



# **Coffs Harbour Jetty Foreshore Precinct**

## **Activation Membership Framework**

### **Project Steering Advisory Committee**

April 2020

# Project Steering Advisory Committee (PSAC)

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The purpose of the Project Steering Advisory Committee is to assist the NSW Government to develop a concept plan for the precinct (the Site) that achieves the published project objectives, is feasible and is capable of being supported by the community



The Committee is not a decision making or regulatory body, it performs an advisory and consultation role



Members of the Committee will act in the best interest of all stakeholders of the Project and not personal and minority interests



Final decisions on the concept plan for the Site will rest with the NSW Government with decisions made in accordance with its delegations and approval processes

# PSAC Membership 2020

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The masterplan for the Coffs Harbour Jetty Foreshore (CHJFP) activation project has moved into a new phase, creating an opportunity for further stakeholder and community engagement with the establishment of a PSAC, open to community members.

## Selection Principles for Membership

- Members must reside in the Coffs Harbour LGA
- Members will be offered a 12 month membership tenure.
- Members will be offered first rights to join future committees.
- Community members will be bound by the Committee's terms of reference.

# PSAC Terms of Reference

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## The committee will comprise:

- A chairperson from Department of Planning, Industry and Environment (DPIE)
- DPIE project team
- Landowners in Crown Lands and Transport for NSW representatives
- Lessee stakeholders
- Local Member representative
- Community representatives (5-6 people)
- Council representatives from Coffs Harbour City Council

## Member Roles and Responsibility:

- Input and evaluate key issues
- Participate as required
- Distribute minutes and/or feedback according to agreed process
- Identify and take action on allocated action/tasks within agreed timeframes
- Treat meeting material distributed to members as confidential, unless otherwise agreed

## Meeting Frequency

- The meetings will be held bi monthly, unless otherwise agreed

## Membership Tenure

- All appointments will be for a 12 month period
- Chairperson may, at their absolute discretion, extend any membership by a further 12 months

# Community Representatives – Selection Criteria

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- Community representatives will be selected from the local community or stakeholder groups.
- Employees or contractors of the Government are not eligible to be appointed as community representatives.
- Local community representatives must:
  - be current residents or landowners within the Coffs Harbour Local Government Area;
  - demonstrate active involvement in local community groups and/or activities;
  - have knowledge and awareness of the project and related issues of concern to the local community;
  - be able to represent and communicate the interests of the affected local community; and
  - be willing to adhere to the Committee's code of conduct.

# Member Selection Process

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DPIE calls for expressions of interest to be part of the PSAC



2

DPIE evaluates and selects suitable candidates

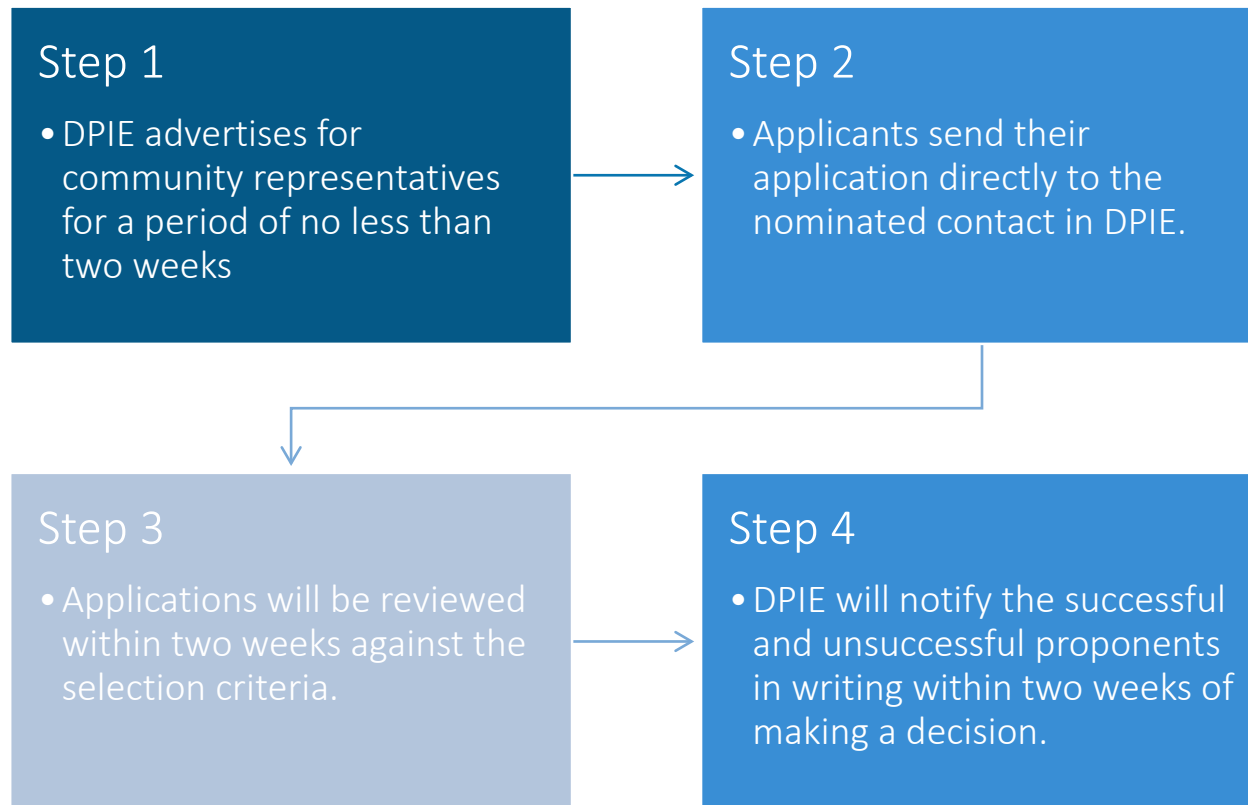


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The chairperson invites applicants to join the PSAC

# DPIE - Appointment of Community Members

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# Code of Conduct

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Members of the Committee agree to:

- attend committee meetings;
- advise the chairperson in advance if they are unable to attend meetings (note, as individuals are appointed to the Committee, delegates may not attend in the place of a member if they are unavailable);
- respectfully engage with other members of the committee;
- convey relevant community concerns, interests and ideas;
- work with the members of the Committee to try and resolve any disputes that may arise during the Committee's activities;
- ensure confidential matters handled by the Committee are kept confidential;
- not speak publicly on behalf of the PSAC;
- not represent the views of other members of the PSAC outside meetings; and
- immediately advise the chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion.



# Alternate Representatives

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- If the Chair is unable to attend a Committee meeting, the Chair will appoint another person from DPIE to chair the meeting.
- If a representative from council is unable to attend a meeting, they must notify the chairperson in advance of the meeting and nominate an alternate representative to attend the meeting in their absence.
- If a representative from a stakeholder group of a local community representative is unable to attend a meeting, they must notify the chairperson as soon as possible.
- The Chair may terminate the membership of any member who fails to attend two consecutive committee meetings or fails to achieve a 50% attendance record over a rolling six-month term.



## Development and Transactions, DPIE

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