

# Wonga Beach Foreshore Management Plan Community Group - Terms of Reference

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## Purpose

The purpose of these Terms of Reference is to outline:

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

## Function

The Community Group's sole function to assist with the management of any issues arising from the use of vehicles on Wonga Beach.

## Membership

There will be at least six and up to twelve Wonga Beach residents, a Traditional Owner and two Council officers on the Community Group.

The Wonga Beach residents will include:

- At least one vehicle permit holder
- At least one resident living at the southern end; one living at the northern end, and one living in the middle.

The two Council officers will include a member of the local laws team and a member of the community development team.

## Role of Community Group Members

- Gather feedback and queries from the community to share in the meetings
- Raise concerns and issues related to the use of vehicles on Wonga Beach
- Discuss solutions to issues and indicate preferences
- Share information with other community members
- Make recommendations to Douglas Shire Council relating to the use of vehicles on Wonga Beach

Members will be asked to:

- Attend three meetings per year in a Wonga Beach location
- The role is voluntary and there is no remuneration

## Operation

The Community Group will operate in the following way:

- The Chair will be determined by members at the first meeting.
- 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 Douglas Shire Council's Wonga Beach Foreshore Management Plan webpage.
- If a member cannot attend, they can appoint a replacement and as a courtesy, must notify the secretariate prior to the meeting.<sup>1</sup>

Or

- If a member cannot attend, prior to the meeting they can propose a replacement who needs to be approved by the Chair and Council.
- Guests may be invited, as necessary, at the discretion of Douglas Shire Council or the Chair.
- No members can make public statements purporting to represent the views of the Group.

## Role of the Chair

The broad responsibilities of the chairperson will be to:

- manage the Community Group meeting in accordance with the agenda
- 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.

## Evaluation

After two years, the need for the continuation of the Community Group will be evaluated.



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<sup>1</sup> This will be discussed and determined at the next meeting scheduled for November 2021.