

Shire of Chittering Bridle Trails



Reference Group - Terms of Reference

1. OBJECTIVES

The Reference Group is to contribute to the task of overseeing the 12-month bridle trail trial project and the ongoing community consultation period during this 12-month period.

Where required, the Reference Group make recommendations to the project manager as per the Roles and Responsibilities outlined below.

2. ORGANISATIONAL SUPPORT

The Shire's Executive Manager Development Services (EMDS) is the appointed project manager for this project and will attend meetings to provide administrative support and advice, or an officer of the Shire in their place should the EMDS not be available.

One of the Elected Members appointed to the Reference Group will be the presiding person at all meetings.

3. ROLES AND RESPONSIBILITIES

Reference Group members will meet at least once per quarter throughout the project to make recommendations on:

- a) Feedback received and during the ongoing community consultation processes;
- b) Reports regarding specifications, estimated cost, risk, and deliverables for the new infrastructure associated with the trails or new trail routes themselves.

Members will be required to:

- c) Seek to understand the historical and concurrent use of the land (fire emergency access ways) now used for the trail and take this into consideration as part of decisions made in regard to the current infrastructure.
- d) Actively seek to assist with the distribution of consultation materials, and receive feedback from relevant stakeholders in the community.
- e) Seek to understand how the project will be constructed and how the new infrastructure (or trails) will need to co-operatively operate as a community/recreation facility in the future;
- f) Provide valuable input in to considerations in regard to the new infrastructure construction/ operational activities;
- g) Be courteous, constructive and receptive to the views of others;
- h) Appreciate and understand that all decisions have impacts, and demonstrate a measured approach to promoting views and contributing to discussions;
- i) Be an advocate for the Group and work co-operatively and constructively with all members of the Group;
- j) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- k) Ensure that any private or confidential information shared during the project is protected and remains confidential.

4. MEMBERSHIP

Membership of the Reference Group shall consist of:

- One Elected Member/Council Delegate of the Shire of Chittering (one of whom is to be the Presiding Person). Council Delegates may be re-appointed following biennial Local Government Councillor Elections.
- Up to 6 independent Community representatives and;
- Other intermittent stakeholders as determined and invited by the Reference Group.

5. DELEGATED AUTHORITY

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities.

6. TERM

The term of membership for reference group members shall commence upon appointment, and continue for the duration of the bridge trial 12-month trial period.

Following the conclusion of the 12-month trial period or sooner time as determined by the Shire of Chittering Council, the reference group will be disbanded.

7. MEETING FREQUENCY

To be held at least quarterly.