

MISSION BEACH TOWN CENTRE REVITALISATION PROJECT COMMUNITY AND STAKEHOLDER REFERENCE GROUP TERMS OF REFERENCE

Name of Group: Mission Beach Town Centre Revitalisation Project Community and Stakeholder Reference Group.

Purpose:

The Mission Beach Town Centre Revitalisation Project Community and Stakeholder Reference Group Terms of Reference supports the Council's goal of working collaboratively to build a community informed and engaged in its future.

The purpose of the group is to:

- Create the opportunity for stakeholders and community to be regularly informed and engaged by the Cassowary Coast Regional Council on the concept design and progress of the Mission Beach Town Centre Revitalisation Project
- Assist in increasing community awareness about the project and highlight relevant issues

Council's Commitment to the group:

Council will keep the group informed, will listen to and will acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

Members:

Members of the Mission Beach Town Centre Revitalisation Project Community Reference group will:

- provide independent, honest and constructive comments about the content and process of the project
- Respect the views of others in the group and allow the opportunity for all views to be presented and discussed
- Commit to attending meetings

Membership:

Membership will be appointed by the Council in accordance with the terms of reference.

Council staff will be invited to participate in the Group by the Chief Executive Officer as required. The Council will appoint one elected member as the chairperson and one elected member as a deputy to the group.

Membership will consist of representation from the following:

- Djiru RNTBC
- Department of Transport Main Roads
- Ergon Energy
- Mission Beach Arts
- C4
- 2 x Community members (EOI)

- 2 x Property Owners (EOI)
- 2 x Business Owners (EOI)
- 2 x Councillors

Committee and Meetings:

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| Chairperson | Cr Nicolas Pervan |
| Deputy Chairperson | Cr Trudy Tschui |
| Facilitator | Project Manager |
| Secretary | Council representative |
| Council Representation | Chief Executive Officer, Director Infrastructure Services, Director Delivery Services or their delegate. Members of the Project Working Group will also be invited to attend the meetings as required. |
| Meeting Schedule | To be determined by the group and may be reviewed depending on the stage of the project. |
| Quorum | The quorum will be 5 members including a Cassowary Coast Regional Council, Councilor/s. It is the responsibility of members to inform the Project Manager of their inability to attend and convey their view on any agenda matters. |
| Voting | Voting shall be by consensus or by a show of hands as directed by the Chairperson |
| Minutes of Meetings | The presiding Chairperson must ensure that notes of the meeting proceedings are kept. The meeting minutes will be confirmed by the majority of members at the following meeting. Minutes shall be submitted to Councils Communications team for inclusion in any Council information comms |
| Meeting Recommendations | Recommendations arising from the minutes requiring Council action will be presented to the Council at the earliest monthly Council Meeting. |
| Resignation from the Group | Members may resign from the group at any given time. Notification of resignation must be given to the Project Manager in writing, ie a letter or email. |

Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson.

Delegated Authority: this group has no delegated authority

Conflict of Interest:

All members have a responsibility to advise of any conflict of interest with respect to all matters before the Reference Group.

If a member has any conflict of interest on any matter and is present at a meeting at which the matter is the subject of consideration, the member:

- Should, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- Should not take part in the discussion of any question in respect of the matter; and
- Should not attempt in any way whether before, during or after the meeting to influence the discussion of the application.

Amendment, Modification or Variations

- Members may propose changes to the Terms of Reference however the Council will be required to approve the proposed changes.
- Recommendations for changes to the Terms of Reference will be required to come through the minutes after group discussion