

9 Junction Skate and BMX Park Advisory Committee Terms of Reference

Abstract

The Junction Skate and BMX Park Advisory Committee operates in an advisory capacity regarding the management of the Junction Skate and BMX Park and supports the ongoing provision of recreation opportunities for young people while respecting residential amenity. The Junction Skate and BMX Park Advisory Committee provides information and advice for consideration by Council, promoting an inclusive approach to service planning and program delivery at the Junction Skate and BMX Park in Camberwell.

The committee meets on a six monthly basis and the meeting is chaired by the Junction Ward Councillor. After reviewing the committee's Terms of Reference, it was confirmed at the most recent committee meeting on 30 August 2016, that there are only a few minor administrative changes proposed.

Officers' recommendation

That Council resolve to adopt the revised Terms of Reference for the Junction Skate and BMX Park Advisory Committee (Attachment 2 as annexed to the minutes).

**Responsible director: Carolyn McClean
Community Development**

1. Purpose

This report seeks Council's adoption of the revised Junction Skate and BMX Park (JSBP) Advisory Committee Terms of Reference (TOR). These changes have been recommended as an outcome of consultation with the Advisory Committee in August 2016 and Council officers' review.

2. Policy implications and relevance to council plan

One of the key themes in the Council Plan 2013-17 is to have *'Strong and engaged communities'*

This is supported by the following Strategic Objective:

'Our community has a say in matters of interest to them in achieving Boroondara's vision. Community needs are identified and responses planned accordingly. Opportunities are provided to enable people in our community to be supported and involved.'

The Junction Skate and BMX Park Advisory Committee (the committee) assists in strengthening community partnerships and encourages collaboration between the groups within the community that have an interest in the JSBP. This includes local residents, park users, local business owners, Victoria Police, Skate/BMX industry representation and the YMCA (contracted to operate the facility).

3. Background

The committee was established in 2001 in response to ongoing concerns with the operation of the JSBP. These concerns were linked to graffiti, noise and antisocial behaviour. A Terms of Reference was developed to guide the work of the committee. The committee comprises representation from park users, local residents, local business owners, the Ward Councillor, the YMCA and other key stakeholders.

The terms of reference state that a review of the document must be undertaken by the advisory committee, in conjunction with Council officers, every two years with an update provided to Council and the results presented to Council for consideration.

4. Outline of key issues/options

A report was presented to Council in February 2016 seeking endorsement of the new members of the advisory committee. The resolution from this report was:

Council officers and the committee will review the committee's Terms of Reference in 2016. Information developed from the review will form the basis for a subsequent report to the Services Special Committee in 2016.

Members of the committee were provided the opportunity to propose changes to the Terms of Reference at its most recent meeting in August 2016. No changes were requested. Council officers have proposed some minor administrative changes which have been discussed with Council's Governance department.

The key change is to the wording surrounding the review of the TOR. The TOR states that the TOR is to be reviewed every two years by the committee and the Family, Youth and Recreation department and the results presented to Council for consideration. Officers are proposing that a report will only be presented to Council should changes to the TOR be suggested.

The current Terms of Reference are provided in **Attachment 1**. The draft version of the updated Terms of Reference is provided in **Attachment 2**.

5. Consultation/communication

The committee has been consulted on changes to the Terms of Reference.

Council's Governance Department has been consulted and assisted in the preparation of the recommended Terms of Reference.

6. Financial and resource implications

There is no financial impact as a result of the recommended changes to the Terms of Reference.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The officers responsible for this report have no direct or indirect interest requiring disclosure.

8. Social and environmental issues

The committee provides information and advice for consideration by Council, promoting an inclusive approach to service planning and program delivery at the Junction Skate and BMX Park in Camberwell.

Manager: Andrew McHugh, Family, Youth and Recreation

Report officer: Olivea Sutton, Recreation and Administration Officer



JUNCTION SKATE and BMX PARK ADVISORY COMMITTEE (JSBAC)

Terms of Reference - Revised February 2014

Introduction

Advisory committees advise Council about a range of community and social issues that may influence policy, service and program development. They assist Council and the administration to identify, articulate and respond appropriately to new and emerging issues and to develop and implement corporate policies and plans that benefit the community. Advisory committees do not have power to make policy decisions or direct staff members in the exercise of their duties, and are not legally responsible for the recommendations they make to Council.

The Junction Skate and BMX Park Advisory Committee was created in December 2001 following the opening of Junction Skate and BMX Park (JSBP) in November 2000.

Name of the Group:

Junction Skate and BMX Park Advisory Committee (JSBPAC).

Objective

To act in an advisory capacity on the management of the JSBP and support the ongoing provision of both residential amenity and recreation opportunities for young people.

Role of Committee

To support the generation of recommendations to Council that are informed by the views of the variety of stakeholders of the JSBP, members of the committee will:

- discuss issues affecting key stakeholders that may arise from the use of the JSBP and advise on potential strategies to address such issues,
- discuss issues that may affect the provision of recreational opportunities at JSBP and advise on potential strategies to address such issues,
- Provide information on current and emerging developments and issues and activities relevant to the JSBP,
- respond to requests by Council for input into and/or feedback on Council activities, policies and reports.

Matters directly raised by the committee will be reported to Council for consideration via Council officer reports and/or the Councillor member of the committee.

Meetings

Meetings will be held every six months for about one hour.

Working parties will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. These meetings will be held in between regular six monthly meetings if required.

Additional meetings can be called if and when required.

Meetings will be chaired by the Councillor member. If the Councillor is unable to attend a meeting, another member of the committee or the Council officer shall be appointed as Chairperson. The Councillor may also delegate his or her responsibilities as the Chairperson to another member of the committee or the Council officer at any time.

- A representative quorum is not required for a meeting to take place
- The quorum for the committee to make any recommendations will be four committee members. The representative quorum shall consist of representatives from each of the following:
 - Council (one)
 - Community members (two)
 - Other committee members (one).
- The community members as part of the quorum must be from one of the following groups represented on the committee: Park users, traders' association member, local residents, community residents
- Where recommendations relate to potential contravention of the law the Police representative must be consulted.
- Representatives from Council's Family, Youth and Recreation department will attend each meeting. Additional Council officers will be invited to attend on an as needs basis.
- The JSBPAC meetings are not open to the public.

Membership

Membership of the JSBPAC will comprise:

- One or more Councillors appointed annually by Council (traditionally the Junction Ward Councillor)
- Up to 14 people who preferably live, work or study in the City or have a skill set that would assist the group to achieve its objective.
- At least one Council officer to serve and support the committee.

External advisory committee members will be sought to represent the following groups:

Group	Committee positions
Skate park users (representing in-line skaters, BMX riders, mountain bike riders and skateboarders);	4
Camberwell Junction Traders Association	1
The organisation managing supervision at the JSBP	1
Victoria Police	1
Local residents (residing within 250 metres of the skate park)	2 (preferably one each from the north and south of Riversdale Rd)
Boroondara community	2
Inline skating/bike riding/skateboarding industry	1

This number of committee members is required to ensure that a broad range of stakeholders have the opportunity to be represented.

Members should have the ability to work with a variety of groups and people of different ages and have good communication skills.

Family, Youth and Recreation officers will make recommendations to Council regarding the appointment of local residents, Boroondara community and industry representatives in consultation with existing members of the committee.

The term of office will be 2 years with members being able to reapply.

Requirements of committee members

- Commit to serving for a minimum one term period, with the option of re-nominating for additional two year periods.
- Prepare for, attend and actively participate in meetings, working parties (if relevant) and planning days of the committee.
- Take an active role in advising the committee concerning the views of the stakeholders they represent.
- Committee members are not permitted to make public statements, submissions or announcements or issue correspondence (including emails) to external stakeholders on behalf of the committee or Council.

Role of Councillor

The role of the Councillor is to chair committee meetings and to facilitate communication between the committee and Council by referring relevant issues to the committee for advice and raising issues when relevant during Council meetings.

Role of Council Officer/s

- Council Officers are responsible for ensuring that committee members are notified of meetings; minutes and agendas are distributed; and actions are followed up and reported back to the committee.
- Council Officers also advise the committee on the progress or outcomes of any advice provided by the committee, any Council report or Council decision relevant to the committee's work, and the dates of Council meetings when Council will be discussing matters relevant to the committee.
- Minutes of the meeting will be recorded by a Council Officer and circulated within ten working days of the meeting to committee members.
- Agendas will be circulated five working days before each meeting.
- Contributions will be sought from all committee members prior to the circulation of a meeting agenda.

Conduct and Interest provisions

In performing their role, a member must:

- aim to work in an honest, respectful, collaborative and solution-focused manner.
- encourage fair and reasonable discussion.
- respect the confidentiality of documents before the committee and meeting proceedings.
- not make improper use of their position for personal or professional gain.

A member with a conflict of interest or perceived conflict of interest in a matter before the committee must declare their interest prior to committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

Guidance on Conflicts of Interest for committee members can be obtained from the Department of Planning and Community Development publication, Conflict of Interest: A guide for members of Council committees, October 2012.

A member who does not adhere to this code of conduct will be asked to retire.

Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the committee. This process will include:

- briefing members on the expectations and requirements of membership of the committee.
- providing members with an overview of the:
 - advisory structures and decision making processes of Council.
 - Council Plan Key Directions and Strategic Objectives and other relevant Council policies, strategies and plans.
- establishing clear objectives and priorities for the two-year term of the committee.

Selection criteria

Committee members representing skate park users, local residents and the Boroondara Community will be selected on the basis of the following criteria:

- Residency in Boroondara.
- Willingness to commit to the committee for a minimum of one term.
- Ability to represent a diversity of views and interests of the community.
- Qualifications, skills and experience the person can bring to the committee.
- Current working knowledge of issues relevant to the committee.

The following additional criteria will apply to the selection of the committee member representing the inline skating/bike riding/skateboarding industries:

- the nature of the service and/or representation they provide to Boroondara residents.
- capacity to provide a consistent representative.
- the resources and expertise that the individual or their industry / organisation can offer the committee.

Recruitment Procedure

Community and organisational representatives will be appointed to the JSBPAC every two years with the current term concluding 31 December 2015.

Representation that reflects Boroondara's demographic diversity will be encouraged.

The opportunity to participate in the JSBPAC will be promoted as required in the Progress Leader, Boroondara Bulletin, Boroondara Website, at the Junction Skate and BMX Park and via relevant Council committees and professional networks.

Nominations to represent local residents, the Boroondara community and relevant industries, will be reviewed by Family, Youth and Recreation officers and appointment decisions will be referred to Council for endorsement.

Committee members representing:

- Victoria Police
- Camberwell Junction Traders Association
- the organisation managing supervision of the JSBP

will be recruited by Family, Youth and Recreation officers liaising directly with these organisations.

Officers will co-opt new members as deemed appropriate by the committee to fill vacancies that occur during the life of the committee.

Evaluation and Review

- The JSBPAC and its Terms of Reference will be reviewed every two years by the committee and Family, Youth and Recreation department, and the results presented to Council for consideration.
- Reports on the activities of the committee will be presented to Council as required.

Contact Details

Family, Youth and Recreation
Private Bag 1, Camberwell 3124
Ph: (03) 9278 4770
Fax: (03) 9278 4611
Email: leisure.contracts@boroondara.vic.gov.au

JUNCTION SKATE and BMX PARK ADVISORY COMMITTEE (JSBPAC)

Terms of Reference - Revised October 2016

Introduction

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Name of the Group:

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Objective

To act in an advisory capacity on the management of the JSBP and support the ongoing provision of recreation opportunities for young people while respecting residential amenity.

Role of Committee

To enable decision making that is informed by the views of the variety of stakeholders of the JSBP, members of the committee will:

- discuss issues affecting key stakeholders that may arise from the use of the JSBP and advise on potential strategies to address such issues,
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will be recruited by Family, Youth and Recreation officers liaising directly with these organisations.

Officers will co-opt new members as deemed appropriate by the committee to fill vacancies that occur during the life of the committee.

Evaluation and Review

- The JSBPAC and its Terms of Reference will be reviewed every two years by the committee and the Family, Youth and Recreation department. If changes are proposed, they will be presented to Council for consideration. If no changes are proposed then a report to Council will not be required.
- Reports on the activities of the committee will be presented to Council as required.

Attachment 2

Contact Details

Family, Youth and Recreation
Private Bag 1, Camberwell 3124

Ph: (03) 9278 4792

Fax: (03) 9278 4611

Email: recreation.officer@boroondara.vic.gov.au

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