

Community Reference Group Guiding Principles & Outline of Responsibilities

Background

As part of the Bunbury Waterfront community consultation, a Community Reference Group (CRG) will be established to facilitate community feedback on the project and maintain optimum level of stakeholder communications.

The CRG will play an important role in representing the views of the local community on an ongoing basis during the proposed Bunbury Waterfront project development.

Nominations have been advertised in local media and on the website. Nominations close on 22 August 2008 and selection will be determined by LandCorp project team.

Purpose

The purpose of the CRG will be to:

- Provide ongoing community representation into the development
- Provide meaningful input into the consultation and communications process
- Act as a two-way communication conduit with the local communities

CRG Membership:

- Members will represent the Bunbury community and stakeholders groups to provide balanced representation and ensure all interests are considered and understood by the CRG members
- CRG to be limited to approximately 16 members
- Individuals with specific interest or skills may be invited to participate in CRG meetings from time to time
- The CRG will be established for an initial 12 month period, effective from 1 September, 2008
- The CRG relies on regular attendance by members at its meetings. If any member is unable to attend two consecutive meetings, they may be asked to stand down from CRG membership. Proxy attendees would be considered if tabled during a previous CRG meeting

Chair

- An independent, professional and resourced Chair to be appointed

Terms of Reference

- *Terms of Reference* will clearly state the role of the group as being an advisory body
- The Chair to be responsible for drafting the *Terms of Reference*
- The draft document to be discussed and agreed upon in consultation with CRG members at their first meeting

Community membership guidelines

- CRG represents various groups within the community
- CRG members cannot make comments to the media on behalf of the CRG. This will be a role of the Chair or recognised spokesperson
- The costs of the independent Chair, meetings, administrations to be funded by LandCorp. CRG members will be reimbursed for out-of-pocket expenses such as parking and travel at a pre-determined rate, and where applicable, should be accompanied by a receipt. While there will be no payment to CRG members for their participation, CRG members will be invited to attend selected official functions and events
- Names of CRG members will appear on minutes published on LandCorp's Bunbury Waterfront website and materials
- The CEO of the South West Development Commission and the CEO of the City of Bunbury will be ex-officio members (invited guests) of the CRG
- A LandCorp representative will participate in all CRG meetings
- CRG can make recommendations to LandCorp regarding the project for consideration by the Bunbury Waterfront project team

Meetings

- Ongoing meetings will be held with the CRG, at key milestones, or as considered appropriate to enable them to provide representative input as the project progresses.
- Approximately 6 meetings are anticipated over a 12 month period (roughly every two months)
- Meetings are expected to run for two to three hours
- Meetings will be held at a date/time suitable to most members