

## INNISFAIL CBD REVITALISATION

# Stakeholder Reference Group – Terms of Reference

### Name of Group

Innisfail CBD Revitalisation Stakeholder Reference Group

### Purpose

The Innisfail CBD Revitalisation Stakeholder Reference Group Terms of Reference supports Council's goal of working collaboratively to build a community that is informed and engaged and that participates in processes driving our community's 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 Innisfail CBD Revitalisation.
- Assist in increasing community awareness about the project and highlight relevant issues.
- Provide the opportunity for stakeholders to be consulted about and participate in the design process.

### 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.

### Member Responsibility

Members of the Innisfail CBD Revitalisation Stakeholder 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; and
- Commit to attending meetings.

### Code of Conduct

The Stakeholder Reference Group will abide with the Cassowary Coast Council's Code of Conduct.

### Membership

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

Council team members 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. The membership will be made up of 12 members from the identified stakeholders.

Members will be required to apply through an expression of interest process with preference provided to those in the Primary stakeholder group.

### Primary Stakeholders (9)

- Innisfail CBD Traders and Operators (2)
- Property Owners/ Residents directly affected by project (1)
- Traditional Land Owners - Mamu Aboriginal Corporation RNTBC (1)
- Innisfail Chamber of Commerce – Business Innisfail (1)
- Innisfail Disability Action Group (1)
- Department of Transport and Main Roads (1)
- Environment (Confirm who this is at CIS) (1)
- Arts Group (Confirm who this is at CIS) (1)
- Essential Service providers- Ergon, NBN and Emergency Services (0)

### Secondary Stakeholders (3)

- Property Owners/Residents in close proximity of the area, that won't be directly impacted
- Wider Innisfail Community
- Tourism Operators
- Accommodation Owners
- Community Groups
- Contractors

### Tertiary Stakeholders (0)

- Media Agencies
- Local Schools
- Community Facilities
- Wider Cassowary Coast Community

## Committee and Meetings

<b>Chairperson</b>	TBC
<b>Deputy Chairperson</b>	TBC
<b>Facilitator</b>	Project Community Engagement Lead
<b>Secretary</b>	Council representative
<b>Council Representation</b>	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.
<b>Meeting Schedule</b>	To be determined by the group and may be reviewed depending on the stage of the project.
<b>Quorum</b>	The quorum will be 5 members including a Cassowary Coast Regional Council, Councillor/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.
<b>Voting</b>	Voting shall be by consensus or by a show of hands as directed by the Chairperson
<b>Minutes of Meetings</b>	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 Council's Communications team for inclusion in any Council information Comms
<b>Meeting Recommendations</b>	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.

### **Extent of Authority**

CSRG members have an active role to provide feedback and advice to Council to inform the design and direction of the Innisfail CBD Revitalisation

- CSRG members participate in discussions at meetings.
- CSRG members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

Furthermore, CSRG members do not have the authority to:

- Expend money on behalf of Council.
- Speak on behalf of Council.
- Commit Council to any arrangement.
- Direct Council officers in the performance of their duties.

### **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 and 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.