

Hyde Park Reference Group Terms of Reference



1. OBJECTIVE

The objective of the Hyde Park 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 City of Vincent's restoration of tree canopy and associated plantings post Polyphagous Shot Hole Borer treatment works.

2 MEMBERSHIP

Membership of the Reference Group shall comprise the following persons as determined by the Chief Executive Officer:

2.1 Community/Stakeholder Representatives

Up to nine (9) representatives from any one or more of the following backgrounds/categories, as determined by the Chief Executive Officer:

- Professional expertise in landscape architecture – minimum one (1) member
- Professional expertise in Arboriculture - minimum one (1) member
- Professional expertise in Biodiversity/Habitat Management – one (1) member
- Understanding and knowledge of the Aboriginal Heritage of the site – one (1) member
- 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 two (2) members

2.2 City Officers

The Executive Director Infrastructure and Environment, Manager Parks and relevant Officers as determined by the Chief Executive Officer.

3. TERM OF MEMBERS

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

4. CHAIRPERSON

4.1 The Reference Group will be chaired by the Executive Director Infrastructure and Environment or in their absence, the Manager Parks.

5. MEETINGS

5.1 Meetings

- (a) The Reference Group shall meet monthly. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (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.

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5.3 Observers and Guests

- (a) City of Vincent Council Members may attend the Reference Group meetings in an observer capacity.
- (b) The Chairperson can invite guests (eg. DPIRD Officers, Biodiversity/Habitat Specialists, Heritage Council) who may provide information to Reference Group agenda items.

5.4 Agendas

- (a) The Executive Director Infrastructure and Environment 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 Executive Director Infrastructure and Environment 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 and included with the update on PSHB in Council's monthly Information Bulletin.

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.