

# Sunshine Coast Ecological Park

Community Reference Group (CRG)  
Terms of Reference



**Sunshine Coast™**  
COUNCIL

Our region.  
**Healthy. Smart. Creative.**

© Sunshine Coast Regional Council 2009-current.  
Sunshine Coast Council™ is a registered trademark  
of Sunshine Coast Regional Council.

**[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)**

[mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au)

**T 07 5475 7272 F 07 5475 7277**

Locked Bag 72 Sunshine Coast Mail Centre Qld 4560

#### Acknowledgements

Council wishes to thank all contributors and stakeholders  
involved in the development of this document.

#### Disclaimer

Information contained in this document is based on  
available information at the time of writing. All figures  
and diagrams are indicative only and should be referred  
to as such. While the Sunshine Coast Regional Council  
has exercised reasonable care in preparing this  
document it does not warrant or represent that it is  
accurate or complete. Council or its officers accept no  
responsibility for any loss occasioned to any person  
acting or refraining from acting in reliance upon any  
material contained in this document.

## Table of Contents

<b>Purpose Statement</b>	<b>4</b>
<b>Background</b>	<b>4</b>
<b>Membership</b>	<b>4</b>
<b>Meeting</b>	<b>4</b>
Quorum	4
Proxies	4
Chairperson	4
Secretariat	5
Agendas	5
Out of session	5
Minutes	5
<b>Confidentiality</b>	<b>5</b>
<b>Code of Conduct</b>	<b>5</b>
<b>Conflict of Interest</b>	<b>6</b>
<b>Media and Public Relations</b>	<b>6</b>
<b>Budget and Remuneration</b>	<b>6</b>
<b>Reporting</b>	<b>6</b>
<b>Termination</b>	<b>6</b>
<b>Signature</b>	<b>7</b>

## Purpose Statement

The Sunshine Coast Ecological Park Community Reference Group (CRG) will be a key engagement platform for sunshine coast community to provide input into the planning and shaping of the new ecological park.

The CRG will be chaired by a representative of Council and will meet approximately three times over the course of a 12 month period to align with planning milestones during the development of the masterplan and business case, which is anticipated to be finalised in early 2023

## Background

For the purposes of the Sunshine Coast Ecological Park Project, an ecological park aims to support nature-based recreation, education/ research and social gathering while protecting, celebrating and restoring environmental, natural and cultural heritage values.

Sunshine Coast Council is seeking input from the community to help shape ideas and planning for the park. The CRG is an important engagement tool to provide direct feedback, ideas and advice during the planning and design phase for the new park.

The Environment and Liveability Strategy (2017) provides a strong policy direction, identifying the need for additional sunshine coast wide recreation activities and environmental spaces with many transformational actions supporting the establishment of this project.

Establishing this park helps to build on the green spaces which contribute to the Sunshine Coast identity and liveability of the region. A suitable name for the Ecological Park will be developed over time.

## Membership

The CRG will consist of members with a diversity of backgrounds from across the Sunshine Coast region.

Membership shall comprise of a total of up to 10 members and a Chairperson. Members of the CRG will bring the following to the project:

- Appreciation and understanding of the Sunshine Coast vision and goals, particularly the Environment and Liveability credentials, and aspirational ideas to achieve these.
- A commitment to sharing and listening to ideas and a passion for the project
- A collaborative approach to engagement
- Commitment to sustainability and a desire to do things differently

## Meeting

The CRG shall convene at least three (3) times over a 12 month period, however more meetings may be required. Meetings will coincide with the engagement stages of the project. It may be necessary due to the Covid Pandemic, that some meetings may need to be held virtually via Microsoft Teams.

### Quorum

A meeting quorum is at least six (6) members including the chair. If the Quorum is unable to attend, the meeting will be rescheduled.

### Proxies

Proxies and/or substitutes will not be supported.

### Chairperson / facilitator

The Chairperson will be a Council representative whose role is to:

- Conduct and manage meetings consistent with this Terms of Reference, including facilitating the flow of information and discussion.
- Ensure meetings are focused on the CRG purpose and on delivering clear feedback and advice.
- Support members to be heard as equal representatives of the panel.
- Relay the CRG ideas, issues and concerns to the Steering Committee

### **Secretariat**

Council will provide secretariat functions for the CRG and will be responsible for the following:

- Room booking
- Catering requirements
- Maintaining contact details for members
- Recording minutes and preparing agendas

### **Agendas**

Agendas will be prepared and distributed at least five (5) working days prior to a scheduled meeting.

### **Out of session**

Out of session meetings maybe held if required and all members agree to the session being held. Members may receive information via email relevant to the project.

### **Minutes**

The Chairperson shall be responsible to ensure the preparation and accuracy of the minutes. The minutes will record consensus agreement on actions and any points of agreement / disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the Chairperson will read out the agreed actions and any points of agreement to ensure they are accurately reflected.

Minutes of the meeting will be distributed to members within five (5) working days after the date of the meeting. Members of the CRG will have two (2) business days to provide comment on the minutes or request an amendment.

Minutes will be shared with the Project Steering Committee and Excellence Advisory Committee and feedback from the CRG will be recorded in the engagement summary delivered at each phase of engagement. Meeting times will vary however there will be a maximum time limit of two hours.

## **Confidentiality**

Discussions at CRG meetings are to be treated by members as confidential unless otherwise advised. All members will be required to sign a confidentiality agreement.

## **Code of Conduct**

The Sunshine Coast Council's Code of Conduct will apply to members of the CRG. A copy of Council's Code of Conduct will be provided to members on appointment. Members of the CRG are expected to:

- attend meetings, at agreed dates and time
- advise the chair in advance if they are unable to attend
- respectfully engage with members of the CRG

- contribute to an atmosphere of open and constructive participation
- put forward views and also remain committed to open and shared dialogue
- actively work with the members of the group to try and resolve any issues that may arise during the CRG's work
- Not disclose any confidential planning, procurement or sensitive project information shared with the CRG (identification of confidential information will be undertaken at the time of information distribution)

## **Conflict of Interest**

All members need to be aware that any conflict of interest needs to be recognised. Generally, if a matter is being discussed by the CRG and a member has a vested interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.

The minutes of the meeting will record the declaration and note the absence of the member during the discussion. Once the matter has concluded, the Chairperson will invite the member back into the meeting. If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Chairperson.

Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

## **Media and Public Relations**

Members are not to make any official or unofficial public comment on CRG deliberations / discussions.

The Chairperson and relevant Councillors will be the spokesperson for the project.

## **Budget and Remuneration**

Participation in the CRG is voluntary and members will not be remunerated for attendance at meetings.

## **Reporting**

The SCEP CRG has no reporting function. Minutes from meetings will be provided to the Project Team and the Steering Committee.

Minutes from each CRG will be made available to the Project Steering Committee and are subject to public review / request via the Right to Information Act 2009.

## **Termination**

Council may terminate the appointment of any member prior to the expiry of his/her term, if:

- The member is not making a positive contribution to deliberations of the CRG.
- The member is found to be in breach of the Sunshine Coast Council Code of Conduct or a serious contravention of the Local Government Act 1995.
- A member has submitted a written resignation.
- A member's conduct, action or comments brings the Sunshine Coast Council into disrepute.

Member has the right of appeal through the chairperson should they feel their termination is unreasonable.

## Signature

As a community representative on the Sunshine Coast Council Ecological Park Community Reference Group I:

- have read and understood, and will comply with the above Terms of Reference and Code of Conduct
- accept that the position is voluntary with no entitlement to remuneration
- will declare any conflict of interest and abide by the Terms of Reference.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_