Manager Parks.

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- (b) At the first meeting after convening, the Reference Group shall determine a Schedule of Meeting dates for the remainder of the term.

5.2 Quorum

There is no requirement for a quorum.

5.3 Guests

- (a) The Chairperson can invite guests who may provide information to Reference Group agenda items.

5.4 Agendas

- (a) The Manager Parks will determine the agenda for each meeting.
- (b) All meetings shall be confined to items listed on the agenda.

5.5 Meeting Notes

- (a) The Manager Parks shall be responsible to ensure the preparation of meeting notes.
- (b) Agenda items are for information sharing and discussion between the reference group and City Officers. It is not a decision-making forum.

Notes will not reflect verbatim discussion on issues or matters discussed during debate. At the end of each meeting, the Chairperson will identify any actions arising from the agenda items.

- (c) Meeting notes will be prepared by the City and distributed to members five (5) days prior to the next meeting.

5.6 Code of Conduct

- (a) Reference Group Members will actively and positively engage in the objective of the group.
- (b) Reference Group Members will act in good faith (honestly and with integrity) and will refrain from any form of conduct which may –
 - (i) bring the City into disrepute;
 - (ii) cause a reasonable person unwarranted offence or embarrassment.