



## COMMUNITY ADVISORY COMMITTEE PROCEDURES

The Community Advisory Committee, or CAC, is the primary community advisory body to the Trust. Its members provide important input and advice to inform decisions of the Trust. The Board will duly consider the advice and recommendations of the CAC, but it is not bound by recommendations of the committee. While it is not a decision-making body, it is designed to enhance Trust operations and communications.

### Membership

#### General Membership

The Trust will appoint members to serve on the CAC. The Trust will seek individuals to represent a broad cross-section of expertise, age, gender and interests in the sites. CAC members are appointed for their individual insights, not as official representatives of a community group or an organisation. CAC members will be expected to have a good understanding of Trust activities and experience as well as an appreciation for key values across all Trust sites. While the Trust will aim to have as diverse a group as possible, this is limited to the group of applicants for each position. Therefore, in seeking new members, the Trust will actively promote awareness of the CAC in a variety of ways to attract a diverse pool of applicants.

Interested persons shall be invited to nominate themselves as a potential member by writing to the Trust Public Engagement & Relationship Coordinator outlining their experience and attaching any other relevant material.

Trust staff will coordinate the selection process for new members. A committee shall be formed to review applications and make recommendations to the Board. The Board will appoint new members on the recommendation of Trust staff at the absolute discretion of the Board.

CAC membership applications shall be evaluated based on a combination of criteria including:

- Exhibited affinity for and awareness of Harbour Trust sites and/or the harbour in general
- Broad representation in and/or knowledge of the community
- Demonstrated personal integrity
- Diverse representation of demographics and community sub-groups on the CAC in totality
- Expertise relevant to the delivery of the Harbour Trust objects
- Proven track record of working on teams

#### Ex-Officio Membership

In order to provide the opportunity for regular updates and opportunity for comment by affected government bodies, the CAC will include Ex-Officio members (or a nominated representative) for local governments relevant to Trust sites.

#### Expectations of CAC Members

CAC membership is voluntary. Active and balanced participation ensures that all voices are heard and that the committee as a whole can function effectively.

When unable to attend a scheduled CAC meeting, apologies will be recorded. Members who fail to attend 50% of the meetings during any 12 month period or who do not submit an apology for 3 consecutive absences may forfeit their membership.

### **Length of Term of CAC Members**

Unless specified otherwise, a member volunteers for a period of up to three years. The Trust Board will consider all new and re-appointment applications together, based on the general membership selection criteria.

Should a CAC member be unable to perform their duties, or resign their position during the CAC term, a new member will be selected to fill the position as soon as possible.

## **Meeting Procedures**

### **Meetings**

CAC meetings will generally be held quarterly as a minimum. The CAC is to hold meetings as necessary for the efficient performance of its functions. Meetings are to be held at such times and places as the Trust determines. This may involve off-site visits. The Executive Director may call a meeting at any time if, in his or her opinion, it is in the public interest for the Trust to consider matters urgently.

### **Agendas**

CAC meeting agendas shall be prepared by Trust staff. Agendas and supplementary documents shall generally be circulated at least one week in advance of an upcoming CAC meeting.

If a CAC member wishes to put forward a topic for CAC discussion, they should contact the Public Engagement & Relationships Coordinator to discuss including it on the agenda for an upcoming meeting. Agenda requests sent less than two weeks prior to a meeting will be considered for the subsequent meeting. The Trust staff will determine if it is better included in the agenda of a meeting or attended to more informally.

### **Presiding at Meetings**

Meetings shall be presided over by the Public Engagement & Relationships Coordinator or other Trust staff/independent facilitator as appointed by the Executive Director.

### **Meeting Notes**

The CAC must keep notes of its meetings. Notes will be recorded by a member of Trust staff or an independent facilitator. If an urgent meeting is called, the reason why must be recorded in the notes. The name of each person in attendance and any apologies submitted prior to the meeting must be recorded in the notes. The notes must capture the various viewpoints expressed at the meeting.

Meeting notes must capture action items and recommendations of the CAC.

Draft notes shall be circulated to CAC members for comment within 10 days of meeting. CAC members should provide comments on draft meeting notes within 10 days of circulation after which, the notes shall be finalised.

A summary of the notes will be made publicly available on the Harbour Trust website. Any information that is not yet public or is commercial-in-confidence will not be included in the summary until such time that it becomes public.

### **Providing Advice or Recommendations**

The key function of the CAC is to provide advice or recommendations to the Trust based on issues. To ensure all voices are heard, all opinions are recorded and communicated at the Trust Board meetings. Where there is great strength of opinion, either through the number of members who share a view or an issue that members are particularly passionate about, this is communicated to the Board for their information. Recommendations of the committee will be recorded in the summary notes as well as whether there is consensus or not, and if not, how many members were dissenting. The Board will duly consider the advice and recommendations of the CAC, but it is not bound by recommendations of the committee.

### **Communications Procedures**

#### **Communications with CAC**

As an effective sounding board for the Trust, it is essential to ensure a smooth flow of communication so that CAC members are well-informed and easily able to share their feedback with the Trust. Attending CAC meetings is the main way to ensure informed, constructive and inclusive discussion is taking place around key issues. In addition to regular meetings, the Trust Public Engagement & Relationship Coordinator is available to talk/meet with CAC members at an individual or group level. Email is always welcome to share thoughts and recommendations.

In addition to being able to expect clear, relevant and timely communication from the Trust, CAC members have a responsibility to participate through meetings and other communications with the Public Engagement & Relationships Coordinator to ensure their voice is heard.

#### **Communications with General Public**

CAC members are also in the unique position of both being an “ear to the ground” for the Trust to stay current on public opinion regarding our sites as well as being an advocate and sharing Trust news and events in their personal network. While the Trust relies on the input from committed community members on the CAC, it recognises that this cannot represent the whole community. Therefore, the Trust will seek broader community consultation where appropriate.

When addressing members of the public regarding Trust sites and experiences, members should be mindful of their role on the CAC and the Trust’s Key Values, acting: Impartial, Committed to Service, Respectful and Ethical. CAC members are responsible to ensure the accuracy of information shared regarding the Trust. At no time, should sensitive or commercial-in-confidence information be disclosed.

#### **Public Comment**

CAC members should not make public statements to the media or in public forums regarding the Trust.

#### **Communication With Trust Board**

Summary notes from the latest CAC meeting will be provided at each Board meeting. To ensure timely sharing of ideas arising from CAC meetings with the Board, the most current version of the summary notes will be presented, even if they are pending finalisation.

The Executive Director shall report regularly to the Board on CAC comments, information and issues in order to assist the Board in the decision making process.

Decisions of the Board regarding issues discussed by the CAC will be communicated with the CAC.

#### **Disclosure of Personal Information**

The Trust will not disclose CAC members’ personal information without prior consent unless ordered by a court.