DRAFT
PARK INFRASTRUCTURE DELIVERY COMMITTEE CHARTER

Adopted XX/XX/2026

TRIM 095289.2026

DRAFT PARK INFRASTRUCTURE DELIVERY COMMITTEE CHARTER

DIRECTORATE: **Office of the CEO**

BUSINESS UNIT: **Program Manager (Growth Area Infrastructure)**

1. NAME

Park Infrastructure Delivery Committee (PIDC)

2. DEFINITIONS

Act – *Local Government Act 1993*
PIDC – Park Infrastructure Delivery Committee
CEO – Chief Executive Officer
LGA – Local Government Area
Council – Liverpool City Council

3. STATUS OF COMMITTEE

The Committee is an advisory body tasked with providing advice and recommendations to the Council.

4. PURPOSE

The purpose of the Park Infrastructure Delivery Committee is to:

a) Provide transparency and visibility regarding Council's park infrastructure delivery program including timelines, budget, and project status.
b) Provide for collaborative discussion between Council, community and State and Federal representatives regarding Council's park infrastructure delivery program.

5. OBJECTIVES

The objectives of the Park Infrastructure Delivery Committee are:

a) Visibility
    i. View timelines and delivery performance.
    ii. Identify bottlenecks.
b) Governance
    i. Promote transparency in decision making
c) Community input
    i. Act as an additional channel for community interaction with Council.
d) Coordination
    i. Facilitate engagement with State and Federal Governments.

ii. Support alignment of funding with delivery priorities.
iii. Explore opportunities to expedite projects.

6. SCOPE

The scope of the Park Infrastructure Delivery Committee is as follows.

The Committee will have visibility of:
a) New park infrastructure in growth areas (e.g. parks, reserves, sports fields and playgrounds).
b) Significant upgrades to existing park infrastructure.

The responsibilities of the Committee include:
a) Receive updates on park infrastructure projects.
b) Explore opportunities to expedite projects.
c) Review matters referred to the Committee by Council.
d) Provide recommendations to Council for consideration where appropriate.
e) Promote transparency regarding Council's park infrastructure delivery program.
f) Provide an additional channel for community interaction with Council.

The responsibilities of the Council include:
a) Administrative support.
b) Reports and updates for the Committee.

7. COMMITTEE DELEGATIONS

a) The Committee has no delegation of authority to make decisions on behalf of Council. Its role is to make recommendations to Council.
b) The Committee does not have the power to incur expenditure.
c) The Committee does not have the power to bind the Council to any action or expenditure.
d) The Committee can make recommendations to the Council or another Committee of the Council on all relevant business presented before it. Recommendations of the Committee will generally be presented in the form of a report to Council from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
e) If the CEO determines that any recommendations made by the Committee are substantially operational in nature, the recommendation will be referred to the relevant Director. Any consequent action or decision not to act will be reported to the Committee at its next meeting.

8. REPORTING

a) Minutes will be recorded for all meetings and will be reported to Council.
b) A delivery overview will be maintained including:
    i. Project status
    ii. Budget
    iii. Key milestones
    iv. Project risks (where relevant)

9. MEMBERSHIP

The Committee will consist of the members outlined in Table 1.

Table 1:

Members	Number	Term	Method of Appointment
Voting Members			
Chairperson	1	Council Terms	Refer to 10.5.a)
Councillors	5	Council Terms	Resolution of Council
Community Representatives	5	2 years	Appointed by the CEO. Expression of interest based on: • Demonstrated community involvement • Relevant expertise (e.g. planning, design, construction, recreation) • Geographic representation across the LGA Reappointment is subject to eligibility.
Non-Voting Members			
Local State Member(s) of Parliament	1 or more	Ongoing	By Council invitation, based on eligibility and relevance to the Committee's purpose.
Local Federal Member(s) of Parliament	1 or more	Ongoing	By Council invitation, based on eligibility and relevance to the Committee's purpose.
Council Officers (Advisory)			
Chief Executive Officer (or delegate)	1	Ongoing	Chief Executive Officer (or delegate)
Relevant Directors and Staff (as required)	As Required	As Required	Relevant Directors and Staff (as required)

9.1. Guest Speakers

The Convenor may invite external subject matter experts to present on a specific agenda item covered in a meeting as a guest speaker. Guest speakers participate in meetings as non-voting members.

9.2. Observers

a) Non-members of the Committee can attend meetings as observers, with the permission of the Chairperson.
b) Observers can participate in discussions to the extent permitted by the Chairperson.
c) Observers must be willing to abide by the Charter, Council's Code of Conduct, and Meeting Code of Practice.

9.3. Council Officers

a) The Chief Executive Officer (or delegate) will have an ongoing term and will be a member of the Committee and shall assign relevant executive and other staff to the Committees in an observer / advisory capacity.
b) The relevant Directors will be included as required and will be appointed by the Chief Executive Officer or their delegate.
c) Administration support is provided for the preparation of the agendas, recording of the minutes and distribution of the agenda and business papers.

10. APPOINTMENT OF MEMBERSHIP

10.1. Councillors

Five (5) Councillors are to be appointed by Council resolution. All Councillors are entitled to attend, speak and participate in Committee deliberations; however, only those appointed to the committee have voting rights.

10.2. Community Representatives

The community representatives will be appointed by the CEO. The criteria for membership of the Committee as a community member are:

a) Demonstrated interest in the planning, development, maintenance and use of park infrastructure, or similar.
b) Demonstrated experience and/or knowledge in park management, recreation planning, infrastructure, or related fields.
c) Ability to achieve objectives in a team environment.
d) Willingness to support community awareness and capacity building to achieve positive outcomes for park infrastructure.
e) Commitment to representing the interests of the community in matters relating to park infrastructure.

10.3. Method of Appointment for Community Representatives

Community representatives shall be elected as follows:

a) Advertisements for nominations to the Committee as a community representative shall be advertised for at least one month in relevant print and digital media prior to the expiry of the term of the incumbent Committee members.
b) In the case of a vacancy created by a community representative resignation or removal, an advertisement for nominations must be placed on the Liverpool City Council website as soon as practical following the finalisation of the resignation or removal. The term of the appointment for the vacant position shall be the same as the remaining term of that position.
c) Only persons who works or resides in the Liverpool LGA are eligible for Committee membership as a 'Community' representative.
d) Nominations shall be made in writing to the CEO.
e) A report will be submitted to CEO after the closing date for nominations assessing each of the nominees against the selection criteria and making recommendation.
f) The final decision in relation to appointment to the Committee as a community or industry member shall be made by the CEO.
g) Following the confirmation of each new member, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment, it may be filled by an applicant on the eligibility list. The eligibility

list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by the Council through its usual process.

10.4. Support Staff

a) Administrative Support – A Council officer will attend Committee meetings to provide administrative and other support to the Committee. Additional administrative support will be provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.
b) Subject Matter Experts – Council officers representing the relevant business unit or discipline will attend Committee meetings to provide expertise when reporting and deliberating agenda items.
c) CEO – The CEO, or an employee of Council delegated by the CEO, will execute functions as identified in the Charter.

10.5. Chairperson

a) The Mayor (or their delegate) will be the Chairperson of the Committee.
b) The Committee may elect the position of a Deputy Chairperson.
c) The election of the Deputy Chairperson is to be held at the first meeting of the new Committee.
d) The role of the Chairperson is to preside over the Committee meetings. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee. The Chairperson will ensure orderly conduct and facilitate balanced participation in meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson will preside over the meeting.
e) If the Chairperson (or Deputy Chairperson) is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
f) The election of the Deputy Chairperson or Acting Chairperson must be conducted:

a) By the CEO or, in their absence, an employee of Council designated by the CEO to conduct such an election.

or b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

11. TERM OF OFFICE

11.1. Term

a) Committee members serve a two-year term and at the commencement of a new term, previous members may reapply.
b) All Councillors will be members of the Committee during their term of office as Councillors.
c) The Committee will be reviewed at the beginning of a new Council term.

11.2. Casual Vacancy

Should a vacancy occur during the term of appointment it will be filled by following the normal process for appointments.

11.3. Non-Attendance at Meetings

a) Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Committee member should notify the Committee Chairperson of their planned absence from a meeting.
b) Any Committee member knowing that they will be absent for three or more consecutive meetings should notify the Committee Chairperson in writing of the planned absence.
c) Any member of the Committee may appoint another suitably qualified person as an alternate to attend and vote at a meeting of the Committee. The Chairperson shall be notified of any alternate member attending the meeting. Only when genuinely unable to attend a meeting may a member appoint an alternative member.
d) In the event of a member being absent for three or more consecutive meetings without apology, an alternate, or the approval of the Committee, the Committee can vote on whether to declare that member's position vacant and inform the member of the outcome and fill the position as a casual vacancy.

11.4. Removal of Committee Members

The Committee may, by resolution of Council, recommend to Council the removal of any member of the Committee before the expiration of the member's term of office. The decision of Council is final.

11.5. Resignation from Committee

Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chairperson.

12. QUORUM AND RECOMMENDATIONS

a) The quorum required to enable business to be transacted at meetings is:
    i. Chairperson (or their delegate)
    ii. 2 Councillors
b) Council officers, community representatives, non-voting members and guest speakers at the meeting do not form part of the quorum.
c) In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items although any recommendation made will not become formalised until it has been ratified at the next Committee meeting with a quorum present.
d) Wherever possible, decisions of the Committee will be made based on consensus, that is, where all Committee members present agree.
e) At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those Committee members present at the meeting, if there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote. Only Committee members may vote.
f) Committee recommendations are not binding on Council. To obtain endorsement a Committee recommendation must be reported to the Council for its decision.

13. MEETINGS AND MEMBERS OF THE PUBLIC

Meetings of the Committee are normally not open to members of the public because meetings may involve information that would, if disclosed:

a) Confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.

b) Reveal commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of Council.

The Chairperson may invite representatives of organisations or the general community to address the Committee on matters on the agenda.

Relevant experts, stakeholders, and community members may be invited to participate in the Committee from time to time, as determined by the Committee.

14. MEETING PRACTICE AND PROCEDURES

a) Unless otherwise specified in this Charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
b) The Committee must observe the provisions of any other relevant Council policies and procedures.
c) Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
d) The minutes of each Committee meeting will be submitted to the next available meeting of Council.
e) The Committee agenda and minutes are to be published on the Council website at the discretion of the Chairperson.

15. TIMETABLE FOR MEETINGS

a) Meetings will be held 5-6 times a year, typically every second month.
b) A meeting will be limited to a maximum of three hours duration.
c) The location, date and starting time for meetings will be advised on the agenda.
d) Committee meetings can only be held if five working days' notice has been given to all members.

16. INSURANCE COVER

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

17. CODE OF CONDUCT

a) All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
b) Should a member of the Committee breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
c) A breach of the Code of Conduct may result in the Committee member or attendee concerned being excluded from membership of the Committee.
d) If a Committee member has a pecuniary interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
e) A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
f) A Committee member will deal with a non-pecuniary conflict of interest in at least one of these ways:
    i. Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
    ii. Where the potential for conflict is significant, the member must take no part in the matter by leaving the meeting room and not participating in any discussion or vote, consistent with the intent of section 451(2) of the Local Government Act 1993.
g) Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

18. CONFIDENTIALITY AND MANAGING PRIVACY

a) Committee members, through their involvement on the Committee, may encounter confidential or personal information retained by Council. Committee members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.
b) The *Privacy and Personal Information Protection Act* 1998 and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.
c) Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

19. DISCIPLINARY ACTION

Should a member of the Committee breach the Code of Conduct adopted by Council, the matter will be referred to Council's CEO and will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

20. MEDIA PROTOCOL

The Mayor is the only person permitted to speak to the media on behalf of the Committee. No other member of the Committee is permitted to speak to the media in his or her capacity as a Committee member.

21. REVIEW DATE

The Charter must be reviewed every three years or more frequently depending on legislative or policy changes.

AUTHORISED BY
Council Resolution

EFFECTIVE FROM
XX/XX/2026

VERSIONS
The table below outlines the full version history of this Charter.

Version	Amended by	Changes made	Date	TRIM Number
X	X	X	X	X