

Lake Wendouree & Gardens Stakeholder Reference Group

Terms of Reference

DRAFT

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1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Lake Wendouree and Gardens Stakeholder Reference Group. (Reference Group)
- 1.2 Council recognises the importance of stakeholder consultation in relation to the Lake Wendouree and Gardens Stakeholder References held therein. Council has established this Reference Group as a means of consultation for matters relating to Lake Wendouree and Gardens.
- 1.3 The Reference Group has the functions and responsibilities as set out in this Terms of Reference document. This Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.4 This Terms of Reference document is authorised by a resolution R126/21 Council passed on 23 June 2021.

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Seeking suitably qualified representatives of the Committee, that can provide a consultative forum to support policies, applications for development and commercial activity, with specific areas of management.
- 2.2 Managing the Precinct in order to preserve and enhance the environmental and cultural values, while providing residents and visitors with quality recreational, educational and cultural experiences with minimum cost to Council's ratepayers while attracting economic stimulus to the region's business.

3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 Ensure that the cultural, environmental and aesthetic values of the Precinct are maintained and enhanced.
- 3.2 Review applications for commercial licences and make recommendations to Council about their suitability and proposed terms and conditions.
- 3.3 Liaise with interest groups and respond to any other matters that are referred to the Group.
- 3.4 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

- 5.1 The Lake Wendouree and Gardens Stakeholder Reference Group will consist of a minimum of [8] members comprising of:

5.1.1. Up to three Councillors

5.1.2 Between eight (8) and fourteen (14) external representatives comprising of:

- One representative of the Friends of the Ballarat Botanical Gardens;
- One representatives of the Ballarat Botanical Gardens Tenants Group;
- Two representatives of the Lake Wendouree Aquatic Association;
- One representative from the Ballarat Associated Schools (BAS);
- One representative of the Tramway Museum;
- One representative of the Australian Ex-Prisoner Trustees;
- One representative of the Ballarat Fish Acclimatisation Society (Trout Hatchery) optional; and
- Up to six community representatives with expertise in fresh water ecology, native fauna management and/or heritage and cultural asset management would be an advantage.
- Council Officers to assist and advise the Committee when necessary
 - Director, Infrastructure and Environment;
 - Supervisor Lake Wendouree; and
 - Curator, Parks & Nursery

- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.

- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.

- 5.4 A Councillor appointed to the Reference Group will be designated the Chairperson of the Group.

- 5.5 When the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Reference Group may appoint any member to act as Chairperson for that meeting.

5.6 Any Councillor can attend the meeting as an observer

6. Meetings

6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.

6.2. The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.

6.3. The Chairperson will chair all Reference Group meetings.

6.4. The Chairperson is the authorised spokesperson for the Group.

6.5. The role of the Council Officer appointed under clause 5.2 includes:

6.5.1 Maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;

6.5.2 Advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;

6.5.3 Acting as the contact point between Council and the Reference Group; and assisting with meeting the Reference Group's reporting requirements.

6.2 A quorum of the Reference Group will be half of the members plus one.

7. Reporting

7.1 The Reference Group is responsible for taking proper minutes of all meetings.

7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.

7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours. (Note – this only applies when a Councillor is in attendance.)

8. Creation and Dissolution

8.1. These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made;
and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2. By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3. The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: 23 June 2021