

TERMS OF REFERENCE

Yaralla Estate Community Advisory Committee

NAME	Yaralla Estate Community Advisory Committee
GOVERNANCE	SLHD Executive
OBJECTIVE	To act as an advisory group to the trustee of the Yaralla Estate
PURPOSE	<p>The Community Advisory Committee has a defined role and terms of reference.</p> <p>The Community Advisory Committee's objectives are to:</p> <ul style="list-style-type: none"> • advise and assist the Trustee (SLHD) in the development and review of its plans and policies for Yaralla Estate; • monitor and evaluate the use of the Yaralla Estate; • advise the Trustee (SLHD) on possible new or modified services, facilities and uses; • advise the Trustee (SLHD) on everything from maintenance priorities to tree planting and conservation management plans; • maintain and promote the integrity of the heritage of Yaralla Estate <p>In addition, the members of the Community Advisory Committee will keep up-to-date with visitor and local community issues relating to the Estate and actively engage with the community through attendance at resident association meetings and formal local council forums.</p>
MEMBERS	<p>Dr Teresa Anderson, Chief Executive, SLHD</p> <p>Dr Tim Sinclair, General Manager, Concord Repatriation General Hospital, SLHD</p> <p>Mr Allan Marsh, Parklands and Asset Maintenance, Sydney Olympic Park Authority</p> <p>Ms Lois Michel, City of Canada Bay Heritage Society</p> <p>Prof. Robert Lusby, Senior Clinician, Concord Repatriation General Hospital</p> <p>Mr Stuart Read, NSW State Heritage Office</p> <p>Dr Roger Garsia, Senior Clinician, Royal Prince Alfred Hospital, SLHD</p> <p>Mr Stephen Saldatos, Head Gardener, Concord Repatriation General Hospital, SLHD</p> <p>Mr Guy Pinkerton, Local Resident / Neighbour</p> <p>Mr Jeremy Roper-Tyler, Local Resident / Neighbour</p> <p>Mr Robert Hussey, Local Resident / Neighbour</p> <p>Mr Norm Buckley, Local Resident / Neighbour</p> <p>Ms Suzanne Riley, Local Resident / Neighbour</p> <p>The Community Advisory Committee is to ordinarily consist of 13 members, with the Chief Executive of Sydney Local Health District and (Trustee of the Walker Estate Trust) being able to recommend any other person whom he/she is satisfied:</p>

	<ul style="list-style-type: none"> • has a sound knowledge of the Walker Trust lands and of Trust activities, and • is able to communicate effectively with local residents, local community groups and other persons who use the Yaralla Estate.
RECRUITMENT OF MEMBERS	<p>The Sydney Local Health District as the Trustee for the Yaralla Estate is required to maintain a working membership of the Community Advisory Committee at all times, and will call for nominations for application to the Community Advisory Committee when vacancies on the committee arise.</p> <p>Applicants for this committee must be able to demonstrate:</p> <ul style="list-style-type: none"> • a strong commitment to the Yaralla Estate; • an ability to communicate with a variety of community groups and individuals that have an interest in the Yaralla Estate; and • a commitment to the Yaralla Estate's diversity of values and stakeholder views. <p>All vacancies will be advertised on the Sydney Local Health District's Yaralla Estate website and in Sydney newspapers.</p>
TERM OF OFFICE	A member of the Community Advisory Committee (other than the Chief Executive) will hold office for a term of two years, and will be eligible for reappointment as a member for any number of terms.
CHAIRPERSON	<p>The Chief Executive of Sydney Local Health District, as the Trustee of the Yaralla Estate, is the chairperson of the Community Advisory Committee. In the absence of the chairperson, the deputy may, if available, act in the place of the chairperson.</p> <p>The chairperson is to have a deliberative vote and, in the event of an equality of votes, a second or casting vote.</p>
SECRETARIAT	Graduate Management Trainee
QUORUM	<p>The chairperson (or deputy) and five other members, including at least two community members, form a quorum at any meeting of the Committee and any duly convened meeting at which a quorum is present is competent to transact any business of the Community Advisory Committee.</p> <p>Questions arising at a meeting of the Committee are to be determined by a majority of the votes of the members present and voting.</p>
MEETING FREQUENCY	The Community Advisory Committee is required to meet at least once a quarter. In addition, the following details are prescribed as to the structure, procedures and obligations of the Community Advisory Committee and its members.
ROLE	All Community Advisory Members must sign and agree to the Code of Conduct, outlining the requirement to act in good faith, act honestly and not make improper use of information acquired as a Community Advisory Committee Member. Community Advisory Committee Members are required to use sound judgement and discretion at all times. Members are also required to disclose any conflicts of interest or gifts and benefits received as a result of being a member of the Community Advisory Committee.

REVIEW	Terms of Reference will be reviewed at the time of changes to the Committee membership or purpose. Performance will be reviewed annually
REPORTS	Quarterly report on progress against the Community Advisory Committee actions.
MINUTES	<p>The chairperson of the Community Advisory Committee is to ensure minutes of each meeting of the Committee to be recorded and preserved.</p> <p>The Community Advisory Committee will also place a summary of discussions on the Sydney Local Health District website at the earliest practical time.</p>