

TERMS OF REFERENCE COMMUNITY ADVISORY COMMITTEE

INTRODUCTION

The Community Advisory Committee (the CAC) is a sub-committee of the NSW Crown Holiday Parks Land Manager Board (the Board), and has been appointed to align with the:

- Crown Land Management Act 2016; and
- Crown Land Management Regulation 2018.

This Terms of Reference sets out the arrangements for the CAC and lists information such as its role and purpose of the CAC, chair, membership, meeting schedule and procedures.

ROLE/PURPOSE

The purpose of the CAC is:

- To act in an independent advisory role to the NSW Crown Holiday Parks Land Manager Board.
- To provide the Board with key issues arising from the NSW community and stakeholder's interest in Crown Holiday Parks and reserves managed by Reflections Holiday Parks.
- To draw on the experience of its members and provide advice to the Board based on such experience, knowledge and research of the wider tourism industry.
- To facilitate the exchange of ideas and information which may align with the organisation's Corporate Strategic Plan, including effective marketing strategies and new business or partnership opportunities.

AUTHORITY

The CAC will function in an advisory capacity only and has no authority to make decisions on behalf of the Board or the Executive.

Items which the Board deems to be commercial-in-confidence, will not be discussed or distributed to the CAC.

The CAC and its individual members are not to engage in any media activities or to speak for (or on behalf of) Reflections Holiday Parks, without prior written consent of the Chair and/or CEO.

All matters and papers discussed and/or considered by the CAC are to be kept confidential and members of the CAC are precluded from discussing any such matters or papers privately or outside the CAC.

Members of the CAC agreed to declare any potential or actual conflicts of interest and at all times agree to act in the best interests of the CAC and the community of New South Wales.

Members of the CAC agree to be bound by the CAC'S Terms of Reference, the Reflections Holiday Parks' Code of Conduct and all relevant company policies.

THE CHAIR

The CAC Chair will be appointed by the Board.

The Chair is to be an independent appointment and is remunerated for the role.

The independent conduct of the Chair is critical for the effective functioning of the CAC.

CAC MEMBERSHIP

The CAC membership will be a minimum of four (4) members and a maximum of eight (8), representing a range of community and stakeholder groups and individuals who wish to contribute to the following agenda:

- Regional Fishing opportunities and trails (including native/traditional fishing Clinics)
- Culture and Heritage Tourism (including connections with local communities and traditional owners).
- "Back to Nature" experiences (including: Walking/Bike Trails).
- Exploring potential International opportunities (including "China Ready" initiatives)
- Luxury camping or "glamping" opportunities.
- Visitor Experience and potential opportunities/diversification (including, creating regional partnerships).

Membership of the CAC is to be approved by the Board.

The Secretary for the CAC will be the CEO.

The appointment of CAC members will be for a term of two (2) years.

Members of the CAC are appointed on a volunteer basis.

Members are eligible to claim "reasonable" expenses incurred when attending CAC meetings.

A CAC member may resign their office at any time by notice in writing.

Members are expected to attend scheduled meetings regularly. Failure to attend three (3) consecutive meetings without a reasonable excuse, will be deemed to have resigned membership of the CAC.

MEETING SCHEDULE AND PROCEEDINGS

The CAC will meet at least twice a year, but no more than three (3) times per year.

A quorum is constituted if at least half of the total number of members is present.

The CAC Chair will set the agenda with the CEO as Secretary, with members eligible to propose agenda items, in line with the above list.

Meetings will be minuted by a member of the Governance and Engagement Team and be distributed for the Chair's review within five (5) working days.

CAC recommendations will reach consensus wherever possible.

The CAC recommendations are to be forwarded to the Board by the CAC Chair, through the CEO.

INFORMATION ABOUT THIS DOCUMENT

Responsibility	Corporate Secretary
Approver	The Board
First Approved	August 2016
Effective Start Date	August 2016
Next Review Date	June 2021

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation/ External Requirements	<ul style="list-style-type: none">• Crown Land Management Act 2016; and• Crown Land Management Regulation 2018.
Related Policies	<ul style="list-style-type: none">• Code of Conduct• Communications Policy• Privacy Policy• Travel and Meeting Policy
Related Procedures/ Protocols, Statements, documents, forms	<ul style="list-style-type: none">• Travel and Meeting Policy – Reimbursement Form

DOCUMENT HISTORY

Doc No.	Date Amended	Details Comments
0.1	August 2016	First version approved by the CAC and Board.
0.2	June 2019	Version Two approved by Board Chair.