

Purpose

The purpose of this Terms of Reference is to outline:

1. Function
2. Membership
3. Role of community group members
4. Operation
5. Role of the Chair
6. Member Behaviour

Function

The Daintree Coast Road Community Reference Group's function is to facilitate two-way communication between Douglas Shire Council and communities north of Daintree River while road works and bridges along Cape Tribulation Road and Cape Tribulation Bloomfield Road are planned and implemented.

The intention is for the group to help inform arrangements such as opening hours and to raise any issues with traffic control, vehicle and truck movements.

The community group has no delegated authority, nor does it make any decisions. On the IAP2 Spectrum, it sits between Involve and Collaborate.

Membership

To be effective, the group has a wide cross section of community members to encourage a diversity of opinions and different needs.

The following categories have been identified. It is likely people will fit into and be able to represent more than one sector.

- ☐ Cairns and Hinterland Hospital and Health Services
- ☐ Campground
- ☐ Day tour company
- ☐ Grocery store
- ☐ Major Accommodation
- ☐ Major tourist attraction
- ☐ Member of tourism organisation
- ☐ Parents & Citizens – Alexandra Bay State School and/or Mossman State High School
- ☐ Primary Producers
- ☐ Residents
- ☐ Restaurant / Café
- ☐ Small accommodation – holiday home or cabins
- ☐ Small attraction / tour

Council representatives are:

- Principal Engineer and
- DRFA Stakeholder Engagement

Role of Community Reference Group members

- Gather feedback and queries from other community members to share in the meetings.
- Raise concerns and issues related to construction works on Cape Tribulation Road.
- Discuss solutions to issues and indicate preferences to suit different needs.
- Share information with other community members.
- Members will be asked to:
 - Attend meetings of one hour duration weekly, either in person or via Teams – ideally for the duration of roadworks.
 - Frequency may be changed as road works progress.
- Membership is voluntary and there is no remuneration.
- This is a reference group, which is quite different to a committee of council, as outlined in the Local Government Act.
- No member may make public statements purporting to represent the views of the group.

Operation

The Community Reference Group will operate in the following way:

- Douglas Shire Council's community development team will provide a secretariat.
- The secretariat will prepare a record of meetings and agreed actions.
- Once approved by members, the record of meetings and agreed actions will be:
 - Published on Council's website.
 - Included on Council's regular Management Team meetings.
 - Included in weekly newsletter to Councillors and officers.
- If a member cannot attend, they can appoint a replacement and as a courtesy, must notify the secretariate prior to the meeting.
- Guests, such as people with specific expertise, may be asked to attend from time to time.
- The existence of the reference group will not preclude anyone in the community contacting Council for information or having input through other channels.

Role of Chair

The broad responsibilities of the chairperson will be to:

- Manage the Community Reference Group meetings in accordance with the agenda and expectations outlined below.
- Ensure discussion items reach an agreed conclusion, and outcomes are documented and assigned for further action.
- Review and approve record of meeting notes before distribution to members and publication on website.

Member Behaviour

- Members are expected to act honestly, treat others with respect and exercise reasonable care and diligence.
- Members are encouraged to listen to one another and allow all members to have a voice.
- Respectful behaviour is inclusive of all meetings, emails, correspondence, telephone calls and on-line meetings.
- Members will be encouraged to work co-operatively with other members, respect the authority of the Chair and meeting procedures and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.
- Members need to be mindful of the confidential and sensitivity of information as appropriate.