

# Nambucca Valley Council - Scotts Head Master Plan

## Project Reference Group – Terms of Reference

### 1. Purpose

The Project Reference Group (the Group) is being established by Nambucca Valley Council to help inform the preparation of the Scotts Head Master Plan. The Master Plan aims to promote an integrated and coordinated management strategy that enables stakeholders to work together to improve their public spaces and foreshores. A key outcome of the masterplan will be to identify what is currently working well, highlight areas of concern, and propose practical solutions to improve overall land management at Scotts Head.

### 2. Membership

The group will consist of a range of stakeholders who can reflect the diverse interests in the project.

The membership will include:

- One (1) Nambucca Valley Councillor (Chair)
- Nambucca Valley Council - Director Engineering Services (or their representative)
- One (1) representative from Reflections Holiday Parks
- One (1) representative from Crown Lands
- One (1) representative from Scotts Head Community Group
- Three (3) community members
- One (1) community youth representative

Councillor to be appointed by the Nambucca Valley Council.

Reflections Holiday Parks, Crown Lands and Scotts Head Community Group will be asked for a representative to be nominated for the committee.

Three community members and the youth member will be selected through an Expression of Interest with a view to represent a broad cross section of the community and appointed by Council.

Due to a Youth member being in the Group, Members will need to provide a Working with Children Check and abide by any rules in place to protect children.

### 3. Role

The Group will work closely with Council staff and the project consultants, Locale Consulting, to provide meaningful, representative input and feedback.

The Group will be advisory only and will not have a decision-making role.

### 4. Responsibilities

All members must follow Council's core values of accountability, professionalism and teamwork. Members are expected to attend each meeting and are encouraged to discuss the project with other community members.

The Councillor appointed to the committee will chair the meetings, supported by the Director Engineering Services.

Additionally, responsibilities include:

#### **Willingness to Collaborate**

- Ability to work constructively in a group setting with differing perspectives.
- Commitment to respectful discussions and open-minded participation.
- Willingness to listen, share feedback, and engage in meaningful dialogue.

#### **Availability**

- Willingness to review documents and provide input outside of meetings.

#### **Independence & Integrity**

- Members should act in the best interest of the community, not just personal or business interests.
- Willingness to declare any conflicts of interest.
- Open to evidence-based decision-making.
- Engage in constructive discussions with the project team.
- Respect differing opinions and work towards consensus-based recommendations.

### **5. Meetings**

It is expected that there will be **three** Project Reference Group meetings held at key project stages. Additional workshops or site visits may be arranged as needed at the discretion of the Director Engineering Services.

An agenda will be distributed prior to each meeting, and minutes will be recorded.

Meetings administration will by a Director Engineering Services.

### **6. Decision Making Process**

The CRG is an advisory body and does not have decision-making authority.

Feedback and recommendations will be documented and provided to Council's project team for consideration in the design process.

Consensus-based recommendations are encouraged; however, differing views may be noted.

### **7. Reporting and Communication**

Council will be provided updates on how PCG feedback is being incorporated into the project by Councillor representatives.

PCG members are encouraged to share information with their networks while respecting confidentiality requirements.

### **8. Code of Conduct**

- Members are expected to engage respectfully and constructively.
- Confidential or sensitive information must not be disclosed.
- Conflicts of interest must be declared.

This Terms of Reference establishes the framework for collaboration between Nambucca Valley Council and key stakeholders including the community to ensure meaningful engagement in relation to the Scotts Head Master Plan project.