



Centennial  
Parklands

# Community Consultative Committee

---

## Operating Guidelines

### STATUTORY CONTEXT

The *Centennial Park and Moore Park Trust Act* (section 7A) provides that the Trust is to establish an effective mechanism for community consultation which is to include a Community Consultative Committee (CCC).

The *Centennial Park and Moore Park Trust Regulation* provides that the CCC is to consist of 10 members, appointed by the Trust on the recommendation of the Director. A member is required to possess a sound knowledge of the Trust lands and of Trust activities, and must be able to communicate effectively with local residents, local community groups and other persons who use the Parklands.

The *Centennial Park and Moore Park Trust Regulation* further provides that the conduct of business for CCC meetings, and this is taken to include the recording and publication of meeting minutes, is determined by the Trust and subject to the Act and Regulation.

Clause 40 of the Regulation also prescribes that minutes for each CCC meeting are to be recorded and preserved.

To meet this requirement, the proceedings of CCC meetings are recorded at the time of the meeting by an elected secretary drawn from the CCC membership.

The records of the CCC are then preserved by the Trust administration on an official file and in a manner consistent with the *State Records Act* and *State Records Regulation*.

The CCC is required to meet at least once each quarter.

### FUNCTION

The CCC is the primary advisory body within the management framework of the Parklands. It is instrumental in providing a forum for communication, input and relationship building between the Trust and the Parklands' many constituencies.

The CCC functions as a surrogate for the broader community of park users and must represent a broad range of community interests to the Centennial Park & Moore Park Trust. However, the CCC is not, from a consultation or communication perspective, equivalent to the broader community.

To effectively manage the Parklands, the Trust will still seek communication, consultation and interaction with the broader community. So the CCC and the broader community both have a role to play. The best outcome is achieved where both are engaged in a complementary and structured way.

The CCC deliberates and makes decisions about matters related to the Parklands, but decisions made by the CCC do not bind the Trust or the Parklands administration. The CCC's advice, questions or opinion are conveyed to the Trust and/or the Parklands administration to assist those entities in delivering positive outcomes for the Parklands.

The CCC may undertake its advisory function by provision of advice or input either through feedback in CCC meetings, through the Chair of the CCC who is the CCC representative on the Trust, via meeting minutes, or by written report.

The CCC also provides a forum for the Parklands' many stakeholders to bring suggestions, identify issues and air views. The CCC in this instance allows for a community view to be formed and for this advice to be given either to the Trust or the Parklands administration. As a result, the CCC operates separately to any meetings between the Parklands' administration and individual stakeholder groups.

The CCC also has a role in acting as a conduit of communication back to the broader community. Given the substantial number and diversity of Parklands visitors, the CCC has a limited capacity to directly liaise with the full spectrum of visitors. While established connections are utilised, the CCC largely relies on broadcast methods (such as website information) to communicate with the many people in the community with an interest in the Parklands.

## **RECRUITMENT OF MEMBERS**

Applications are invited from any person in the community and this is generally advertised by notice in a newspaper and by posting the information on the Parklands website.

The process mirrors normal recruitment practices whereby a selection panel is convened to assess the merits of each applicant and to identify preferred candidates. The panel typically includes the Director, the Chair of the CCC and a member of the Parklands administration.

In recommending certain persons to the Trust for appointment to the CCC, the Director must be satisfied that the person meets the legislative pre-requisites (eg knowledge of Trust lands). In addition, there is some consideration of the ability of the person to complement the profile and expertise within the CCC and to enhance the composition of the CCC as a reflection of the broader community (eg gender balance, age).

## **APPOINTMENT OF MEMBERS**

CCC members are appointed as individuals, not as representatives of particular organisations, associations or user groups.

Without limiting the rights of CCC members to affiliate with particular user groups or organisations, CCC members participate in the CCC as individuals representing the community not as

representatives of any other constituency or stakeholder. Any affiliation with a particular group should be disclosed to ensure openness and transparency.

CCC members do not receive any remuneration for their participation on the committee, however will be compensated for any out-of-pocket expenses that may occur during the course of their Committee work.

## COMPOSITION

The CCC functions as a surrogate for the broader community. This is reflected in the composition of the CCC. The primary statutory requirement (Regulation clause 30(2)) is for members of the CCC to have an appropriate level of knowledge, experience and communication skills. Beyond that, the appointment of CCC members seeks, as far as is possible, to ensure that the CCC has a mix of skills, experience, gender, age, culture and background.

It also needs to be recognised that CCC members need to be drawn from a pool of applicants who respond to an invitation to apply for membership which is published in newspapers, on the Parklands website and other media. The level of diversity is therefore limited to the pool of individuals who express an interest in becoming a member of the CCC.

Clause 30(2) of the *Centennial Park and Moore Park Trust Regulation* provides that the Director may recommend himself or herself for appointment as a member of the CCC. The convention for the CCC is that the Director is a member of the CCC but the membership is delegated to a senior officer of the Parklands administration.

This particular arrangement offers the advantage of direct engagement of, and communication with, senior Parklands staff, but also provides the CCC with sufficient independence to consider matters and provide advice to the Trust at an 'arms length' from Parklands administration. The appointment as a deputy to the Director does not carry delegated decision-making powers or accountabilities resting with the Director.

## EXPECTATIONS OF MEMBERS

CCC members are volunteers but appointment to the CCC requires an appropriate level of commitment and contribution to ensure that the committee as a whole is able to function effectively and equitably.

Apologies for an absence from scheduled CCC meetings are acceptable but members who attend less than 50% of meetings during any 12 month period or who fail to register an apology for 3 consecutive absences will be asked to reconsider their position as a CCC member.

The Executive Director or the Chair of the CCC may recommend to the Trust that a CCC member be removed from office (under Clause 33 of the *Centennial Park and Moore Park Trust Regulation*).

## **COMMUNICATIONS**

The CCC aims to disseminate information in a transparent, timely and accurate way. It also seeks to ensure ongoing contact and dialogue with the Trust, Parklands administration and the community on contemporary issues confronting the Parklands and the visitors to the Parklands.

### **Communication with the community**

The CCC will publish information about the Committee, its composition and business on the Centennial Parklands website. This will include:

- Information about the role and history of the CCC
- Names of the current CCC members and a brief profile for each member
- Contact details for the CCC
- A synopsis of CCC meetings

Members of the CCC are also encouraged to participate in public events and to represent the CCC at relevant forums. CCC members attending forums may make personal representations but should not make statements or commit to undertakings which purport to represent the CCC as an entity, unless the CCC has authorised certain views to be put to the forum.

### **Communication with the Trust**

The Chair of the CCC is also a Trustee (under section 7(1)(b) of the Act), and therefore represents a direct and appropriate means of communication with the Trust. Formal CCC representations to the Trust are only made by the Chair of the CCC or nominated deputy.

By convention, the Chair of the CCC is given an opportunity at each Trust meeting to advise the Trust of any matters arising from CCC meetings.

The draft minutes of CCC meetings are referred to the Trust for information. For the sake of expediency, this usually occurs prior to the formal adoption of the minutes at the subsequent CCC meeting.

The Chair of the CCC will refer the draft minutes to the Parklands administration for inclusion in the Trust papers not less than one week prior to the next scheduled Trust meeting.

### **Communication with the Parklands administration**

In general, communications with the Parklands administration occurs via the CCC member who is appointed as a representative of the Director.

## **MEETING PROTOCOLS**

CCC proceedings are transparent and open to scrutiny. The meetings are however not conducted as an open and public forum. This is because of the physical limitations of the meeting venue, security requirements, and the limited time availability for meetings.

CCC members are appointed, not elected by constituents, and therefore the convention of public access that may apply elsewhere, for example in local government council meetings, is not warranted or appropriate.

Attendance at CCC meetings, whether as a participant, presenter, guest or observer, is by invitation only. Nevertheless, members of the community can express an interest in attending and can be afforded reasonable access, on a case-by-case basis.

Minutes are recorded by a nominated member of the CCC who acts as meeting secretary.

In addition to the meeting secretary, the Parklands administration, by convention, sends one secretarial representative to the CCC meetings, in addition to the CCC member representing the Parklands administration. The Parklands administrative representative records actions and matters pertinent to the Parklands staff.

Decision making in CCC meetings is by way of majority agreement. Unanimous decisions are desirable but not mandatory. In the event that CCC members hold mutually incompatible views on an issue, dissenting views may be recorded in the meeting minutes.

## **NON-PUBLIC INFORMATION**

Non-public information is any information which includes personal and private, commercial-in-confidence or Cabinet-in-confidence content. Information of this type often comes before the CCC for consideration, advice or action. Such information will not be disclosed or published by the CCC or its members.

## **CORPORATE GOVERNANCE CONSIDERATIONS**

The CCC strives for high ethical standards in all its dealings - with the Trust, Parklands staff and the community. The CCC adopts and promotes the principles of good corporate governance.

The CCC recognises that good corporate governance is about behaviour and relationships, about embedded values, and about the integrity with which the members of the CCC go about their business.

All CCC members will agree to conduct themselves in a manner consistent with the Centennial Parklands Code of Conduct.

All CCC members are also required to complete and sign a Statement of Interests form, and at the commencement of each meeting, CCC members are required to declare any specific interest which may give rise to a possible conflict of interest with the matters listed on the meeting agenda. In the event of a conflict of interest, the member will remove themselves from the meeting for the duration of business relating to that matter.

## RELATED LEGISLATIVE INSTRUMENTS

- *Centennial Park and Moore Park Trust Act 1983*
- *Centennial Park and Moore Park Trust Regulation 2014*
- *Privacy and Personal Information Protection Act 1998*
- *Privacy and Personal Information Protection Regulation 2005*
- *State Records Act 1998*
- *State Records Regulation 2005*