

Guidelines for Queenscliff Parking Working Group

1 Purpose, Objectives and Scope

Purpose

The Working Group's role is to provide a broad range of community perspectives into the development of solutions to the on street parking problems of Queenscliff.

The group's activities will complement a broader community engagement process that will be undertaken by Council.

Objectives

The Working Groups is established by Warringah Council to:

- Harness the views and expertise of the wider community to assist Council in planning strategically for the future of parking in Queenscliff
- Act in an advisory capacity to Council, facilitating greater understanding between Council and the community

Scope & Limitation of Powers

The working group and community's feedback is one of the many inputs that will need to be considered in developing solutions to parking issues in Queenscliff.

The group will be advisory only. Members do not have the authority to instruct staff or to make decisions on Council's behalf.

Meetings of the working group will be summarised so that the full range of views within the working group can inform the recommendation to Council.

Establishment & Dissolution of the Queenscliff Parking Working Group.

The working group is to be established for the duration of the development of options to address parking issues in Queenscliff. It is planned to have a series of options ready to be used to survey the Queenscliff community in June 2014.

It is envisaged that the group will have its initial meeting on Monday 5 May. The meeting will be conducted in an active workshop-style where working group members will be working alongside the Council Traffic Engineers to:

- explore a range of issues relevant to parking in Queenscliff

- examine a range of options to address the issues
- provide advice on the range and efficacy of solutions from a residents' perspective

There may or may not need to be further meetings of the group during the development and discussion of options.

The working group will cease once the options have been reported to the Warringah Traffic Committee.

Responsibilities of Members

- All members of the Working Group have an obligation to objectively consider and constructively participate in group deliberations.
- Community members must always be mindful that in addition to providing their own specific expertise and perspectives, they also have a responsibility to represent the views of all residents and be prepared to represent those views in an unbiased way at meetings of the Working Group.
- All members must abide by Council's values as well as other obligations that apply both legally and ethically as advisors to Council.
- All members should make an effort to attend as many meeting/s as possible, make a positive contribution on behalf of the Warringah community and actively engage members of the community about Group deliberations.
- All members must ensure that they are aware of their obligations under Council's Code of Conduct and maintain confidentiality where appropriate.
- Members of the Working Group do not, by virtue of such membership, have the authority to make representations to the media on Council's behalf.

Responsibilities of Council

- Council will acknowledge the value of the Working Group and their members and give genuine consideration to advice made by the group.
- Council will resource meeting/s of the working group and ensure the efficient carriage of functions related to their operation.

2 Working Group Operations

Attendance at Meeting/s

All members are expected to attend meeting/s of the working group or otherwise tender their apologies to either the Facilitator or the Council officer responsible for coordinating meeting/s of the Group.

The General Manager is entitled to attend meeting/s of the Working Party. The General Manager will also ensure that appropriate Council officers are in attendance.

Frequency, Timing & Duration of Meetings

It is envisaged that the working party will meet at least once in May as part of the development of options to put to the community. There may be other meetings of the group, which will be discussed and agreed upon during the process.

The meeting/s will be activity-based workshops with the Council Traffic Engineers. The meeting/s will be no longer than two hours in duration.

Facilitator

The Facilitator is responsible for:

- ensuring the smooth operation of meetings and workshops
- ensuring that the working group has access to team and Council expertise that will assist to maximise their informed participation in the group.
- Reviewing the notes from each meeting or workshop and preparing the Outcomes Report

Recording

Notes will be maintained of all workshops and working group meetings. An outcomes report of the working group process and key considerations will be prepared at the conclusion of the working group process. These notes will be made available to the public on Council's web page.

Resourcing

Meeting/s of the Working Group will be held in venues provided by Warringah Council. Light refreshments will be provided by Council to members during the meeting/s

3 Council's Values

All members of the Working Group are expected to observe Warringah Council's adopted Values. They are:

Respect *Treat others with kindness and courtesy. Communicate openly, honestly and in a timely manner. Acknowledge the values, ideas and contributions of others*

Integrity *Deliver on commitments. Act fairly and ethically. Apply sound judgement and common sense. Be consistent in decisions and actions. Act lawfully in all dealings*

Teamwork *Value all members and their contributions. Share knowledge and skills with others. Work together with initiative and enthusiasm. Acknowledge contributions and celebrate success*

Excellence *Welcome, encourage and support new ideas and initiative. Encourage continuous improvement, learning and evaluation. Lead by example. Use resources productively. Encourage flexibility.*

Responsibility *Focus on agreed priorities and meet obligations. Be accountable for actions and outcomes. Be proactive in learning and development. Strive for best possible performance*

4 Code of Conduct Obligations

All members of the working party are to acknowledge and abide by their responsibilities under the relevant Code of Conduct, which is available on line at <http://www.warringah.nsw.gov.au/your-council/plans-publications-and-policies/policies/code-conduct-policy>