

## Plan of Management for Patonga Crown Reserves and Dark Corner Cottages

### Community Reference Panel: Terms of Reference

#### Background

In March 2013, NSW Trade and Investment – Crown Lands (Crown Lands) released the draft Plan of Management (the Plan) for the Crown Reserves in Patonga Village, including the Patonga Caravan and Camping Area and the Dark Corner Cottages. The Plan was prepared in partnership between Crown Lands and Gosford City Council (Council). It included a heritage assessment and conservation management plan for the cottages situated at Dark Corner. It also revised a former draft Plan of Management for the Caravan and Camping Area together with a Landscape Masterplan for the Caravan and Camping Area.

Due to the concern expressed by the stakeholders of Patonga during the exhibition period of this Draft Plan Crown Lands and Gosford Council offered a post exhibition six months consultative process to assist in finalising the Draft Plan before its subsequent adoption. The Progress Association has accepted this offer on behalf of the stakeholders.

Upon adoption, the Plan is intended to form the basis for the future planning and direction of Crown lands/reserves at Patonga for trust managers and decision makers and help to guide the conservation of the Dark Corner cottages.

The community submission process revealed a number of contentious and unanticipated issues that will require further collaboration and dialogue to resolve. As a consequence, Crown Lands and Council have initiated the formation of a Community Reference Panel (CRP) to provide a forum for input into the re-drafting process for the Plan.

#### Purpose

The CRP has been established to assist in revising the draft Plan by establishing a forum for constructive dialogue between nominated representatives from the community, Patonga Progress Association, Crown Lands and Council. The CRP aims to achieve a consensus planning outcome by:

- establishing a transparent and open process for the further development of the Plan;
- facilitating an informed dialogue between the implementing agencies and community representatives;
- identifying and improving agency understanding of local issues relating to the Plan and its implementation;
- aiming to achieve a consensus approach to decisions relating to the management of Crown Lands within the Patonga area.

The intended outcome of the CRP is to address and incorporate community issues, values and perspectives received through the submission process into a revised plan that meets community needs, land management principles and legislative requirements.

Commitment has been given for the CRP to run for six (6) months from the date of the inaugural meeting. Following this period Council and Crown Lands will finalise any necessary requirements to allow for the Council's and Minister's adoption of the Plan.

#### Objective

In fulfilling its purpose, the objectives of the CRP are:

- to advise on the preparation of a revised Draft Plan of Management for the Crown Reserves at Patonga including the Caravan and Camping area and the Dark Corner Cottages;

- to create a forum for discussion, dialogue and information exchange between the implementing agencies and community representatives on topics related to the Plan;
- to act as a two way communication channel between the implementing agencies and the community;
- to assist the implementing agencies to identify and understand community issues relating to the Plan so these can be addressed in a satisfactory way wherever possible in the revised Plan;
- CRP will seek to reach a consensus position on all issues and matters dealt with by the CRP;
- recommend and/or provide advice on changes to the plan.

### **Duties and Responsibilities**

In order to fulfil its objective, the CRP will:

- run for six (6) months from the date of the inaugural meeting of the CRP;
- meet regularly during the drafting process, at a minimum six (6) meetings during the term of the CRP on the dates prescribed below;
- learn about the Plan, consider relevant issues, and provide feedback from constituent groups and other stakeholders;
- advise on issues relating to the Plan raised through the exhibition process from the perspective of constituent groups;
- assist in keeping the community and representative groups informed about the process;
- actively engage in process through prior preparation, constructive dialogue and timely feedback.

### **Matters for Consideration**

The CRP will consider relevant matters relating to finalising the Plan to enable its adoption. Matters for inclusion on meeting agendas can be raised by CRP members for consideration by the chairperson in consultation with the relevant parties.

All parties will make every effort to ensure that matters for consideration, particularly of a technical nature, are presented in an accessible format to enable informed discussion at CRP meetings. The inclusion of specialist or expert input during CRP meetings is acceptable if agreed to by the members of the CRP.

### **Membership of the CRP**

The CRP membership is to include two representatives each from:

- Trade & Investment - Crown Lands (as landowner)
  - o Stewart Veitch, Senior Manager Hunter
  - o Rob Micheli, Group Leader, Hunter
- Gosford City Council (as land manager)
  - o Colleen Worthy Jennings, Director Economic & Community Development
  - o Kim Radford, Coordinator Parks, Playgrounds & Foreshores | Open Space & Leisure Services
- Patonga Progress Association
  - o Andrew Minto, Glendinning Minto Consultants
  - o Philip Doughty
- Nominated community representatives
  - o Dain Simpson
  - o Mark Zwan
  - o Paul Burgess (reserve if Dain or Mark are unable to attend)

The overall number of members will be limited to this to ensure that the deliberations of the CRP are productive and effective, and to ensure continuity of membership over the course

of the meetings. Specialist information may be presented by third parties if deemed necessary by the CRP.

### **CRP Protocol**

To assist members to fulfil their obligations as representatives of the community and agencies, the following protocols will apply.

- CRP meetings will be chaired by Crown Lands as the land owner.
- Every member should be given sufficient opportunity to express their views.
- No individual should dominate a CRP meeting.
- At all meetings of the CRP each member present shall have one vote. In the event of equality of voting the Chairperson shall have a casting vote as well as the deliberative one.
- All CRP members should treat each other with respect inside and outside of meetings.
- Group members should be open to constructive comment and support fluid debate on all relevant issues.
- Meetings are to be attended by the CRP members.
- Meetings are not open to the wider community or the media.

All members agree to:

- work within the framework of the Terms of Reference;
- provide all the necessary information in a suitable format that enables members to understand the decision-making process behind the Plan;
- attend all meetings unless they provide advance notice;
- work together positively and listen to one another with an open mind;
- listen to and comment on information about the Plan;
- allow all members to present their views and issues;
- actively participate in discussions regarding the Plan and its implementation;
- protect and preserve confidentiality of discussions and any opinions expressed by group members.

Confidentiality of CRP meetings will be governed under the Chatham House Rule - that is, members are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

Unless explicitly stated, the views expressed by participants during meetings will not be treated as the formal position of the organisation they are representing and will in no way prejudice any future consultation responses.

Agency representatives agree to:

- provide timely and relevant responses to issues raised by other CRP members;
- ensure that issues raised are considered and feedback is provided;
- make notes and minutes of meetings available in a timely manner.

Administrative support for CRP meetings is to be provided by Council.

### **Authority**

The CRP is an independent advisory committee and does not have any formal decision-making role or responsibility for the Plan.

### **Conflict of Interest**

Committee members must declare their interest, whether perceived, pecuniary or otherwise, in the exercise of their duties.

## Media

To ensure that integrity of the CRP is publicly maintained, media releases from the CRP directly require the consensus of a quorate meeting.

Members of the CRP may only speak to the media as representatives of their own organisation, and not as the CRP.

Media releases may be issued by NSW Trade and Investment and Gosford Council in relation to the CRP on occasion, but only in consultation with CRP members and upon the consensus of a quorate CRP meeting.

## Quorum

A quorum will consist of four persons, being at least one representative each from the Community, Progress Association, Council and Crown Lands CRP members.

## Administration

Proceedings of the meetings will be made available on Council's website, and will include meeting agendas, meeting minutes, attachments, timelines, plan drafts and contacts of community representatives for community input.

- Agendas should be provided to all members seven (7) days prior to each meeting.
- Meeting records should indicate attendance, summary of issues raised, a summary of responses and group decisions.
- Meeting records should include copies of presentation materials and references to technical reports.
- Meeting records should reflect both minority and majority opinions.
- Meeting records should be accepted by the CRP before they are made public on Council's website.

In order to ensure accessibility for community and government members of the CRP, CRP meetings will be held at either the Patonga Progress Hall or Council Chambers from 3pm-5pm on a designated weekday.

## Procedure for Amending Terms of Reference

Any proposed changes to the Terms of Reference will require the consensus of the CRP membership at a quorate meeting.

## Proposed Meeting Dates

Meetings to be held on Thursdays alternating between Patonga Hall and Gosford City Council Office as follows:

1. 15 August 2013 – Patonga Hall
2. 19 September 2013 – Gosford City Council
3. 17 October 2013 – Patonga Hall
4. 21 November 2013 – Gosford City Council
5. 12 December 2013 – Patonga Hall
6. 16 January 2014 – Gosford City Council