



Redlands Coast 2032 Legacy Working Group

Terms of Reference

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1. Context

Redland City Council has been proudly part of the South East Queensland Olympic and Paralympic journey since the Council of Mayors (SEQ) began investigating a regional games in 2015. Council's support for this initiative has always been the once-in-a-generation opportunity to create a lasting legacy for the Redlands Coast community and the South East Queensland region, in particular, attracting increased investment in transport infrastructure and creating important social, economic development and employment opportunities.

The International Olympic Committee recognises 'legacy' as a key part of the Brisbane 2032 Olympic and Paralympic Games (Brisbane 2032). The values of the Olympic Games – respect, friendship and excellence – as well as the Paralympic Games promotion of inclusion and equal opportunities provide a unique platform to promote and accelerate desired societal developments, delivering lasting benefits for people, communities, city, image and infrastructure.

With Redlands Coast named a venue host city for Brisbane 2032 Canoe Slalom event, Council, together with Games partners are now focusing on ensuring enduring benefits will be realised for the Redlands Coast community through this opportunity. The Redlands Coast 2032 Legacy Working Group (LWG) can help capitalise on the once in a generation opportunity presented by Brisbane 2032.

1.1 PURPOSE

The purpose of the working group is to:

- Inform the development of a Redlands Coast 2032 Legacy Plan that accelerates delivery of Council's long term strategic plans and maximises local, regional and international opportunities for the benefit of Redlands Coast aligned with the Brisbane 2032 Olympic and Paralympic Games Legacy Plan
- Ensure that community views and aspirations are represented and reflected in the development of a Redlands Coast 2032 Legacy Plan and Program;
- Assist Council with strategies to encourage community participation and support for the legacy programs and initiatives;
- Provide a forum for discussions with other community and business groups and individuals regarding relevant legacy opportunities, benefits and risks;
- Identify desirable legacy opportunities and outcomes that should be pursued in the lead up to, during and beyond Brisbane 2032;
- Enable a powerful advocacy voice on Brisbane 2032 legacy issues and other related regional opportunities.

1.2 SCOPE

The following items are in scope for the LWG:

- Providing advice to Council on legacy opportunities for Redlands Coast including informing development of a Redlands Coast 2032 Legacy Plan;
- Informing Council decision making regarding long-term planning for management of the Redlands Coast 2032 Games program and legacy opportunities; and

- Considering and providing advice on any other matters related to LWG purpose.

The following items are out of scope for the LWG:

- The LWG will not make decisions on behalf of Redland City Council.

1.3 DELIVERABLES

The key deliverables of the LWG is the provision of advice to Council on legacy opportunities for Redlands Coast. A report summarising the outcomes of each LWG meeting will be provided to Council.

2. Governance

2.1 MEMBERSHIP

The LWG will comprise the Chairperson (Mayor or alternate elected representative) and members representing a diverse range of interests, skills and experience, including:

- Cultural diversity, including Quandamooka Traditional Custodian representatives
- Olympians/ Paralympians/ High performance sport
- Sustainability expert
- Business, industry and trade
- Tourism and events
- Disability sector – accessibility and inclusion
- Arts and culture
- Community sport and active recreation
- Local school student
- Transport
- Health and wellbeing
- Innovation and research
- Education and training.

Additional members may be appointed over time if it is considered that representation will best further the LWG's purpose.

2.2 ROLES AND RESPONSIBILITIES

2.2.1 Chairperson

The Chairperson will be Mayor or elected representative nominee. The Chairperson conducts and manages meeting proceedings with the objective of ensuring meetings are run fairly and without bias. The Chairperson is responsible for:

- Assisting Council to recruit and select LWG members;
- Leading decision making processes;
- Leading meetings and ensuring individual LWG members are heard and can contribute to the process;

- Conducting and managing meetings consistent with this Terms of Reference, including facilitating the flow of information and discussion;
- Ensuring meetings are focused on the LWG's purpose and scope, and on delivering clear outputs and/or outcomes;
- Supporting members and resolving any conflicts that may occur within the LWG;
- Attending community information sessions as part of the wider public consultation for the LWG;
- Collating issues raised by the LWG and forwarding to the Responsible Council Manager for a response;
- Acting as spokesperson for media enquiries relating to the activities of the LWG.

2.3.2 Members

Members should represent a range of key interests, which allows a diversity of interests to be heard. Members should work effectively and efficiently with the Chairperson, Council Officers and relevant consultants to achieve the best outcome for the LWG.

Members are responsible for:

- Taking reasonable steps to ensure that they are knowledgeable about the purpose and outcome of the Olympic and Paralympic Games movement;
- Attending all scheduled meetings;
- Actively and constructively participating in all meetings;
- Promoting and supporting the benefits of the LWG.
- Providing informed and considered comments and advice;
- Bringing to the group's attention any identified problems or issues within the purpose of the LWG;
- Making, supporting and adhering to any final recommendations; and
- Ensuring that meeting minutes are accurate and reflect a true and correct record of proceedings.

2.4 EXPRESSION OF INTEREST

2.4.1 EOI Application

Selection of members for representation on the LWG will occur via an open Expression of Interest (EOI) process. The EOI application form will ask applicants to provide responses to the following criteria:

- Commitment:* Members should be able to demonstrate a commitment to the overall purpose of the LWG.
- Interest:* Members should be able to demonstrate interest in one or more issues or elements relevant to the Olympic and Paralympic Games, including associated legacy opportunities, and the ideals of the International Olympic Movement and its benefits for the Redlands Coast community.

- c) *Capacity to communicate*: Members should have the ability to work constructively and cooperatively as part of the LWG and communicate information from the LWG to other interested stakeholders;
- d) *Willingness to contribute*: Members should be able and willing to commit to the role and responsibilities of the LWG, and demonstrate how they will actively participate in the business of the LWG.
- e) *Knowledge and expertise*: Members should be able to demonstrate significant knowledge and expertise in one or more specific interest areas aligned to Council’s Corporate Vision and Themes.

Vision	
Naturally wonderful lifestyle. Connected communities. Embracing opportunities.	
<i>Strong Communities:</i>	Our strong and vibrant community spirit is nurtured through services, programs, organisations, facilities and community partnerships that promote resilience, care and respect for residents of all ages, cultures, abilities and needs.
<i>Quandamooka Country:</i>	Our city embraces the rich Aboriginal heritage of Redlands Coast (Quandamooka) and the Traditional Owners’ ongoing custodianship of Quandamooka land and waters. We work together for the future of Redlands Coast on Quandamooka Country.
<i>Natural Environment:</i>	Our environment enhances our identity, lifestyle, wellbeing, economy and cultural values. Opportunities to be immersed in our naturally wonderful environment are harnessed, and drive our commitment to protect and enhance our natural assets.
<i>Thriving Economy:</i>	Our thriving economy recognises the benefit of our unique geography and is underpinned by enabling infrastructure, supportive policy and successful partnerships which maximise opportunity for growth in industry, job creation, innovation and investment.
<i>Liveable Neighbourhoods:</i>	Our unique local lifestyle is enhanced by a well-planned network of island, urban, rural and bushland areas which connect and support our natural assets, communities and businesses.

Figure 1: Our Future Redlands – A Corporate Plan to 2026 and Beyond – Vision and Themes

2.4.2 Selection process

The Chief Executive Officer, Redland City Council will convene a panel to select members in consultation with the Chairperson. Successful nominees will be appointed by the Chief Executive Officer, Redland City Council and asked to complete a declaration of interest.

2.5 TENURE

Unless otherwise determined, appointments to the LWG are for an initial period of two years after which time, a review will be undertaken to determine the future role, function and composition of the LWG which may include appointments being further extended.

2.6 TERMINATION

The Chief Executive Officer, Redland City Council may remove a member of the LWG where it can be reasonably demonstrated that the member has acted in a manner which is inconsistent with the intent of these Terms of Reference and/or Code of Conduct. A member (including the Chairperson) who is absent from at least two consecutive meetings without prior notification to the Chairperson will be deemed to have withdrawn from the membership of the LWG.

The appointment of a Member of the LWG (including the Chairperson) will conclude for any of the following reasons:

- The term of appointment has expired;
- The member has submitted a written resignation;
- The member breaches the Code of Conduct – in which case the Member's appointment may be terminated in writing by the Chief Executive Officer; and
- A performance issue or behavior documented by the Chairperson (in consultation with the member), has not been rectified within a reasonable or agreed timeframe – in which case the Member's appointment may be terminated in writing by the Chief Executive Officer, Redland City Council.

2.7 VACANCIES

Where a vacancy arises in the membership of the LWG, the position may be left vacant or may be filled in accordance with a decision made by the Chief Executive Officer, Redland City Council having regard to the length of time remaining and advice of the Chairperson.

The Chief Executive Officer may call for additional nominations through Council's communication channels, requiring interested parties to complete and submit the EOI form and resume.

2.8 VOLUNTARY PARTICIPATION

Participation in the LWG is voluntary and no payment shall be made by Council to any standing or voluntary member for attendance or disbursements unless authorised by the Chief Executive Officer, Redland City Council.

3. Member Conduct

3.1 CODE OF CONDUCT

Members of the LWG have a duty to discharge responsibilities according to the highest standards of conduct. The following Code of Conduct principles should be observed by all members of the LWG and should be read in conjunction with the *Public Sector Ethics Act (Qld) 1994*.

Working group members must:

- Perform the duties of the office impartially, uninfluenced by fear or favour;
- Be frank and honest in official dealings with colleagues and with Council;
- Ensure their personal conduct does not reflect adversely on the reputation of Council;
- Demonstrate respect for fellow members, Councillors, Council employees and other members of the public;
- Assess their own interests against the duties and responsibilities of the role and declare any interests that may be actual, potential or perceived conflicts on a Register of Interest Declaration.
- Update the Register of Interest Declaration if they become aware of any new interests or if any existing interest changes;
- Not participate in the deliberations of the LWG in relation to any private interests;
- Avoid situations in which any private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their public duty; and
- Comply with all laws and other Council policy, procedures, and requirements relevant to the role of a LWG member.

Working group members must not:

- Engage with the media or participate in public forums in relation to the activities of the working group without prior approval of the Chairperson;
- Use information obtained in the course of their working group duties to directly or indirectly gain an advantage for themselves or for any other person;
- Discuss or publicly disclose information gained in the course of their working group duties without prior approval of the Chairperson;
- Solicit or accept from any person any benefit, advantage or promise of future advantage for themselves, their immediate family or any business concern or trust with which they are associated, from persons who are in, or seek to in, any contractual or special relationship with Council; or
- Accept any gift, hospitality or concessional travel offered in connection with the discharge of their duties.

4. Operations

4.1 MEETING FORMAT

All meetings will be chaired by the Mayor or their nominated elected representative. The outcomes from each meeting will be confirmed prior to the close of the meeting by the Chairperson with the LWG members and included in the report to Council.

4.2 QUORUM

A meeting quorum is deemed to be a majority of the members and a meeting may be cancelled or rescheduled if a majority of members cannot attend.

4.3 MEETING PROTOCOLS

To ensure effectiveness, the following meeting protocols will apply in relation to all meetings:

- LWG members will respect the role of the Chairperson as facilitator in the conduct of meetings;
- All members will respect the right of every member of the LWG to speak and put forward their views;
- Feedback and advice will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the LWG Chairperson makes the final decision;
- Members will comply with the Chairperson's decisions in relation to allocation of time to agenda items;
- Minutes will be taken by a Council representative at each meeting and made available via email to the group;
- A meeting report compiled by a Council Officer is to be provided to the Chairperson within 15 working days from the LWG meeting to be tabled at a future Council General Meeting.

4.4 SECRETARIAT

Redland City Council will be responsible for:

- Arranging meetings;
- Coordinating and preparing agenda and minutes;
- Distributing agendas, minutes and other supporting documentation;
- Maintaining up to date contact details for members;
- Carrying out or monitoring follow-up actions which arise from the business of meetings;
- Preparing deliverables from LWG actions; and
- Preparing a report to Council following each LWG meeting.

4.5 MEETING FREQUENCY

It is expected that meetings will be held at least twice yearly, or as determined by the Chairperson.

4.6 PROXIES

Proxies will not be permitted to attend meetings.

4.7 OBSERVERS

Observers may be invited to attend a meeting, or part of a meeting, with the prior approval of the Chairperson. Observers are not able to participate in the meeting without the Chairperson's prior agreement.

4.8 GUESTS AND OTHER ATTENDEES

The Chairperson may, from time to time, invite people to make presentations to the meeting and/or provide information, advice and opinion about a topic. These presenters do not have any other role in the meeting.

Councillors and Council officers, may attend meetings as observers with the prior approval of the Chairperson.

4.9 REPORTING

A report will be prepared for Council following each meeting of the LWG. The report will include recommendations from the LWG to Council.

4.10 MEDIA STATEMENTS

Media enquiries relating to the work of the Redlands Coast 2032 Legacy Working Group are to be directed to the Chairperson through Council's Communication, Engagement and Tourism Group on media@redlands.qld.gov.au or Phone: 07 3829 8726.

5. Authorisation

5.1 APPROVAL

The Redlands Coast 2032 Legacy Working Group Terms of Reference is to be approved by the Chief Executive Officer, Redland City Council.

5.2 AMENDMENT, MODIFICATION OR VARIATION

This Terms of Reference may be amended, varied or modified by the Chief Executive Officer, Redland City Council.

6. Approval

Andrew Chesterman
CHIEF EXECUTIVE OFFICER

Date: 4 May 2022