



northern  
beaches  
council

# **My Place: Avalon Community Reference Group (CRG)**

## **Terms of Reference**

## **1. Introduction**

The Terms of Reference (ToR) sets out the working arrangements for My Place: Avalon Community Reference Group (CRG) and provides details regarding the project aims, CRG purpose, chairperson, membership, meeting schedules, attendance requirements and Council values.

## **2. Project Aims**

Northern Beaches Council is preparing the Avalon Place Plan to coordinate a consistent approach to planning for the Avalon Village Centre

The Place Plan aims to:

- create places designed for people
- attract the right uses to the right places
- provide a focal point for employment and deliver high quality urban design outcomes
- improve connectivity in and around the centre, especially for pedestrians
- recognise the importance of streets as community spaces and destinations.

The Place Plan will be an action-oriented strategy focused on the community's connection to place. It will establish vision for the village centre aligned with the current and future community needs.

## **3. Purpose of the Community Reference Group**

The CRG provides a forum for discussions between Council and the community as part of the preparation of the Place Plan for Avalon.

The CRG aims to represent the views of the Avalon community and users of the Avalon Place Plan area of reference. The vision for Avalon will be developed collaboratively by Council and the CRG with information gathered from broader community engagement.

The CRG is not a decision making body, but its views will help inform Council decisions in relation to the 'My Place: Avalon' project.

The CRG will be disbanded following publication of the Avalon Place Plan or as otherwise determined by the Chairperson.

## **4. Chairperson**

Chaired by the Manager, Strategic and Place Planning and/or his/her nominated delegate.

## **5. Membership/Composition**

Membership is based on the following composition criteria:

- 4 local community representatives
- 1 representative from Avalon Surf Club\*.
- 1 representative from Avalon Preservation Association\*.
- 1 representative from Avalon Chamber of Commerce\*.
- 1 representative from a local sports association\*.
- 1 person representing families with young children.
- 1 person who is aged between 18-25.

- 2 people representing local schools\* (one education provider and one school aged child).
- 1 person with an inclusionary/disability interest.
- 1 person with an arts & culture background.
- 1 representative with environmental and heritage background.

\*People representing one of the groups listed above must have a letter of endorsement from the group nominating them as the delegated representative where applicable.

No more than one representative will be selected from any group, with the exception of the 4 randomly selected local community representatives.

Membership of the CRG will be for the duration of the development of the Avalon Place Plan.

This CRG is not a formalised Council Committee, however, the selection of members will be guided by Council's Policy for Appointment of Community and Stakeholder Representatives on Committees.

## **6. Meetings**

The CRG will be established and hold its first meeting in September/October 2018.

At the close of each meeting, the proposed next meeting date will be tabled subject to availability and project progression.

Approximately 2-3 weeks notice of the scheduled meeting date and time will be provided via e-mail. An RSVP will be required within 1 week of receiving the meeting invite.

Approximately six (6) meetings will be held with the Community Reference Group over the project period. Each meeting will follow the following draft agenda:

- a) Introduction or update on project.
- b) Workshop activity.
- c) Outline next steps.

Meeting schedules and agendas will be made available to all members in advance of each meeting.

## **7. Meeting Location**

Meetings will be held in Avalon at a location to be determined. The venue will be accessible for all participants. People needing special assistance to attend meetings should let us know so their needs can be accommodated.

## **8. Attendance requirements**

- All members are expected to attend the meetings, or otherwise tender their apologies to the Chairperson.
- If members are unable to attend - members may delegate their position to another member of their organisation, with the approval of the Chairperson.
- No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chairperson. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.

- Should a representative (individual) vacancy occur during the terms of appointment, a new representative (individual) will be selected from eligible applications received from the original call for nominations.
- Should a community group representative vacancy occur during the terms of appointment, an alternative representative from the same community group may fill the vacancy, otherwise a new community group representative will be selected from eligible community group applications received from the original call for nominations.
- If no suitable alternative representatives can be found, vacancies would be filled via a further call for Expressions of Interest
- Meetings will not be open to observers, except with agreement of the CRG and the Chairperson.
- Children of members are welcome to attend to alleviate child care restrictions.

## 9. Council values

All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee including the Norther Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make
- **Leadership:** Because everyone has a leading role.

## 10. Next review date

Amendments to this Terms of Reference may only be determined by Council.