



Community trustee boards

Overview

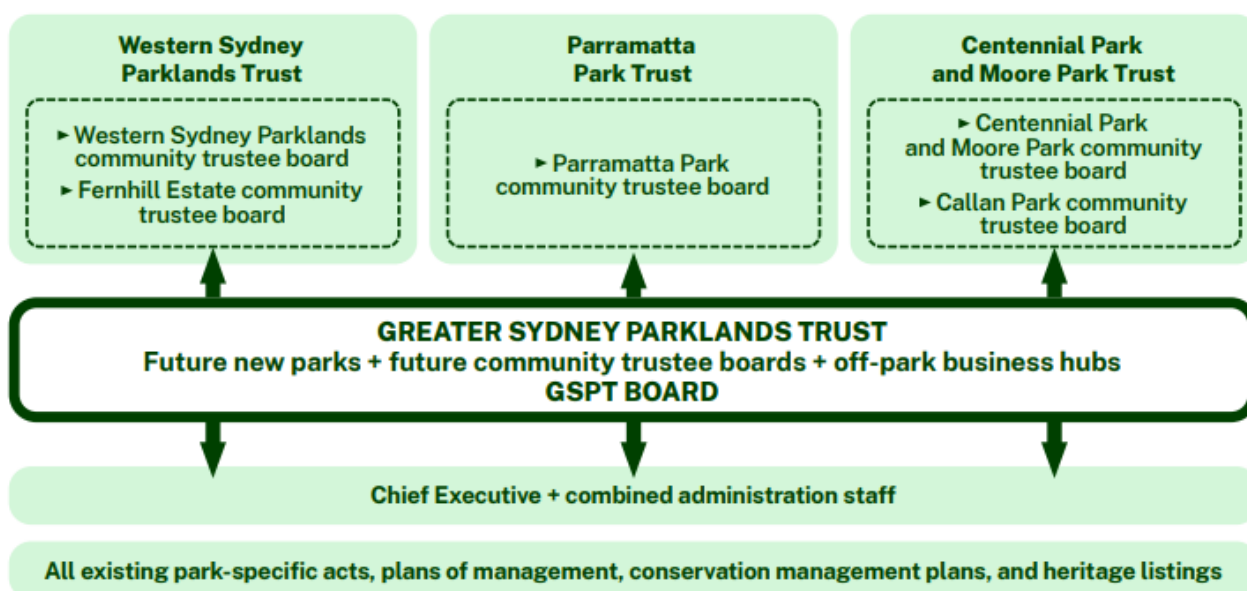
The establishment and operation of community trustee boards, as one mechanism for ongoing engagement across the Greater Sydney Parklands (GSP) estate, was a key requirement of the *Greater Sydney Parklands Trust (GSPT) Act 2022* (the Act). The community trustee boards were established in 2022 for Callan Park, Centennial Park and Moore Park, Parramatta Park and Western Sydney Parklands.

Although it is not a legislative requirement of the Act, a community trustee board was also established for Fernhill Estate. Over time additional community trustee boards may be established by the Minister on the recommendation of GSP for other parts of the GSP estate, should it expand.

Community trustee boards provide a unique opportunity for community members to have a direct impact on decision-making in their local park. Community trustee boards are advisory boards made up of diverse community members that provide advice to GSP on parkland matters.

Importantly, community trustee boards provide openness, accountability and transparency through publicly available meeting agendas and summary reports. They involve discussion of strategic priorities for each park through open dialogue and sharing of meeting summary reports to the Greater Sydney Parklands Trust (GSPT) Board and executive.

The following diagram shows the relationship between the community trustee boards and the GSPT Board.



Our *Consultation and Engagement Framework 2023* outlines our approach to the community trustee boards including:

- Appointment through expressions of interest and a process for ensuring a diversity of local representation and views, particularly by First Nations Peoples, as well as heritage and relevant local council nominated community representatives
- Roles and responsibilities
- Meeting procedures
- Reporting by community trustee boards in relation to their functions
- Reporting how we consider and respond to the advice of community trustee boards.

Community trustee boards operate on 3 key principles: diversity and inclusion, dialogue, and advice. Principle 2 outlines procedures for and reporting of meetings, and Principle 3 outlines the reporting loop between GSP and community trustee boards on consideration of their advice.

Principle 1 – Diversity and inclusion	<ul style="list-style-type: none"> • Community trustee boards must incorporate representatives with expertise in First Nations culture and with expertise in heritage. • Community trustee boards must incorporate representatives from local government. • The community trustee boards will seek to reach diverse members of the community who reflect the community across the 11 local government areas of Blacktown, City of Sydney, Cumberland, Fairfield, Inner West, Liverpool, City of Parramatta, Penrith, Randwick, Waverley and Woollahra. • This approach recognises parklands widespread use and responds to the 50-Year Vision to grow GSP overtime. All criteria for selection of participants must be met by each member.
Principle 2 – Dialogue	<ul style="list-style-type: none"> • The community trustee boards are characterised by dialogue through deep listening as a fundamental part of effective engagement. • Agenda items will be developed in collaboration between Chairs and the GSP leadership team. • Each community trustee board will meet at least 4 times per year. • The meeting agenda will be distributed at least 7 days prior to each meeting. • Summary reports will be uploaded to the GSP website within 7 days to ensure they are publicly accessible as part of a transparent approach. • Feedback from all meetings will be documented with a summary report that will be provided to members within 48 hours of the meeting, for comment and confirmation as an accurate record.
Principle 3 – Advice	<ul style="list-style-type: none"> • A direct feedback loop has been established from community trustee boards to the GSP leadership team (including Chief Executive; Director Community, Engagement and Partnerships; Director Property; Director Finance; Director Operations, Visitors and Sport; and Director Strategy, Design and Delivery) and GSPT Board. Meeting summaries are reported to the GSPT Board. • A summary of the GSPT Board response to community trustee board feedback is provided to community trustee board members (noting that urgent matters are identified and addressed in a timely way).

Role and responsibilities

Community trustee boards are advisory – they provide advice, input and recommendations on park management and local community issues, including matters such as park stewardship, usage, activities, and heritage, environmental and cultural issues. Members provide valuable local advice on a range of parkland matters to inform and contribute to strategic decision-making by GSP, including planning, processes and policies that may impact future amenity and public access to the parklands, as well as the



ongoing management of the parklands. Examples include priorities for parks, master plans, landscape plans, capital works and other projects.

As per the Act, community trustee boards do not have delegation or decision-making powers.

In summary, in performing their role, the community trustee board will:

- Provide informed strategic advice to the GSPT Board on matters relating to the park
- Advice, share information and facilitate partnerships that assist GSP to develop its plans and increase community connections
- Advocate on behalf of and promote understanding of the needs of and issues affecting the local community, ensuring inclusion and equity of access for community members
- Contribute local knowledge on relevant issues, emerging trends, opportunities and community needs, though their own experience and existing connections.

Community trustee boards operations are supported by *Terms of Reference* and a *Code of Conduct*.

Community trustee boards meet least 4 times per year, alternating between in-person and online meetings. Meetings are 1.5 hours duration, usually from 6pm to 7.30pm.

Out-of-session meetings, briefings or workshops as part of a consultation program may also be required.

Membership

Each community trustee board has at least 7 members including a Chair, as prescribed in the respective *Terms of Reference*.

Each community trustee board should:

- be representative of community diversity in relation to gender, age and cultural background
- include a community representative nominated by each relevant local council
- include representation for local First Nations peoples
- include a representative who has experience or skills in heritage or heritage management.

Appointment terms will be staggered from 2025, meaning that only a certain number of positions will be advertised at one time to ensure continuity. New term appointments are for 2-years.

Recruitment process and eligibility criteria

Vacancies are publicly advertised through multiple channels. Interested nominees are asked to complete an online Expression of Interest (EOI) form outlining their suitability for the role and demographic characteristics. Nominees must complete a formal Candidate Registration form, privacy notice and provide a current resume. Probity screening is also required.

Nominations are assessed in accordance with the eligibility criteria outlined in the Act and *Terms of Reference*:

- Demonstrated skills, experience and capacity in relation to the eligibility criterion and diversity of the CTB. Diversity considers continuing member, council representatives and vacancies.
 - The person has sound knowledge of the parkland, including the activities carried out in the parkland
 - The person has ability to communicate effectively with residents, local community groups and other persons who use the parkland.



- The overall membership of the board will be reflective of the broad range of views and interests of the community and persons who use the respective park, and must have regard to the need for the board to:
 - be representative of diversity including, for example, in relation to gender, age and cultural background
 - include representation for local First Nations peoples, and
 - include a representative who has experience or skills in relation to heritage.

Members may also have other relevant skills and experience, ranging from environmental expertise to cultural connections to local community groups.

GSP will assess the nominations and short list members in accordance with the above assessment criteria. Member appointments (including Chairs) are made by the Minister for Planning and Public Spaces.

It is a NSW Government requirement that probity checks are conducted on the recommended members prior to approval. The requirement applies to all appointments and reappointments to NSW Government boards and committees, including unremunerated/voluntary roles.

Probity screening is a process to check the suitability of a person. It involves gathering and reviewing evidence about a person, at a point in time, to assess the person's general integrity and honesty. Where probity checks have been successfully completed with no adverse findings, the nomination can progress to the final stage, which is formal recommendation seeking Ministerial appointment.

Personal information collected during probity screening will be stored securely and confidentially, with access strictly limited. The collection, use, storage and destruction of personal information for the purpose of probity screening is governed by the *Privacy and Personal Information Protection Act 1998*.

New member induction

Following appointment, new members will receive an information pack, and an online induction session will be held.

The first meeting for new members will be held in mid-2025.

All members must agree to the *Code of Conduct* and *Terms of Reference*.

For more information visit <https://www.greatersydneyparklands.nsw.gov.au/community-engagement>

February 2025

