



# Kingston Community Advisory Group

## TERMS OF REFERENCE

### November 2021

#### 1. Purpose

- i. To obtain community input to the management and conservation planning and actions at the Kingston and Arthur's Vale Historic Area (Kingston).
- ii. To promote the exchange of information about, and raise awareness of, issues involving the local community and the management and conservation of Kingston.
- iii. To facilitate communication between the local community, the Kingston Advisory Committee (Advisory Committee) and the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) regarding Kingston.
- iv. To provide a mechanism which facilitates the active participation of the local community in conservation and tourism activities associated with Kingston.
- v. To provide an equitable forum in which to allow all Group members to express their views and opinions.

#### 2. Outcomes

- i. The Kingston Community Advisory Group (the Group) is recognised by local community members and organisations as a means whereby they can have effective input into the management and conservation of Kingston.
- ii. The Advisory Committee and DITRDC receive information and advice from the Group, as requested, on management decisions, including the development of plans, policies and guidelines.
- iii. The Advisory Committee and DITRDC remain informed of important local issues and maintain a high degree of community contact through the input of the Group.



### **3. Accountability**

- i. The Group is responsible to the Advisory Committee in regard to all its activities.
- ii. The Group and its individual members are not to engage in any media activities or purport to speak for the Advisory Committee without the prior consent of the Chair of the Advisory Committee.
- iii. Individual Group members are not to engage in any media activities or purport to speak for the Group without the prior consent of the Chair of the Group.
- iv. Members of the Group agree to keep confidential material which is identified as such, to declare potential or actual Conflicts of Interest in matters considered by the Group and to participate in a way which achieves the Purpose stated in these Terms of Reference.
- v. Members must not take any course of action that would bring the Group into disrepute.
- vi. Members of the Group should aim to reflect the broad perspectives of the community, and bring to the Group knowledge of the opinions and concerns of a range of relevant community groups.

### **4. Membership**

- i. There will be a minimum of 5 and maximum of 12 voting members, comprising individuals who wish to contribute to the management and conservation of Kingston. This might include:
  - residents of Kingston
  - businesses operating within Kingston
  - tourism operators
  - local fishers and/or divers
  - people with local heritage interests or expertise (both natural and cultural)
  - people with land use management and planning expertise
  - people working at Kingston, including museum and works staff
  - any other person who can demonstrate a significant interest in the management and conservation of Kingston.
- ii. Members will be appointed as individuals that collectively reflect a broad cross section of the community. A Member will not be appointed to act as a representative of a particular organisation or interest group.
- iii. Members of the Group will not be remunerated.
- iv. Expressions of Interest for membership of the Group will be sought through advertisements in the Norfolk Islander newspaper and Norfolk Island Online.
- v. On behalf of the Advisory Committee, DITRDC may also directly approach individuals with appropriate experience and



- involvement in the local community, seeking Expressions of Interest.
- ii. Membership of the Group will be determined by the Chair of the Advisory Committee.
  - vii. Appointments to the Group will be for a three-year period. Members will be eligible for reappointment for a maximum of two terms unless the Chair of the Advisory Committee decides there are extenuating circumstances.
  - viii. A member may at any time resign their office by notice in writing to the Chair or the Secretary of the Group.
  - ix. Subject to 4.i., the Advisory Committee Chair may appoint a person to a vacant position on the Group at any time, following consultation with the Advisory Committee.
  - x. The Chair and Vice Chair will be elected annually by the Group.
  - xi. The Chair and Vice Chair can be elected for a maximum of two consecutive years, unless there is no competing nomination in the following year/s.
  - xii. A committee member can table a Proxy Vote for the position of Chair or Vice Chair, either through the Secretary, or by authorising in writing another member of the Group to vote on his/her behalf.
  - xiii. The Advisory Committee Chair may attend Group meetings as an ex-officio member of the Community Advisory Group.
  - xiv. The Commonwealth Heritage Manager will be an ex-officio member and will act as Secretary to the Group.
  - xv. Observers may attend meetings of the Group, with prior approval of the Chair of the Group.
  - xvi. The Advisory Committee Chair can appoint Advisory Committee Community Members to attend Group meetings as ex-officio members.

## **5. Proceedings**

- i. The Group will meet at regular intervals, at least four times a year.
- ii. The Secretary will convene meetings and develop an agenda prior to each meeting, in consultation with the Chair of the Advisory Committee and the Chair of the Group.
- iii. The Secretary will organise a suitable meeting venue.
- iv. Meetings will be minuted and a copy of the minutes will be provided to the Advisory Committee and DITRDC.
- v. A quorum is constituted if at least half the total number of voting members is present.
- vi. Members are expected to attend at least three meetings in any one year and actively participate in the overall business of the Group.



- vii. Each member, including the Chair of the Group but excluding ex-officio members and observers, will have an equal vote.
- viii. In the event of a tied vote, the motion will be deemed to be lost.
- ix. All Group decisions are recommendations to DITRDC, through the Advisory Committee.
- x. These Terms of Reference will be reviewed each year by the Group and updates or changes will be recommended.