

# Point Cartwright Reserve and La Balsa Park Master Plan

## Community Reference Group

Terms of Reference  
October 2021



**Sunshine Coast**  
COUNCIL

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# 1: Background

Point Cartwright Reserve and La Balsa Park have high value recreational, ecological, and cultural heritage attributes. The area accommodates a wide range of uses including fitness training, walking, jogging, dog walking, active and passive play, barbeque and picnicking, fishing, surfing and nature experiences.

To guide the future use and management of this coastal area as a place for all the community to enjoy, Council is developing a Master Plan.

As part of this planning and the associated stakeholder and community engagement, an independently facilitated Community Reference Group will be established to support the process.

## 2: Community Reference Group

### 2.1 Purpose

The purpose of the Community Reference Group (CRG) is to provide a forum that ensures community views and needs are represented and provided to Council to help guide the planning and management for this coastal area.

#### 2.1.2 Role

The role of the CRG is to:

- Assist Council in connecting with the local community and stakeholders;
- Provide a conduit for community feedback on this project;
- Provide a balanced insight of challenges and opportunities relating to the project area;
- Inform Council decision making regarding long-term planning and management of this coastal site;
- Ensure there is a high level of transparency across the project phases;
- Build community advocacy, awareness and understanding of the project; and
- Assist in effective communication and engagement with key stakeholders and the broader public.

### 2.2 Community Reference Group Scope

The CRG has the ability to provide feedback to Council's Project Steering Group (PSG) throughout the process and particularly during the engagement phases to inform the long-term planning and management, through CRG Meeting Minutes.

The CRG will not formally make decisions on behalf of Council and Council does not have a reporting relationship to the CAG.

The CRG forms only part of the project's engagement and communication planning and will be complemented with a range of other communication processes such as media releases, fact sheets and regular project updates, and broader engagement activities.

Participation in the CRG shall not be interpreted as endorsement of the project.

### 2.3 Community Reference Group Membership

The standing members of the CRG are expected to include:

- Independent Chairperson;
- Sunshine Coast Council Councillor representation
- Up to 10 voluntary members drawn from community areas which may include interests such as:
  - Cultural;
  - Traditional Owners (Traditional Owners will also be engaged through a separate process and may or may not elect to be involved in the CRG);
  - Environmental;

- Business/local economy;
- Community/social;
- Recreational; and
- Non-local visitors

## 2.4 Project Governance Structure

The CRG is part of the project's governance framework with outputs presented to a Council Project Steering Group for consideration.

## 2.5 Roles and Responsibilities

### 2.5.1 Independent Chairperson

A Chairperson will be appointed by Council to conduct and manage meeting proceedings with the objective of ensuring the meetings are run fairly and without bias.

The role of the Chairperson includes:

- Ensuring individual CRG members are heard and can contribute to the process. At times, the Chairperson may have to mediate the process to ensure all parties in the discussion are heard, actions are summarised and conducive working relationships are maintained;
- Conducting and managing meetings consistent with this Terms of Reference, including facilitating the flow of information and discussion;
- Ensuring meetings are focused on the Group's purpose and scope, and on delivering clear outputs and/or outcomes;
- Supporting members and resolving any conflicts that may occur within the CRG;
- Contributing to the preparation of meeting agendas and minutes/notes and communicating with individual members on a regular basis;
- Attending community information sessions as part of the wider public consultation for the project;
- Collating issues raised by the CRG and forwarding to the PSG;
- Acting as a Spokesperson for media enquiries; and
- Attending internal Council meetings on behalf of the CRG when required.

### 2.5.2 CRG Members (includes community, professional and expert)

The CRG members should be representative of a range of key interests, positions and concerns and collectively represent a diverse cross-section of the community who have a connection or experience with the project area.

Group members should work effectively and efficiently with the Chairperson, Council officers and relevant consultants to achieve the best outcome for the CRG.

Member responsibilities include:

- Undertaking a full review of the relevant Council Strategies, Plans, Policies, site studies and background information to gain a full understanding of the setting in which the Master Plan will be developed;

- Taking reasonable steps to ensure that they are knowledgeable about the purpose of the group and the goal of the project;
- Attending and actively and constructively participating in all meetings;
- Providing informed and considered comment and advice;
- Contributing to, supporting and adhering to any final recommendations (noting that members may express a dissenting view on particular matters which should be appropriately minuted); and
- Ensuring that meeting minutes/notes are accurate and reflect a true and correct record of proceedings.

### **2.5.3 Proxies**

Proxies will be permitted to attend a meeting if prior approval has been obtained from the Chair.

### **2.5.4 Observers**

Observers may be invited by Council to attend a meeting, or part of a meeting, but are not able to participate in the meeting without the Chairperson's agreement.

### **2.5.5 Guest Presenters**

The Chairperson may invite guests to deliver presentations to the meeting and/or provide information, advice, and opinion. These guest presenters do not have any other role in the meeting.

### **2.5.6 Council and State Government Officers**

Council officers and State Government officers may attend the meeting.

### **2.5.7 Administrative Support**

Administrative support will be provided by Council. This will extend to:

- Arranging meetings;
- Preparing and sending out agendas, meeting minutes/notes and other documentation;
- Maintaining up-to-date contact details for members; and
- Carrying out or monitoring follow-up actions which arise from the business of meetings.

## **2.5 Recruitment**

The selection panel will strive to ensure that, collectively, the members of the CRG represent a diverse cross section of our community.

### **2.5.1 Voluntary Representation**

Representation on the CRG will be selected via an open Expression of Interest process. Appointment of successful voluntary representatives should be consistent with the following process:

- The process will be coordinated by the Responsible Council Officer;
- The Responsible Council Officer will establish a selection advisory panel with two

other council officers who have an understanding of the Group's purpose and role;

- The selection process will be merit based, as inclusive as possible, and be based on the statement of claims provided by the EOI process;
- Council will maintain a database of candidates and anyone can nominate themselves by completing the EOI form and submitting it to council;
- Recommended CRG members are to be presented to the Project Steering Group for consideration and approval; and
- Successful nominees will be confirmed by the Responsible Council Officer and advised in writing of the intention to appoint them and will be asked to complete a declaration of interest.

The following criteria will be considered when selecting voluntary members:

- **Interest:** Members should be able to demonstrate interest in one or more issues or elements relevant to the project area.
- **Capacity to communicate:** Ability to communicate information from the CRG to other interested stakeholders.
- **Constructive participation:** Ability to commit to working constructively and cooperatively as part of the CRG. They should agree to fulfil their role as defined in this Terms of Reference.
- **Capacity and skills to contribute:** Members should be able and willing to commit to the role and responsibilities of the CRG, and actively participate in the business of the CRG.
- **Availability and flexibility:** Members should be available and willing to meet on the agreed dates (to be confirmed), at a mutually agreed time and venue.

## 2.6 Tenure

Appointments to the CRG are for the duration of the project.

## 2.7 Removal of Existing Members

Council may remove existing members on request from the relevant member or the Chairperson.

## 2.8 Vacancies

Where a vacancy arises in the membership of the Group, the position may be left vacant or may be filled in accordance with a decision made by the PSG, having regard to the length of time remaining in the project and advice of the Chairperson.

As vacancies arise in the Group, nominees who have already registered an interest will be considered first by the selection panel.

If no suitable nominee is available, the panel may call for additional nominations through Council's communication channels, requiring interested parties to complete and submit the EOI form.



## **2.9 No Payment**

Participation in the CRG is voluntary and no payment shall be made by Council to any standing or voluntary member for attendance or disbursements.

## **2.10 Member availability and commitment**

CRG members would be expected to attend meetings arranged by the PSG and provide ad-hoc advice and guidance as required. It is expected that this commitment of CRG members would equate to approximately 2-6 hours per month.

## 3: Member Conduct

### 3.1 Code of Conduct

Members of the CRG have a duty to discharge responsibilities entrusted by Council and the laws made under the Australian Constitution according to the highest standards of conduct.

The following Code of Conduct outlines principles that should be observed by all members of the CRG and should be read in conjunction with the *Public Sector Ethics Act (Qld) 1994*.

A CRG member should perform the duties of the office impartially, uninfluenced by fear or favour.

- A CRG member should be frank and honest in official dealings with colleagues and with Council.
- A CRG member should ensure their personal conduct does not reflect adversely on the reputation of Council.
- A CRG member should demonstrate respect for fellow members, Councillors, Council employees and other members of the public.
- A CRG member should avoid situations in which any private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their public duty.
- CRG members should not:
  - engage with the media or participate in public forums in relation to the activities of the CRG without prior agreement of the Responsible Council Officer and the Chairperson;
  - use information obtained in the course of their CRG duties to directly or indirectly gain an advantage for themselves or for any other person;
  - discuss or publicly disclose information gained in the course of their CRG duties without prior approval of the Chairperson Responsible Council Officer;
  - solicit or accept from any person any remuneration or benefit for the discharge of their duties;
  - solicit or accept any benefit, advantage or promise of future advantage for themselves, their immediate family or any business concern or trust with which they are associated, from persons who are in, or seek to be in, any contractual or special relationship with Council;
  - accept any gift, hospitality or concessional travel offered in connection with the discharge of their duties.
- A CRG member should avoid actual or potential conflicts between their duties to the CRG and their personal interests. Members should also be aware of possible perceived conflicts of interest.
- A CRG member should comply with all laws and other Council policy, procedures and requirements.

### **3.2 Declarations of Conflict of Interests**

As part of the appointment process, members will be required to complete a conflict of interest declaration. Additionally, members should update their declarations of interest as they become aware of any real, perceived or potential conflicts.

Members of the CRG who have or acquire directly or indirectly a personal or pecuniary interest in a matter decided or under consideration by the CRG must as soon as reasonably practicable disclose to the Group full and accurate details of the interest.

### **3.3 Termination of Member's Appointment**

A member's appointment may be terminated in writing by the Responsible Council Officer for any of the following reasons:

- the term of appointment has expired;
- the member has submitted a written resignation;
- the member breaches the code of conduct of this Terms of Reference; or
- a performance issue or behaviour documented by the Responsible Council Officer (in consultation with the member), has not been rectified within a reasonable or agreed timeframe.

## 4: CRG Operations

### 4.1 Meetings and Procedures

The CRG is likely to meet up to four (4) times and meeting frequency will be guided by project milestones where input from the CRG is required.

Meetings are anticipated to occur on weekday evenings (Tuesday, Wednesday or Thursday) for a length of two hours (e.g. 6:00pm to 8:00pm) depending on the number and complexity of the agenda items.

Date claimers for specific meetings will be distributed to members once the CRG is formed and scheduled meetings are determined.

CRG members will be able to submit agenda items through the Chairperson.

Administrative support will organise CRG meetings and develop agendas. A council officer from will record key outcomes and actions. The council officer will submit the following to each member of the Community Reference Group 72 hours prior to any meeting:

- Agenda
- Meeting Papers

Further meetings of the CRG may be held at key project milestones over the life of the Project.

The outcomes from each meeting will be confirmed prior to the close of the meeting by the Chairperson with the CRG and recorded in the meeting minutes/notes.

Minutes/notes will be prepared for each meeting and circulated with the following meeting's agenda for confirmation at that meeting.

The CRG will seek to provide feedback and advice based on a consensus building approach. A quorum for this group is deemed to be a majority of the members and a meeting may be cancelled if a majority of members cannot attend.

### 4.2 Reporting

The Chairperson of the CRG will report the advice of the CRG to the Responsible Council Officer.

### 4.3 Media Statements

All media communication with the CRG will only occur via the Chairperson through media statements jointly prepared and endorsed by the Chairperson and Council's Communication.



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