



**City Of Ryde**

---

**MACQUARIE PARK FORUM**

**TERMS OF REFERENCE**

Copyright © 2009 City of Ryde

All Rights Reserved

No part of the contents of this document may be reproduced or distributed in any form or by any means without the prior written permission of City of Ryde

## DOCUMENT APPROVAL

This Document has been approved by Council at its meeting held on \*\*\*\*.

## DOCUMENT VERSION CONTROL

<b>Document Name:</b>	Terms of Reference – Macquarie Park Forum
<b>Document Title:</b>	Terms of Reference – Macquarie Park Forum
<b>Document ID:</b>	UPS2008/1/008
<b>Document Status:</b>	Final
<b>Version Number:</b>	Version 2
<b>Date:</b>	May 2009
<b>Author:</b>	Nick Chapman, Place Manager Major Centres
<b>Authorised By:</b>	Council
<b>Distribution:</b>	Council

## CHANGE HISTORY

Version	Issue Date	Author	Reason for Change
1.0	17 Oct 2008	Cllr Services	
2.0	27 Feb 2009	Place Manager	Requested by Council on 9 <sup>th</sup> Dec. 2008

**CONTENTS**

**1.      ROLE.....4**

**2.      RESPONSIBILITIES .....4**

**3.      MEMBERSHIP, CHAIRPERSON AND VOTING .....4**

**4.      MEETINGS.....6**

**5.      COMMUNICATIONS AND REPORTING .....6**

**6.      CODE OF CONDUCT AND OTHER COUNCIL POLICIES .....7**

## 1. ROLE

### **The primary role of the Macquarie Park Forum is to:**

- Assist Council in the refinement and implementation of the Macquarie Park Master Plan vision and objectives to achieve sustainable growth in Macquarie Park.
- Assist Council to scope and oversee research, consultation and planning for a range of programs and activities to achieve the vision and objectives for Macquarie Park eg refinement of environmental planning instruments and guidelines for Macquarie Park, promotion of sustainable economic development, implementation of quality urban design.
- Provide guidance and support to Council in the development and implementation of sustainable infrastructure programs for Macquarie Park eg: roads, stormwater, catchment improvements, water and sewerage, flood management, community facilities, parks and open space.
- Contribute to the development and implementation of activities to enhance and promote the qualities of Macquarie Park, for example through participation in working groups and implementation of joint initiatives with public or private stakeholder groups eg: workplace travel plans, integrated road and public transport strategies and programs, best practise public domain, water sensitive urban design.
- Support Council's efforts to consult with a range of stakeholder and community groups, in particular the business community in Macquarie Park and key government agencies.
- Receive briefings from Council on the allocation of funds collected from Macquarie Park landowners via the Special Levy

## 2. RESPONSIBILITIES

### **The Macquarie Park Forum is responsible for:**

- Addressing, to the best of its ability, issues and opportunities which may impact positively or negatively on Macquarie Park's future as a nationally significant, vibrant, innovative and sustainable business, research, education and employment centre.

## 3. MEMBERSHIP, CHAIRPERSON AND VOTING

### **Membership of the Macquarie Park Forum comprises:**

No less than one Councilor appointed annually and appropriate representation from the following stakeholder groups:

- Commercial landowners in Macquarie Park
- Macquarie Centre (AMP/Westfield)
- Property Council
- Transport & Infrastructure Development Corporation (TIDC)
- Macquarie University
- Residents of Macquarie Park and environs
- Tenants in Macquarie Park
- Relevant business groups (eg Chamber of Commerce)
- Relevant State Government entities
- Relevant education providers

It is anticipated that the Forum will comprise about 40 members.

Additionally a number of Forum Working Groups will be established to focus on specific interests, issues or concerns. Working Groups are to be chaired and/or facilitated by Forum members or councillors. Non-Forum members may be co-opted onto individual working groups, to contribute particular skills or expertise.

Local residents, tenants and business group members shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to Council for evaluation. Forum members will not be involved in the evaluation or selection process of any local resident, tenant or business group member.

Council officers will provide professional advice and administrative support. Forum Minutes will be taken by the Place Manager Major Centres or nominated Council officer. It should be noted that employees of the Council are not subject to the direction of the Forum or any members thereof.

### **Term of Membership to Forum**

Members appointed to the Forum shall be appointed for one year, although membership can be altered at any time by resolution of Council. Each September, the current membership of the Forum will be submitted to Council for confirmation.

Membership of the Forum can be withdrawn by resolution of Council only. Council staff will attend as decided by the General Manager.

### **The Chairperson of the Committee is:**

- The Mayor or a Councillor, as elected by Council.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Forum and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Forum shall chair the meeting.

All staff are representatives of Council only and not members of the Forum.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to Forum meetings which are not otherwise outlined in these Terms of Reference.

### **Committee Facilitator**

The Facilitator for the Forum is appointed by the General Manager and is currently the Place Manager - Major Centres. The Facilitator is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Forum and its Working Groups. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Forum.

### **Voting**

No formal voting rules apply. As the Forum has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

### **Proxy**

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Forum. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Facilitator prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Forum during the discussion on the matter. The Forum shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

### **Quorum**

As the Forum is advisory only, no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

## **4. MEETINGS**

### **Meeting Schedule and Procedures**

Meetings are to be held every 4 months, usually on the 3<sup>rd</sup> Thursday of the relevant month, from 4.00pm – 6.00pm at a venue to be confirmed by Council. The Chairperson has the authority to call meetings.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

### **Public Participation**

All meetings of the Forum are public meetings. Members of the public and media can attend meetings as observers, however, they cannot speak at a meeting unless prior arrangements are made through the Facilitator.

## **5. COMMUNICATIONS & REPORTING**

The agendas and minutes of the Forum shall be stored as a permanent record of Council, as determined by the General Manager.

Draft minutes of each meeting shall be circulated to all members as soon as practicable after the meeting. Any questions by members regarding the minutes are to be referred immediately to the Facilitator and if any error in the minutes is confirmed, the Facilitator shall arrange to make the appropriate changes.

Draft minutes will be completed, ideally, within 2 weeks of the Forum meeting and, following confirmation by the Forum, will be reported to the next available Standing Committee/Council Meeting.

All agendas shall be published on Council's website.

All minutes shall be published on Council's website within 5 days of adoption by the Forum and Council.

A report may be prepared for Council's consideration where the Forum suggests an action (or actions) which staff cannot carry out within existing delegations.

Members of the Forum are not permitted to speak to the media as representatives of the Forum unless approved by Council.

## **6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES**

Each Forum member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Forum.

The conduct of each Forum member is expected to be consistent with the principles outlined in these Council publications.