



GreenWay Steering Committee Terms of Reference

Introduction

The GreenWay Master Plan and Coordination Strategy adopted by the four GreenWay councils - Ashfield, Canterbury, Leichhardt and Marrickville - in October 2009, identified as Action 1.6 in the Action Plan: "Formalise the working group membership, terms of reference, protocols and reporting requirements." The Terms of Reference (TOR) has been prepared in response to this action. The TOR outlines the structure and operational protocols of the GreenWay Steering Committee.

The GreenWay Steering Committee has replaced previous GreenWay Working Groups and Steering Committees. It is separate from project management groups. It will implement the GreenWay Master Plan and Coordination Strategy, the GreenWay Action Plan and generally work towards the goal of the establishment of the Cooks River to Iron Cove GreenWay. The role of the GreenWay Steering Committee is outlined in the TOR below. This document was last reviewed in November 2011.

Role of the GreenWay Steering Committee

The role of the GreenWay Steering Committee is to:

1. Provide strategic direction on the GreenWay.

The committee will advise Councils, organisations, state agencies and state government on the way forward to achieving the goal of implementing the Cooks River to Iron Cove GreenWay. It will facilitate regional collaboration on the GreenWay corridor between councils, the community, the State Government and state agencies.

2. Be a united forum for the GreenWay

The committee will provide a forum for the four councils to establish a regional and collaborative approach for the implementation of the GreenWay.

3. Guide and implement the Cooks River to Iron Cove GreenWay Master Plan and Coordination Strategy

The committee will facilitate the implementation of the GreenWay Master Plan and Coordination Strategy through the completion of the actions listed within the Strategy. This will involve the development and implementation of regional projects, programs and grants.

4. Review and report on progress of the GreenWay Master Plan and Coordination Strategy

The committee will ensure that the Coordination Strategy remains relevant and is updated regularly to reflect progress in establishing the GreenWay, and the actions contained within the Strategy.

5. Identify opportunities for the implementation of the GreenWay including grants, sponsorship, partnerships, etc

The committee will actively seek funding and partnerships to further the establishment of the GreenWay.

6. Act as an advisory committee for GreenWay projects.

The committee will provide advice and strategic direction for GreenWay related projects. It will ensure that projects developed under the GreenWay banner are achieving GreenWay goals.

7. Provide advocacy on GreenWay issues, including response to local issues, submissions etc.

8. Communicate the GreenWay to the wider community, state and local government and other agencies. Including information sharing, newsletters, press releases and electronic media.

9. Be a centralised source of information on the GreenWay.

The council hosting the GreenWay Coordinator and the web pages will also host the GreenWay information collection.

10. Manage the GreenWay website and its content.

Resourcing for the GreenWay Steering Committee

Funding

The four GreenWay Councils will contribute funding annually to support the GreenWay Steering Committee operation and the GreenWay Coordinator position.

The group will be serviced by the GreenWay Coordinator, a position that will be hosted by one of the GreenWay councils. The GreenWay Coordinator will prepare agendas and minutes for meetings of the Steering Committee.

Branding

The GreenWay Steering Committee Branding ('g' leaf logo <cooks river to iron cove>) will be limited to activities and documents of the GreenWay Steering Committee as approved by the GreenWay Coordinator/ and or the GreenWay Committee.

Media Spokesperson

A media spokesperson will be elected from the Councillor Representatives on the Steering Committee to speak on behalf of the GreenWay Steering Committee to the media.

GreenWay Steering Committee Members

The following people have been identified as key stakeholders and therefore members of the GreenWay Steering Committee:

- GreenWay Coordinator
- An elected Councillor representative from each of the 4 councils;
- A relevant staff representative from each of the 4 councils;
- Representatives from the key community groups, Bicycle User Groups, Inner West Environment Group and Friends of the GreenWay;
- Four general community representatives.
- Special representatives consultants or advisors invited to attend and participate as appropriate; eg State Agencies, other community groups

Selection of Committee members:

Council Representatives

Councils will be requested to nominate one elected Councillor and one alternative to be members of the Steering Committee, Councils will also be requested to nominate a member of staff to represent their Council on the Committee.

Community Groups

Relevant Community Groups will be invited to nominate a representative and an alternative representative to be members of the Steering Committee.

Community Representatives

Community representatives will be selected through an open invitation for nominees to the committee (advertised in local media and on the website). Representatives will stand for two years and then will have to reapply. Potential committee members will submit a nomination form to the GreenWay Steering

Committee during the application period. The nomination form will include information on the applicant's relevant experience, affiliations to other community groups and any potential conflicts of interest. If more than three nominations are received then the applications will be considered by a selection panel consisting of a council staff member, a community group member and the GreenWay Coordinator.

Chairperson

At the first meeting a chairperson will be elected. This position will be re-elected on an annual basis.

The role of the chairperson will be to facilitate the smooth running of Steering Committee Meetings.

If the designated Chair is not available, then an Acting Chair will be elected at the meeting and be responsible for convening and conducting that meeting.

Agendas & Minutes

Agenda and minutes will be produced for all meetings by the Coordinator.

Meeting agendas will be sent to Steering Committee Members at least 1 week prior to the Meeting. Minutes will be circulated to Steering Committee Members within 2 weeks after the meeting.

Minutes from the Steering Committee meetings will be reported to Councils at appropriate Council meetings for their review, if key items need further resolutions of Councils, they shall be highlighted in the report and recommendations prepared for Councils consideration.

Frequency of Meetings

The Steering Committee will meet at least 5 times per year, in accordance with a Meeting Schedule agreed by the Steering Committee. The meeting schedule will be determined at the last meeting of each calendar year. Extraordinary meetings will be called if/when required

Meeting Protocols

Attendance

Meetings will be limited to the delegates but community members will be able to attend the meetings as observers. A request can be made to add relevant items to the agenda from non-committee members. The person nominating the item can present the item to the committee. External people will be invited to

participate at the meetings as needs arise. All agendas and minutes for the meetings will be available to the general community on the GreenWay website.

Meeting Conduct

Steering committee members shall respect the views and opinions of each other, allowing for one person to speak at a time and participate in the meeting with decorum. The Chairperson will facilitate the meeting to ensure the meeting keeps to the agenda allowing for all agenda items to be considered.

Voting Process

Decisions of the GreenWay Steering Committee will be made by general consensus. If consensus cannot be reached, a vote will be called.

Each community member of the Steering Committee will be allowed one vote, each Council will be allowed one vote. When multiple persons from one Council or community group are present only one vote per Council or group will be recorded. Decisions will be made based on a majority vote from the members present at the meeting. Members cannot vote on behalf of other members.

If required, dissenting votes will be noted in the minutes.

Dispute resolution

Any dispute resolution will be carried out in accordance with Ashfield Council's Code of Conduct Policy. This document is available on Council's website http://www.ashfield.nsw.gov.au/files//your_council/policies_plans_and_reports/policies/code_of_conduct_policy_2009.pdf

Review of GreenWay Steering Committee operation

Every 12 months the operation of the GreenWay Steering Committee will be reviewed, to ensure that it meeting its goals and terms of reference. The frequency of the meetings will also be reviewed to ensure that the committee remains relevant.

Sunset Clause

This ToR acknowledges that a process to develop a Sustainable Governance Model for the GreenWay is underway as part of the GreenWay Sustainability Project. This Sunset Clause allows for the ToR to be reviewed at any time within the sustainable governance process (outside of the normal review periods) should any new governance model be adopted by Council.