

## TERMS OF REFERENCE

### Broadwater Masterplan Community Reference Group

As the Broadwater Masterplan is a joint State and Local Government initiative, the project will be overseen and managed by the Gold Coast Waterway Steering Committee (WSC).

Considering the varying community interests around the use and development of the Broadwater, the Broadwater Community Reference Group (BCRG) will have an important role in reviewing technical information and considering the different interests before advising on the development of the Masterplan

Figure 2 indicates the relationship between the WSC, its Working Groups, the Broadwater Masterplan Project Management Team and the BCRG that will collectively deliver this masterplanning project.



Figure 2 – Project Governance Structure & Community Interface

**Mission: To facilitate community engagement and information gathering to inform the development of an enduring masterplan for the Broadwater.**

#### The purpose is to:

Facilitate community and stakeholder input into the masterplanning project.

Provide recommendations and advice to the WSC on technical and policy issues related to the masterplanning project.

Represent tourism, marine, business, research, boating, community, environmental and other interests associated with the Broadwater.

#### Objectives:

Be a forum to address issues of community interest related to the masterplanning project;

Provide a conduit to the public on the masterplanning project, including through a nominated BCRG spokesperson;

Make recommendations to the WSC which take into account the expressed interests, concerns and preferences of the broader community; and

Acknowledge and consolidate the range of community views associated with the social, economic and environmental values of the Broadwater.

#### Scope:

The scope of the BCRG is restricted to the Broadwater masterplan project.

The BCRG will consider issues and provide advice on any impacts arising from the masterplanning project and in relation to:

- amenity and recreational facilities;
- natural environment;
- social values and impacts;
- Cultural Heritage; and
- economic impacts (tourism and business).

The BCRG may examine items of a technical or policy nature.

The BCRG may formulate recommendations for and request information from the WSC.

Studies, consultancies and services to support the masterplanning project will be procured through the WSC member organisations and provided to the BCRG for consideration during preparation of the masterplan.

### **Deliverables:**

Report on community and stakeholder progress and issues for WSC consideration and advice.

Recommendations on the 'initial draft' masterplan and development of a supporting report.

Consideration of consultation outcomes to support the refinement of the draft masterplan for final delivery to the WSC.

### **BCRG Structure and Membership:**

Chair; to be appointed by the WSC.

Eight to ten members, representative of these interests:

- Community (including users);
- Business;
- Tourism;
- Environment; and
- Professional/Scientific.

Secretariat to be provided by the WSC.

Observers & advisers to be nominated from the WSC member organisations, as required.

### **Operational Guidelines:**

The Chairperson through the Secretary is to ensure regular reporting to the WSC.

All BCRG meetings must have an agenda and recorded minutes.

Members are required to declare any actual or perceived conflict of interest.

The BCRG must have due regard to the timing and legal constraints associated with government projects and maintain confidentiality as advised by the WSC.

### **Meeting Frequency:**

The BCRG is to convene at least every four (4) weeks unless determined otherwise by the BCRG quorum or WSC to accommodate project timelines.

### **Sunset/Review Period:**

The BCRG will be operational for approximately 12 months or until the completion of the Broadwater masterplan project.

### **BCRG Governance:**

#### **Chair:**

The Chair shall convene BCRG meetings.

If the designated Chair is not available, then the nominated Deputy Chair will be responsible for convening and conducting that meeting. The Deputy Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

#### **Agenda Items:**

All BCRG agenda items must be forwarded to the secretariat by COB 10 working days prior to the next scheduled meeting. The BCRG agenda and meeting papers will be distributed at least 5 working days prior to the scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under "Other Business" if necessary and as time permits.

#### **Minutes and Meeting Papers:**

The minutes of each BCRG meeting will be prepared by the Secretariat. Copies of the minutes shall be provided to all BCRG members no later than 5 working days following each meeting. Minutes are to be endorsed by the BCRG at the subsequent meeting.

By agreement, out-of-session resolutions will be deemed acceptable. Where agreed, all out-of-session work shall be recorded in the minutes of the next BCRG meeting.

Minutes are to be provided to the WSC.

Key Meeting Outcomes will be published immediately following each meeting via the project website.

**Proxies:**

Members of the BCRG may nominate a proxy to attend a meeting in their absence. The Secretariat will be informed of the proxy at least 3 working days prior to the meeting.

The nominated proxy shall not have voting rights at the attended meeting. The nominated proxy may provide relevant comments/feedback of the BCRG member that they are representing, to the attended meeting.

**Quorum Requirements:**

A minimum of five (5) BCRG members (including the Chair) is required for meetings to be recognised as authorised and meeting recommendations or resolutions to be valid.

**BCRG Roles and Responsibilities:**

The **Chairperson** of the BCRG will:

- Lead but not direct the BCRG.
- Ensure there is fair discussion.
- Instigate debate amongst members.
- Encourage all members input.
- Summarise discussions and report to the WSC.
- Be the BCRG spokesperson.
- Respect the need for sensitivity in communicating with the community.
- Provide advance notice (minimum 10 work days) to the WSC about any community engagement activities to be undertaken by the BCRG.
- Keep the WSC informed on all media and community engagement matters associated with the masterplanning project.

**BCRG Members** are expected to:

- abide by, and commit to, these Terms of Reference and their individual roles and responsibilities.
- Allow all members to present their views and work in good faith.
- Attend meetings and participate in discussions.
- Advise their views and those of the wider community.

- Ensure all media enquiries about the masterplanning project are directed to the Chair of the BCRG or WSC to action.
- In the course of its work, the BCRG may be granted access to information that is not publicly available. Information may be classified as confidential, in accordance with confidentiality policies, BCRG members will be required to comply with any restrictions placed on information.

The **WSC** and its representatives agree to:

- Welcome suggestions and opinion from community and members of the BCRG in relation to the masterplanning project.
- Support the smooth operation of the BCRG by providing administrative resources and technical advisers.
- Provide members with feedback on how their recommendations have been considered.
- Report on WSC activities, project progress and seek feedback from the BCRG.
- Respond within agreed timeframes to requests for information.