

COMMUNITY ADVISORY COMMITTEE (CAC)

TERMS OF REFERENCE

1 PURPOSE OF THE CAC

- 1.1 To act in an independent advisory role to the NSW Crown Holiday Parks Trust (CHPT) Board - the 'Board'.
- 1.2 To provide the NSW CHPT Board with key issues arising from the NSW community and stakeholders' interest in the Crown Land Holiday Parks and Reserves managed by the Trust.
- 1.3 Members of the Committee should aim to reflect the broad perspectives of the New South Wales community, and bring to the Committee knowledge of the opinions and concerns of the community and/or stakeholder groups at large, that might genuinely impact NSW CHPT Parks and Reserves.
- 1.4 To discuss material issues of interest and facilitate the exchange of ideas and information that may assist the NSW CHPT Board in its determination of strategies and management of the Trust's Crown Holiday Parks and Reserves Portfolio.

2 OUTCOMES

- 2.1 The Committee is recognised by communities and stakeholders as an independent means whereby their views can be discussed and inputs considered into the planning, management and development of Crown Land Holiday Parks and Reserves managed by the NSW CHPT.
- 2.2 The Board receives advice from the Committee, as requested, on management proposals and/or other issues of interest.
- 2.3 The Board remains informed of important community and stakeholder issues of interest impacting or of interest to the people of NSW.

3 ACCOUNTABILITY

- 3.1 The Committee is responsible to the NSW CHPT Board in regard to all its activities.
- 3.2 The Committee is to function in an advisory capacity only. The CAC has no decision-making authority. Items which the Board determines to be commercial-in-confidence will not be discussed.
- 3.3 The Committee and its individual members are not to engage in any media activities or to speak for (or on behalf of) the NSW CHPT without prior written consent of the Chair and/or CEO of the NSW CHPT.
- 3.4 All matters and papers discussed and / or considered by the Committee are to be confidential and members of the Committee are precluded from discussing any such matters or papers privately or outside of the Committee.

- 3.5 Members of the Committee agree to declare any potential or actual conflicts of interest, and at all times agree to act in the best interests of the Committee, the community of New South Wales and the NSW CHPT.
- 3.6 Members of the Committee should aim to reflect the broad perspectives of the New South Wales community, and bring to the Committee knowledge of the opinions and concerns of the community and/or stakeholder groups at large, that might genuinely impact NSW CHPT Parks and Reserves. Members should not represent anyone group, interest or bias.
- 3.7 Members of the Committee agree to be bound by the Terms of Reference outlined above and all relevant NSW CHPT policies and requirements.

4 MEMBERSHIP

- 4.1 There will be a minimum of six and a maximum of 14 members, representing a range of community and stakeholder groups and individuals who wish to contribute to the Crown land holiday parks and reserves managed by the NSW CHPT.
- 4.2 Up to six of the members to be appointed to the Committee, excluding the Chair, will be appointed in their own right as individuals who have knowledge of the Crown Land Holiday Parks and Reserves managed by the NSW CHPT.
- 4.3 Up to seven of the members to be appointed to the Committee, excluding the Chair, will be appointed as individuals or representatives of stakeholder groups with broad state-wide interests which are relevant to the work of NSW CHPT:
- Caravan and camping interests
 - Tourism and Recreation interests
 - Business interests
 - Environmental interests
 - Heritage interests
 - Indigenous interests
 - Planning and infrastructure interests
 - Communication and engagement interests
 - Any other person and/or interest group that can demonstrate a significant state-wide interest in Crown Land Holiday Parks and Reserves managed by NSW CHPT.
- 4.4 Nominations will be called for through advertisements in the media. The Board may also directly approach individuals or stakeholder groups with appropriate interests and experience.
- 4.5 Membership of the Committee will be determined by the NSW CHPT Board.
- 4.6 The Chair is to be independent of those appointed under 4.2 and 4.3 above and will be appointed by the Board.
- 4.7 The NSW CHPT CEO will act as Secretary to the Committee.
- 4.8 The NSW CHPT Board can appoint a Board Member to attend meetings as an ex officio member on a rotating basis.
- 4.9 The appointment of CAC Members will be for a two year period.

- 4.10 Members of the CAC are not paid, with the exception of the CAC Chair.
- 4.11 Members are eligible to claim 'reasonable' costs incurred due to attending Committee meetings or undertaking business or activities on behalf of the CAC previously agreed to by the NSW CHPT. The attached reimbursement guide should be used.
- 4.12 A CAC member may resign their office at any time by notice in writing.

5 INDEPENDENT CHAIR OF THE CAC

- 5.1 The independent conduct of the Chair of the NSW CHPT's CAC is critical for the effective functioning of the Committee. The independent Chair will:
- Ensure the input of the full membership is sought as to Agenda items
 - Ensure adequate discussion time is devoted to issues of significance
 - Allow for discussion of unanticipated 'other business' at CAC meetings
 - Ensure Agenda materials and papers are meaningful and facilitate effective engagement of CAC Members in group discussion
 - Encourage open discussion and a frank exchange of views, and
 - Monitor effective follow-up of CAC Action Items
- 5.2 Any interests, arrangements or associations of the Chair which might reasonably give rise to perceptions of a conflict of interest should be disclosed to members of the CAC and recorded.

6 PROCEEDINGS

- 6.1 It is expected that the CAC will meet at least twice a year but no more than three times a year. Meetings will normally be held in Sydney with meeting times to be determined by the CAC with the approval of the CAC Chair and NSW CHPT.
- 6.2 A quorum is constituted if at least half of the total number of members is present.
- 6.3 The Board will from time to time send items to the Committee for consideration, though the Committee is also able to determine items it would like to discuss.
- 6.4 The CAC Chair and Secretary of the Committee will prepare an Agenda for each meeting.
- 6.5 Meetings will be minuted and will contain all recommendations and actions of the Committee.
- 6.6 Committee recommendations will be reached by consensus wherever possible.
- 6.7 In the event that a matter needs to be voted upon, each member, including the Chair of the Committee, but excluding ex officio members, will have an equal vote.
- 6.8 In the event of a tied vote, the motion will be deemed to be lost.
- 6.9 All Committee recommendations are to be forwarded to the NSW CHPT Board by the CAC Chair for consideration. The Committee has no decision-making authority.

- 6.10 A copy of the minutes will be provided to the NSW CHPT Board within 10 business days following the meeting.
- 6.11 The CAC Chair will be invited to attend at least two meetings of the NSW CHPT Board a year to discuss the work and present findings of the Committee.

7 GROUP PROCEEDINGS

Open discussion and a frank exchange of view during CAC meetings are encouraged. However, the CAC Chair has the right to request that no person is to speak for more than five (5) minutes unless they have been specifically asked to address the meeting.

8 UNSCHEDULED MEETINGS

- 8.1 Should there be a need for an unscheduled meeting of the CAC, the CAC Chair will negotiate the meeting date with the CAC members on behalf of the NSW CHPT CEO.
- 8.2 The CAC Chair will formally confirm the agreed date and call for papers and presentations if they are required.

9 PRESENTATIONS TO MEETINGS

- 9.1 CAC Members and/or the CAC Chair (with the approval of the NSW CHPT CEO) and the NSW CHPT may invite an individual or organisation to speak at a Group meeting.
- 9.2 The presenting party must speak only on issues nominated by the CAC Chair and/or the NSW CHPT CEO and may only speak for a pre-determined time period.
- 9.3 The CAC Chair and / or the NSW CHPT CEO (acting as the Secretary of the CAC) will have the discretion to stop the presentation if the presenter is judged to be canvassing other issues, unless invited to by the CAC Chair or NSW CHPT CEO.
- 9.4 The presenting party may answer questions or queries from the meeting following the presentation.

10 MEETING NOTES - MINUTES

- 10.1 Meeting notes will be produced following the meeting. These will be distributed to CAC Members via email by the CAC Chair.
- 10.2 Minutes remain confidential at all times and are not to be forwarded to third Parties.
- 10.3 The CAC Chair must circulate endorsed Minutes to all CAC Members and to the NSW CHPT Board within 10 business days from the meeting.
- 10.4 Minutes must be endorsed by the CAC Chair and the NSW CHPT CEO as an accurate record before they can be filed or circulated.

- 10.5 The Minutes should record:
- date and time of the meeting;
 - meeting's attendees, apologies and absentees;
 - any conflicts of interest;
 - key discussion points against Agenda Items;
 - action items arising from the discussion; and
 - any key agreements, objections or decisions to defer.
- 10.6 Where an agreement is reached to endorse or not endorse a proposal and refer or not refer it to the NSW CHPT, reasons for that decision should be clearly recorded.
- 10.7 The Secretariat will include an Action Items register in the Minutes for each meeting. The Action Items register will contain details including:
- actions agreed to by the CAC;
 - name of the individual responsible for undertaking the action;
 - deliverable or result expected from the action; and
 - due date for the action.
- 10.8 CAC members responsible for an Action Item will provide the Secretariat and the CAC Chair with an update on their Action Item no later than two weeks prior to each subsequent CAC meeting, and should also be prepared to report on the status of the Action Item during the course of the meeting.

11 MEMBERSHIP

- 11.1 The inaugural CAC Chair will be John King OAM, an industry professional with a background of 40 years in highly successful and widely-recognised international tourism marketing and management. Mr King holds a number of positions on highly-prominent Tourism and Travel Boards and was awarded an Order of Australia Medal for his contribution to tourism in 2011.
- 11.2 The inaugural CAC will have representation from the following organisations:
- North Coast Destination Network,
 - South Coast Regional Tourism,
 - Surf Life Saving NSW,
 - Recreational Fishing Alliance of NSW,
 - Nature Conservation Council of NSW
 - Local Government NSW, and
 - Kempsey Local Aboriginal Land Council
- 11.3 The inaugural CAC will have representation from the following individuals with backgrounds and experience in Parks across the State:
- Richard Adams, based in Casuarina, NSW,
 - John Morris, based in Dubbo, NSW,
 - Les Moulds, based in Inverell, NSW,
 - Casey Proctor, based in Cowra, NSW,
 - Moira Ryan, based in Scotts Head, NSW and
 - Ken Sullivan, based in Tarraganda NSW

12 CAC DISCUSSION

Matters the CAC may consider, but are not limited to include:

- Broader State-based community issues surrounding NSW Crown Land Holiday Parks and Reserves
- Sustainable tourism
- State, national and international trends within the Tourism and Caravan and camping Industries
- Growing trends specific to Holiday Parks
- Broad community concern potentially impacting Holiday Parks and Reserves managed by the NSW CHPT
- How to encourage positive community involvement in Holiday Parks and Reserves

13 REVIEW

The CAC Chair, NSW CHPT Chair and NSW CHPT CEO will review the CAC Terms of Reference annually.