

Morayfield Neighbourhood Plan Community Reference Group - Overview & Terms of Reference

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1 Purpose & Objectives

The purpose of the Community Reference Group (CRG) is to provide community input on a range of matters in the Morayfield Neighbourhood Plan area (refer to Attachment 1). It is not a decision-making body and it is not a requirement that consensus always be reached among members on issues discussed.

Specifically, the CRG will:

- receive briefings on the purpose and process of neighbourhood planning;
- advocate, promote and facilitate the flow of information between the local community and Council;
- work closely with Council to ensure community concerns and aspirations regarding growth and development are understood and considered;
- provide advice and innovation to help formulate solutions to contribute to the vision, strategies and priorities for the neighbourhood plan
- monitor and represent community views regarding local issues, impacts and benefits; and
- provide information about the neighbourhood plan to other community members including how community input has influenced the vision, strategies and priorities for the neighbourhood.

2 Terms of Reference

All CRG members must agree to the CRG terms of reference.

2.1 Membership

The CRG will aim to represent a range of community viewpoints and contain a broad cross-section of the community. The CRG will not be a statistically valid or representative sample of the population but will endeavour to bring together a range of interests and needs.

The CRG will have a maximum of 20 participants and minimum of 10 participants (excluding Council representatives). The CRG will include:

- residents from a range of ages and backgrounds within the identified geographic area;
- individuals who are involved in interest areas relating to neighbourhood planning and community development;
- individuals who are committed to constructively participating and representing a broad range of views; and
- representatives from community groups, schools and businesses.

2.2 Term and meeting frequency

The CRG will be effective from July 2022 through to an estimated completion date of November 2022. The CRG will meet four times over this period.

Additional meetings will be subject to agreement by Council and CRG members.

2.3 Roles and responsibilities

MBRC's role

It is the responsibility of Council to organise, facilitate and host the CRG meetings. Council will:

- Provide regular information on the progress of the neighbourhood planning process.
- Ensure that the group has access to the necessary information to understand the neighbourhood planning process.
- Report back to the CRG on how their input has influenced decisions about the neighbourhood vision, strategies and priorities.
- Where reasonable and appropriate, arrange consultant(s) to present and explain technical information to the CRG.
- Where reasonable and appropriate, invite representatives from relevant Council departments, the Queensland Government or other individuals to attend CRG meetings.

CRG facilitator

Council will appoint an independent facilitator to convene the CRG. The facilitator will:

- Be a nominated unbiased stakeholder.
- Not be a resident of the neighbourhood or have an interest in the area including commercial/financial interests.
- Convene meetings.
- Together with the project team prepare the agenda (the number of items will be limited, to allow for appropriate levels of discussion within the meeting timeframe).
- Prepare and/or review meeting notes prepared by the Council project team, prior to dissemination to members.
- Ensure the CRG terms of reference are upheld at all times.

Community representatives

Community representatives agree to:

- Respect the rights and views of other members.
- Attend and participate in meetings.
- Adhere to the terms of reference.
- Represent community views and provide information and advice to Council on items related to the group's purpose.
- Disseminate information about neighbourhood planning with the wider community, including their specific interest groups where relevant.
- Maintain at all times the confidentiality of any information provided or discussions held that are specifically identified as sensitive or confidential in the meetings.
- Participate in an unbiased manner and to not utilise the membership of the CRG for personal or political gains.
- Members must not speak to external parties on behalf of the group without authorisation from Moreton Bay Regional Council (this does not restrict individual rights to speak or discuss matters as a private citizen).

2.4 Meeting guidelines

All CRG members, project team members, consultants and invited guests agree to follow meeting ground rules, including:

- Be open-minded, curious and willing to learn and contribute.
- Ask questions of each other to gain clarity and understanding.
- Express yourself in terms of your preferences, interests, and outcomes you wish to achieve.
- Listen respectfully, support each other and try to understand the needs and interests of others.
- Respect timelines by being concise and brief with comments and questions.
- Focus on the agreed scope of the discussion.
- Attend all meetings in a timely manner.
- Respect the role of the facilitator to guide the group process.
- Seek common ground. Members agree to give the facilitator permission to keep the group on track and table discussions as needed to keep the group moving.
- CRG members will be asked to actively participate in consensus building processes. While it is important to identify problems, it is even more important to seek thoughtful solutions that advance the conversation.
- Votes may be taken at key milestones, with majority and minority opinions documented, recorded and included in any CRG recommendations.
- Should conflict arise, it should be addressed with the guidance of the facilitator.
- Any inappropriate conduct may result in permanent expulsion from the group.
- Members are asked to refrain from live recording, personal live streaming or other use of social media during the CRG meeting sessions to allow members to focus on the discussion and share their views and opinions openly.
- Members are required to maintain confidentiality of all information provided and discussed that are specifically identified as sensitive or confidential in the meetings.

2.5 Agendas & Minutes

The meeting agenda will be provided to members at least one week prior to the meeting. Background materials may also be included with the agenda for pre-reading and meeting preparation when appropriate. Meeting minutes will be kept of meeting attendees, key issues raised, and actions recommended or agreed. Comments from individuals will not be attributed to them and a verbatim record of the meeting will not be prepared. The meeting notes will be distributed to members within two weeks of the meeting. Any changes to the meeting notes should be placed in writing and forwarded to the project team to be tabled for discussion at the next meeting and adopted if agreed by CRG members.

Meeting minutes will be made available on Council's website once finalised.

2.6 Disclosure

The following information will be published on Council's public website and may appear in other Council media such as newsletters:

- first names of the CRG members
- the terms of reference
- agendas and minutes of each meeting
- profile of the reference group including demographic summary
- photos from CRG meetings

The Council will require all CRG members to complete the attached and waiver form prior to attending the first CRG meeting.

2.7 Confidentiality

CRG members may be provided with information of a confidential nature to support participation in workshops.

- Information from any presentations or documents that are identified as confidential may not be shared or discussed outside of the group.
- Information about the project and related activities, other than confidential information, can be shared with other community members. Feedback from the community should be raised with the group.
- When sharing information about the project, ensure the privacy of other group members is maintained. Do not share personal information about other group members, including names and contact details, without that person's consent.

2.8 Conflicts of interest

A conflict of interest arises where Council's interests are actually, potentially or perceived to be in conflict with your private interest and where these may be seen to influence your decisions and actions while participating in the CRG – for example, if a company you work for is bidding on work associated with the project. If a member believes they may have a conflict of interest in relation to a particular issue or item of discussion they should raise it with Council officers to ensure the conflict is managed.

2.9 Termination of Membership

A member may resign from the CRG by written notification to Council by email to neighbourhoodplanning@mbrc.qld.gov.au.

Council's Chief Executive Officer, at his discretion and at any time, may decide to revoke the membership of a representative if it is deemed they are:

- failing to act in a manner that fulfils the CRG's Terms of Reference; or
- not supporting the CRG's purpose, goals or operational requirements.

If a member resigns or is removed from the CRG then Council may appoint a new community member to the CRG.

3 Appendix

3.1 Attachment 1. Map of neighbourhood plan project investigation area

