

## Coorong District Council

### Lake Indawarra Precinct Community Advisory Group (LIPCAG)

#### Draft Terms of Reference

##### Purpose

On 20 September 2016, the Coorong District Council resolved to form the Lake Indawarra Precinct Community Advisory Group (LIPCAG) for the purposes of providing community input on the further enhancement of the Lake Indawarra Precinct. This input can encompass the development of project ideas, the prioritising of project ideas, technical input into projects, identification of grant streams and/or discussion of potential partnerships on the delivery of projects.

Broader issues outside of the Precinct are generally to be avoided, but those issues that may affect:

- How traffic and pedestrians are directed to the Precinct;
- How RVs move around the town and to other nearby attractions;
- How the Precinct is promoted online and in social media; and
- How the Precinct is integrated into broader trail networks;

can be the subject of discussions.

There may be some items, such as trail signage, that may have been discussed or developed in part by the Tintinara Development Group or another group, and the views and leadership of groups with a strong historical connection to a particular project/concept will need to be respected.

The draft Lake Indawarra Precinct Plan and the accompanying draft Report are the documents that will be used to inform and guide discussions by the LIPCAG, but they should not be viewed as documents that are finite or set in stone. Land ownership, leasing, grant timing and the views of other government agencies will also impact on the progress of certain items in the Plan & Report.

##### Key Functions

The key functions of the LIPCAG are as follows:

1. To act as a consultative group for the Coorong District Council on matters that assist in the implementation of the actions or ideas in the Lake Indawarra Precinct Plan and accompanying Report. (Council staff will not be aware of all grant opportunities or all community projects that may have been under consideration by local groups. The sharing of knowledge and linking in with other opportunities and partnerships will be important to achieving collective positive outcomes).
2. To act as a consultative group for sharing of ideas, grants and trends that can further enhance the Lake Indawarra Precinct and contribute to increased town visitation and community wellbeing

3. To act as a point of reference for Council and its Strategic Planning & Policy Development Committee in the review of Development Plan Policy/Zones as it relates to the development of the Lake Indawarra Precinct and provide community input into planning policy changes.

### **Membership and Voting Rights**

Members of the LIPCAG will be from the Tintinara community and primarily from established groups (except in limited instances where expert skills or technical assistance are desired). Ideally, those involved in discussions on the LIPCAG should have skills or background knowledge from one or more of the following areas:

- Promotion of local business & attractions;
- Development of children's activities;
- Sports & recreation;
- Community infrastructure development;
- Grant identification and writing;
- Events;
- Heritage, art & cultural development;
- Environment, water management & biodiversity; or
- Elected representation.

Community discussions to date (from those involved in developing the draft Lake Indawarra Precinct Plan and accompanying Report), have advised that the following groups and persons should be part of the LIPCAG:

- Chair – A senior Coorong District Council Staff Person or Ward Councillor;
- At least one ward Councillor;
- A member from the Tintinara Action Club;
- A member from the Tintinara Community Men's Shed;
- A member from the Tintinara Development Group;
- A member from the Tintinara Lions;
- A member from TRADE;
- A member from the Tintinara Early Learning Group;
- A member from the Heart of the Parks Committee;
- Faith Coleman for skills in water and biodiversity management; and
- Colleen Cavanagh for her art background, connections to Country Arts SA and advocacy for public art during the strategic planning process.

The inaugural meeting of the LIPCAG will confirm the membership of the Group, and this will be subsequently included in the Terms of Reference.

Each member will have only one vote and the Chair has the right to a casting vote only in the event of a decision or recommendation that has no clear majority. Decisions or recommendations will be made by simple majority.

The first term of appointment for members will be for 2 years commencing 11 October 2016, and appointments will be reviewed in October 2018.

Members of the LIPCAG can invite others to meetings particularly where specialist skills or background knowledge might inform discussions and assist with project implementation. However,

these attendees will not have voting rights and it would be appreciated if the Chair can be informed 24hrs prior to the meeting to ensure satisfactory seating and handouts are available.

Members shall be responsible for attending all scheduled meetings of the LIPCAG or providing an apology or proxy prior to the meeting.

Where discussed at meetings, each member shall strive to follow up on any individual tasks allocated to and agreed by that member.

Any member that could receive a personal financial benefit as a result of the design or implementation of project ideas under consideration shall declare their conflict at the meeting. Any member that has such a conflict of interest shall not vote on those matters where there is conflict.

### **Method of Operation**

- Members of the LIPCAG will listen to each other with respect and work constructively to implement projects, form decisions and make recommendations to Council.
- The LIPCAG will meet at least bi-monthly.
- A quorum is one half of the membership plus one, noting that proxies may be appointed for members. Proxies for the representative groups are to be forwarded to the Secretary within 48hrs of an upcoming meeting.
- Meetings will be held at a mutually convenient time and location, but Tuesday evenings appear to be the most practical date given other times that groups/organisations meet in the town. It is also desirable that the LIPCAG meets in the Lake Indawarra Precinct so that walk arounds can inform project ideas and discussions.
- The inaugural meeting of the LIPCAG will set future meeting dates for a period of at least twelve months.
- Meeting dates will not be changed without the agreement of the majority of members.
- The meeting will be chaired by a Coorong District Council staff person or an Elected Member from the Parks Ward. The inaugural meeting will confirm the Chairperson.
- Where appropriate and at key stages, members shall report back to their organisations/groups and seek the views of their organisations/groups to inform discussions at LIPCAG meetings.
- Members shall not make direct contact with the media with respect to the project ideas under consideration.

### **Agendas, Minutes & Reporting**

- Secretarial, administrative and technical support duties will be performed by the staff of the Coorong District Council. Some technical information may also be provided by the membership or from invitees to meetings.
- Reminders/emails of an upcoming meeting should be sent to members at least 10 days from the meeting.
- Agendas must be provided at least 24hrs in advance of meetings provided there is no substantial attachments or detailed accompanying reports to consider. If there are substantial information to read prior to the meeting, then the Agenda must be forwarded to members with the accompanying reports/items at least three business days prior to the meeting.
- Minutes of a meeting held must be provided to members within 5 business days.
- The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting. Following confirmation of minutes, the

minutes must be forwarded to the Council's Chief Executive Officer and be included in the next Council Agenda.

- If members have items to be placed on the agenda they should be provided/emailed to the secretary at least 48hrs before the meeting.
- Any disputes or complaints about the content of minutes are to be directed to the Chief Executive Officer of the Coorong District Council.
- The Secretary will keep records of minutes of all meetings, which will include the following:
  - the names of the members and observers/invitees present at the meeting;
  - each decision made at the meeting; and
  - any disclosure of a personal financial benefit that could accrue to a member as a result of the design or implementation of project ideas.
- Agendas, minutes and reports shall be published to the Council's website at Council Documents/Management Plans-Strategic Documents/Lake Indawarra Precinct Plan (<https://www.coorong.sa.gov.au/page.aspx?u=1786>).