



BYRON SHIRE COUNCIL

BYRON MASTERPLAN

GUIDANCE GROUP IMPLEMENTATION PHASE

CHARTER

Charter Byron Masterplan Guidance Group

INFORMATION ABOUT THIS DOCUMENT (INTERNAL USE ONLY)

Date Commenced:		Time Frame to carry out objectives	
Date Group to be Disbanded			
Review Timeframe			

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1. Preamble

The Byron Masterplan Guidance Group has been established to influence and provide advice to Council on policies and strategies relating to the implementation of the Byron Bay Town Centre Masterplan (BBTCM).

The focus of the Byron Masterplan Guidance group is to assist Council work toward the implementation of the BBTCM.

2. Authority

The Byron Masterplan Guidance Group will provide advice, feedback and support to Council in implementing the Byron Bay Town Centre Masterplan.

The Byron Masterplan Guidance Group does not have decision making authority, the power to bind Council, instruct Council staff or consultants, nor the power to incur expenditure.

3. Mission and Objectives

The mission of the Byron Masterplan Guidance Group is to influence implementation of the Byron Bay Town Centre Masterplan.

The key objectives of the Byron Masterplan Guidance Group are to:

- Develop and maintain communication and understanding between the community and Council regarding the implementation of the Byron Bay Town Centre Masterplan.
- Provide comment and feedback to Council on projects relating to the implementation of the Byron Bay Town Centre Masterplan.
- Ensure open communication between the Group and Council.
- Actively engage with the community and provide feedback to Council on local aspirations, visions, needs and concerns.
- Identify and assist in facilitating partnerships between the community and Council for relevant projects.

Projects will be undertaken with consideration of the six key principles set by the group:

1. Walkability
2. Water flow
3. Community and resident respect
4. Green focus (trees, ponds and sitting)
5. Diverse population
6. Cultural spaces

4. Composition of the Group

The Byron Masterplan Guidance Group will be made up of up to 22 community members plus up to 3 Councillors.

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In appointing members, Council and the group will aim to maximise the diversity of interests and achieve a mix representative of the Byron community. Members will be appointed according to their skills-base and to fill any skill or representational gaps within the group.

The group will be appointed for a 2 year term (or at the beginning of a new Council term), and existing members will be invited to remain on the group at the end of each term to ensure historical knowledge is retained.

As vacancies occur on the Byron Masterplan Guidance Group, they will be filled as such:

- The group can seek and appoint up to 4 members to replace existing members if a quorum is not being met regularly.
- Any additional members (over and above these 4) are recruited by Council by public advertisement and selection by Council.

The Guidance Group members will be selected based on their skills-base, and the knowledge and expertise they can bring to the project. Specifically, representatives of the following groups will be actively sought:

- Residents / progress association member
- Indigenous community representative
- Community service provider / centre
- Chamber of commerce member / town centre business owner
- Local developer / developer's representative
- Tourism industry
- Artist / creative
- Local architect, landscape architect or urban planner
- Sustainability / landcare / environmental group member
- Seniors 65+ representative
- Youth representative / youth worker / student union representative
- Historical society member
- School and preschool principal / representative
- Parents of school aged children
- Sporting group
- Local community club (eg RSL, bowling club)

5. Council Support

The Place Manager – Byron Bay will prepare and distribute agendas, with the assistance and advice of the Group.

Council staff will attend the Byron Masterplan Guidance Group meetings as ex-officio members, to provide professional advice, information or presentations in relation to the implementation of the Byron Bay Town Centre Masterplan.

All Councillors are welcome to attend Guidance Group meetings, to provide information and seek feedback on non-confidential Council business. To provide continuity, 3 Councillors are to be nominated by the Council to attend meetings.

A dedicated page on Council's webpage may be provided so that Groups can enter into dialogue about local issues with the community.

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The Place Manager – Byron Bay will be the staff point of contact for Guidance Group members and will act as a conduit of information between Council and the Guidance Group.

6. Obligations of Members

Members of the Byron Masterplan Guidance Group, in performing their duties, will:

- Act honestly and in good faith;
- Participate in the work of the Byron Masterplan Guidance Group with an open mind;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Group;
- Exercise the care, diligence and skill that would be expected of a reasonable person; and
- Respect differences in background, experience and views of all members in the Guidance Group.

7. Media Representation

The main objective of communication with the media is to inform the public about the Group's activities and decisions. In dealing with the media, care must be taken to communicate accurate information.

1. The Group will nominate two official spokespeople.
2. Byron Shire Council's Place Manager will assist in facilitating media liaison.
3. The spokespeople will communicate messages as decided by the Group as a whole.
4. Group members may be contacted by media outlets directly, however, no verbal or individual comments will be issued. No other members, other than the authorised spokesperson(s) are to handle an enquiry from the media.
5. Members of the Group must not discuss sensitive, confidential or political matters with the media.

8. Meetings

An initial 'induction workshop' will be arranged and facilitated by staff to inform members of the role of the group and responsibility of its members.

At the first meeting, the Group will select an Executive including a Chair and Secretary.

The Chair will run the meetings; working with Council staff in the planning of upcoming meetings and the preparation of agendas. Agendas will be distributed at least one week before the meeting. The Secretary will take minutes, distribute for adoption and provide to staff for publication on the appropriate platform(s).

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The frequency and timing of meetings should align with Council's meeting schedule to ensure the group's recommendations inform Council decision-making.

A minimum quorum of 12 (half + 1) is required for meetings. The group can actively recruit additional members (up to 4) if a quorum is not being met regularly.

The Group should conduct meetings in an informal/ workshop format, rather than a formal meeting format, to encourage full participation and creative discussion.

The Group has an advisory role and will make recommendations to Council that accurately reflect the views, advice and opinions of the members.

9. Invited Guests

The Group may request to seek further expertise and consultation and, if necessary arrange attendance of a person providing the expertise at a Group meeting. Any request for information to be at no cost to Council unless a budget is allocated by Council and the expenditure has been authorised in writing by staff with requisite delegations.

10. Review

A review of the Byron Masterplan Guidance Group will be undertaken every 2 years (and at the beginning of a new Council term), to ensure the purpose, membership and operation of the Group is effective.

11. Miscellaneous

- 10.1 **Insurance:** All Group members are covered by the public liability policy of Council insofar as they are acting in their capacity as a Group member, within the scope of this Charter and in accordance with the Code of Conduct and statutory obligations. This insurance does not preclude the Group from due diligence and all Council policies must be adhered to.
- 10.2 **Code of Conduct:** All Group members should abide by Council's adopted Code of Conduct at all times.
- 10.3 **Pecuniary Interest:** Pecuniary Interest may be defined as an interest that a person has in a matter, as a Group member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the group member.

Even though the Group does not have a decision-making role, members are encouraged to consider their potential for pecuniary interests and disclose such where applicable.

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- 10.4 **Privacy:** All group members are to abide by Council's Privacy Management Plan (see <http://www.byron.nsw.gov.au/publications?P>) relating to their access to personal information.
- 10.5 **Work Health Safety:** All group members are required to comply with the "Worker Responsibilities" as prescribed in the Work Health Safety Policy.