

STRATHFIELD COUNCIL

# STRATHFIELD TOWN CENTRE MASTERPLAN WORKING GROUP

## **Terms of Reference**

## **1. Purpose**

The purpose of the Strathfield Town Centre Masterplan Working Group is to provide advice and input to Council on behalf of relevant stakeholders including the Strathfield community, Burwood Council, City of Canada Bay Council, Transport for NSW, Taxi Council NSW and all key landholders in the Strathfield Town Centre with a view to providing community sentiment on the development of the Strathfield Town Centre Masterplan. The information gathered through the Working Group meetings will be reported to Council Meetings to inform Council on the development of the Strathfield Town Centre Masterplan.

## **2. Aims and Objectives**

The aims and objectives of the Strathfield Town Centre Masterplan Working Group are:

- To consult with major stakeholders of the Strathfield Town Centre to obtain feedback on the future of the Strathfield Town Centre; and
- To provide input into the vision of the development of a new Strathfield Town Centre Masterplan.

## **3. Committee Charter**

The Strathfield Town Centre Master Plan Working Group is auspiced by the General Manager and operates to these Terms of Reference.

## **4. Meeting Principles**

The Strathfield Town Centre Masterplan Working Group should be:

- Transparent,
- Informed,
- Inclusive,
- Principled,
- Trusted,
- Respectful,
- Effective, and
- Orderly.

## **5. Functions**

5.1 The Strathfield Town Centre Masterplan Working Group is a purely advisory committee and has no decision-making authority and therefore cannot commit Council resources, direct employees of Council or deal with operational matters.

5.2 Minutes of the Strathfield Town Centre Masterplan Working Group are to be presented to the next available Ordinary Council Meeting for notation and adoption if there are recommendations.

5.3 The Strathfield Town Centre Masterplan Working Group provides a forum for nominated Council staff, Councillors, selected members of Strathfield's community and relevant Stakeholders to inform the Strathfield Town Centre Master Plan process.

5.4 The relevant provisions of Council's Code of Meeting Practice are taken to apply to the Strathfield Town Centre Masterplan Working Group.

## **6. Membership**

6.1 The Strathfield Town Centre Masterplan Working Group may comprises of:

- a. The Mayor (or their delegate) as ex-officio and Chair of the Group
- b. Two (2) members of Council staff
- c. One (1) representative of Burwood Council
- d. One (1) representative of City of Canada Bay Council
- e. Two (2) representatives of Transport for NSW
- f. One (1) member of the Taxi Council NSW
- g. Representatives from key landholders following an Expression of Interest selection process

6.2 The Working Group will nominate and elect the Deputy Chair at their first meeting.

6.3 Membership of the Strathfield Town Centre Masterplan Working Group is to be balanced and be a fair reflection of the Strathfield Local Government Area community.

6.4 Members of the Strathfield Town Centre Masterplan Working Group are appointed for the period from September 2022 until the end of current Council term, unless a member provides written confirmation of their wish to resign from the Committee. Should a community representative vacancy occur during the term of appointment, a new representative may be selected from eligible applications from the original call for Expressions of Interests.

## **7. Quorum**

The quorum of the Strathfield Town Centre Masterplan Working Group will be one half plus one of the total committee membership. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.

## **8. Meeting Procedures**

8.1 The Group will meet on at least four (4) occasions per year.

8.2 Councillors and the community will be notified of the meeting one (1) week prior to the meeting being held or at least three days prior to the meeting.

8.3 Meetings are to last no longer than two (2) hours. The Group may resolve to extend the length of the meeting to enable it to finish the business of the meeting.

8.4 The Chair directs the progress of all meetings. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the Agenda. The Deputy Chair performs this role in the absence of the Chair.

8.5 Meetings will be collaborative discussions of ideas and feedback, with the intention of reaching consensus when endorsing items and recommendations. It will be at the discretion of the Chair when a matter is to be put to the vote, by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied (or Deputy in the absences of the Chair).

8.6 Council will ensure that each meeting is properly recorded with the use of minutes which record the recommendations of the Group and these will be reported to Council.

## **9. Attendance at Meetings**

9.1 All members are expected to attend meetings, or otherwise tender their apologies to either the Chair or Working Group liaison person.

9.2 No members should be absent for more than two (2) consecutive meetings without first seeking and being granted leave by the Chair. Without being granted such leave a person's group membership will be re-evaluated after missing two (2) consecutive meetings.

9.3 While other Councillors may attend group meetings as observers, the meetings will not be open to other members of the public.

## **10. Conduct**

All members of the Strathfield Town Centre Masterplan Working Group must comply with Council's Code of Conduct and Code of Meeting Practice. Any conflicts of interest must be declared and managed in accordance with Council's Code of Conduct. Any breach may result in membership removal.

## **11. Review of Terms of Reference**

The Terms of Reference of the Strathfield Town Centre Masterplan Working Group can be reviewed by the group at any time.

## **12. Document History**

Version	Date	Details	Council Meeting Date
1	September 2022	Draft finalised	