

Terms of Reference Rozelle Parklands Working Group

1. Background

The Rozelle Interchange project has prepared an Urban Design and Landscape Plan (UDLP) in consultation with Inner West Council, community and affected landowners and businesses.

The Rozelle Parklands is around 10 hectares of public parkland and open space and the UDLP will determine items including; landscaping, tunnel portals, tunnels, service buildings, bridges, retaining walls, pedestrian and cyclist access, lighting and wayfinding, heritage, monitoring and maintenance.

While the Rozelle Interchange UDLP includes provision for two sports fields and four multi-purpose courts within the Rozelle Parklands precinct, it does not determine the recreational and sport use and maintenance for facilities not described in the UDLP. At the time of Project Approval (April 2018) and Contract Award (December 2018), it was intended that UrbanGrowth NSW Development Corporation would determine these aspects.

Transport for NSW (TfNSW) has inherited this responsibility and wishes to consult with a broad range of stakeholders to ensure the parklands are used in a fair, productive, sustainable and sensitive way for the Rozelle, Lilyfield, Balmain and Annandale community ('the local community' for the purposes of this Terms Of Reference) to meet the diverse needs of the community.

The Rozelle Parklands Working Group (the Working Group) has been established to manage this consultation and make a recommendation or series of recommendations to TfNSW under this Terms of Reference. Out of scope of this Working Group is the outcomes of the UDLP consultation and any aspects of the Rozelle Interchange project.

2. Purpose

The purpose of the Working Group is to determine the optimal uses for the Rozelle Parklands including the recreation and sport overlay (and any required facilities) for the Parklands and to ensure all perspectives are considered across government, council, community and relevant groups, to provide the best outcome for the local community.

The Working Group will provide a forum for collaboration between Group members to enable a fair, sustainable, productive and sensitive outcome.

3. Objectives

- Provide high level knowledge and expertise
- Enable collaboration between NSW Government, Inner West Council, the local community and other key stakeholders
- Enable community input through representation
- Define and advocate for the priorities of the Rozelle Parklands
- Advise on the requirements for the sustainable end state of the Rozelle Parklands
- Consider representations made on behalf of local clubs and sporting groups by members of the Working Group
- Ensure outcomes are aligned with the NSW Government and Inner West Council's strategic directions and objectives, including the NSW Government's commitment to the provision of open space
- Champion the Project, communicating its purpose and values to key stakeholders within their organisation or group.

4. Membership

Membership of the Working Group will comprise of senior executive representatives from:

- Transport for NSW, Community and Place
- Department of Planning, Industry and Environment, Open Spaces
- NSW Office of Sport
- Inner West Council
- Local community representatives (x 3).

The Working Group will remain in existence until the Working Group's recommendations have been submitted to the Minister for Transport and Roads (NSW). Membership should remain consistent, however a delegate is acceptable where required and approved by the Independent Chair.

5. Roles and responsibilities

An Independent Chair (the Chair) will be appointed, who will provide the Secretariat support to the Group and will coordinate the services required for the Group to carry out its duties.

5.1 The Chair is responsible for:

- Approving the membership of the Working Group
- Convening and managing meetings of the Working Group
- Documenting and distributing meeting minutes and action points within two weeks of the meeting
- Seeking advice from Members on any conflicts of interest, including pecuniary ones and managing any conflict of interest
- Ensuring all agenda items are discussed
- Leading the group and facilitating discussion and ensuring meetings start and finish on time
- Inviting other persons to facilitate relevant discussions
- Providing Interim and Final Recommendations to the Minister for Transport and Roads (NSW)
- Coordinating consensus on the Final Recommendation
- Assessing and approving delegates to the Group where a Member cannot attend
- Assessing and approving disbursement costs incurred by Group Members for facilitating community engagement
- Providing a resource to deliver Secretariat Services for the Group.

5.2 The Secretariat is responsible for:

- Ensuring the agenda is circulated five business days prior to Working Group meetings
- Setting up Microsoft Teams meetings or meeting rooms, as appropriate
- Capturing actions and minutes from the Working Group meetings
- Circulating ad-hoc documents as required to facilitate the Working Group agenda.

5.3 Transport for NSW is responsible for:

- Assessing and making recommendations to the Chair for the community membership of the Group.

5.4 Working Group members are responsible for:

- **NSW Government members:** Representing their relevant organisation or group at the meetings
- **Inner West Council members:** Representing their relevant organisation and local constituency needs such as sporting needs at the meetings
- **Local community members:** Being identified as a Community Representative on a NSW Government website, including a contact e-mail address or other contact details
- Ensuring the relevant strategies and programs are adhered to
- Providing expert advice and opinions to deliver the best outcomes for the Rozelle Parklands
- Attending Working Group meetings, or providing a nominated delegate (subject to the Chair's approval) at each meeting in their absence
- Providing advice, direction and endorsement where required
- Leading or attending Subgroup meetings

- Consulting within their organisation or community to communicate Working Group actions, outcomes and next steps including sharing endorsed minutes within a week of publication.

5.5 Subgroup meetings

- Subgroup meetings may be required to provide advice and information to Working Group members, in order for the Working Group members to provide appropriately informed representation to the Working Group
- Subgroup meetings will be decided on and approved by the Working Group
- Subgroups will undertake specific projects to resolve specific risks or issues identified by the Working Group. The Subgroups will;
 - be chaired by an assigned member of the Working Group
 - circulate, in the form of minutes, to the Working Group the; purpose, outcomes, members, meeting locations.

6. Meetings

6.1 Meeting timing and frequency

- The Working Group will meet **at least** every four weeks. In addition to ordinary meetings, special meetings may be called as initiated by the Working Group Chair
- Meetings will occur between 6pm-8pm on a Wednesday night, however may be required to be extended. Meetings will comply with relevant NSW Health guidelines
- The initial, and any extraordinary meetings required, may occur at different times and durations.

6.2 Meeting agenda

- A notice of each meeting confirming the agenda and relevant attachments will be forwarded to each member at least five business days prior to the meeting date
- Meetings will cover previous meeting's actions
- Regular agenda items will include
 - a discussion of progress
 - risks and issues
 - feedback from any Subgroup meetings held
 - feedback from Community Representatives on discussions with Community Groups.
- Members can request that a relevant item be placed on the agenda. Member items need to be submitted to the Secretariat at least 10 business days before a meeting, or tabled at the meeting under 'other business' for the following meeting's agenda
- Meetings are permitted to be held in person, or online using Microsoft Teams as agreed by members.

6.3 Meeting dates

- Working Group meetings will be held on a Wednesday between 6pm-8pm on the following dates:
 - **2020**
 - 2 December
 - **2021**
 - 27 January
 - 10 February
 - 17 March
 - 21 April
 - 26 May (if required)
- Other meetings will be convened if required.

7. Review and reporting

- Working Group reporting will be captured through meeting minutes and published on the TfNSW website
- The Final Recommendation Report will be published on the TfNSW website
- Any changes to the Terms of Reference or Working Group membership must be endorsed by members of the Working Group, led by the Chair.

8. Outcomes

- The Working Group will present a recommendation (which can be made up of multiple items) to the NSW Government on the end use of Rozelle Parklands; for example; the optimal uses for the parklands that includes the recreation and sport within the Rozelle Parkland precinct, facilities required to enable that use, and access and mitigation of any impacts as a result of these recommendations
- An Interim Recommendation will be provided to the Minister for Transport and Roads (NSW) Office following the meeting held in March 2021
- The Group's April 2021 meeting will assess and finalise any outstanding actions following the receipt of the NSW Government's response
- The recommendation must be endorsed unanimously by the Working Group (*see item 10. Dispute Resolution for further information*)
- The Final Recommendation will be presented to the Minister for Transport and Roads (NSW) by the Chair by May 2021
- The Minister for Transport and Roads (NSW) will advise their response.

9. Assumptions and constraints

- The budget for the optimal uses for the Rozelle Parklands that includes the recreation and sport overlay has been determined by the NSW Government
- Priorities of landscaping, social and community amenity, recreation overlay and facilities and the need for movement to and from the facilities (car parking, active transport) is to be discussed as part of the Working Group
- The local community's open space and recreation needs are the priority when determining optimal uses for the Parklands
- TfNSW will remain the landowner for the Rozelle Parklands
- A Care, Control and Maintenance agreement will be entered into with Inner West Council, subject to agreement between the parties
- The specified end state infrastructure recommended to the NSW Government must fit within the constraints of Council's ongoing available operational maintenance budget.

10. Dispute resolution

- Every attempt will be made to resolve disputes within the Working Group's membership
- The May 2021 meeting will act as a dispute resolution meeting, pending the response from the NSW Government on both Recommendations and the Dissenting Report(s)
- TfNSW (as land owner) and Inner West Council (as operator) may make an agreed Recommendation to NSW Government via the Chair if a unanimous agreement has still not been reached by May 2021.

11. Standards of behaviour

In meetings of the Working Group, attendees will:

- be respectful to fellow members and not engage in unconstructive, threatening, intimidating or disorderly behaviour
- refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment
- follow good meeting practices
- accept direction and advice from the Chair
- make points succinctly
- enable all members to be equally heard, not speak over each other and listen to all other member's points of view
- take all relevant information into consideration

- agree that should confidential information be shared within the Working Group, this information remains confidential. The Working Group will be advised, in advance, when information is confidential
- The Chair will, if necessary, determine if any member is not conducting themselves in accordance with the standards of behaviour or in the spirit of these Terms of Reference
- The Chair will ensure that issues of concern raised by members are properly considered.

12. Media and public comment

Working Group members are not restricted from discussing issues with or providing their own opinions to the media. When doing so members should not:

- attribute comments, questions or answers to questions to an individual (NOTE: it is suggested that members attribute comments to “a Community Representative”, “a Representative of TfNSW”, etc). As a courtesy the Chair requests they be informed of engagement with the media in relation to Working Group business.
- use logos or the intellectual property of TfNSW or any other stakeholder in any media, without consent.
- speak on behalf of or purport to speak on behalf of the Working Group or the Project, noting representatives are permitted to disclose their membership of the Working Group.

Members are welcome to distribute copies of the endorsed final minutes that are posted to the TfNSW website to community organisations, groups or individuals.