

# Community Group Draft Terms of Reference

## Interim Wonga Beach Foreshore Management Plan

### 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

One of the strategies included in the Wonga Beach Foreshore Management Plan is the formation of a Community Group to assist with the management of any issues arising from the use of vehicles on Wonga Beach.

The quad bike permit system has been introduced better control quad bike activity on Wonga Beach. Its success will, in part, rely on the cooperation of Wonga Beach residents and the Community Group will facilitate the community's involvement.

### Membership

It is proposed the group will have nine members, comprising six Wonga Beach residents, two Council officers and one person from Queensland Police.

- The six Wonga Beach residents will include at least three vehicle permit holders.
- The two Council officers will include a representative from the local laws team and one from the community development team

Residents will be invited to a public meeting where the draft terms of reference will be presented and discussed.

Residents may then nominate to join the group and members will be appointed for a two year term by Douglas Shire Council.

### 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 of the Community Group 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.
- The Draft Terms of Reference will be discussed and final ToRs adopted.
- 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.
- Alternate delegates are allowed to attend meetings however as a courtesy, attendance should be notified in advance to the secretariat or to the Chair.
- Additional delegates 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.
- The Group can make recommendations to Douglas Shire Council related to the use of Recreational ATV Approval Process and Conditions.

## Role of the Chair

The chairperson will be selected by members at the first meeting.

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.