

City of Albany Princess Royal Harbour Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)

Community and Business Reference Group – Terms of Reference

Name

Princess Royal Harbour CHRMAP Community and Business Reference Group (herein referred to as 'the CBRG').

Purpose

The purpose of the CBRG is to provide input and advocacy of the CHRMAP for the duration of the project and the engagement activities. The members key responsibilities will be sharing local knowledge and sharing project engagement opportunities with their networks to promote community participation.

The CBRG members will be a conduit to and from the community and local businesses on the technical aspects of the project to help in the dissemination of key information throughout their networks.

Primary Objectives

- To receive and share knowledge about the Princess Royal Harbour area in relation to the CHRMAP project.
- To guide and contribute to the CHRMAP as it progresses.
- To promote the project and engagement activities to the community and key stakeholders within your networks.

Membership

- There will be a maximum of 15 members.
- Members will be a mix of local residents and business representatives.
- Membership will last for the duration of the CHRMAP project, approximately 18 months from inception.

Appointment process

- CBRG members will be appointed through an Expression of Interest process.
- CBRG members will be selected in a blind assessment process through independent facilitators (element).

Responsibilities of CBRG Members

- Prepare for, attend and actively participate in the CBRG meetings.
- Have a strong familiarity and knowledge of the Princess Royal Harbour area.
- Act as a conduit between the project team and the community and key stakeholders, promoting the project and encouraging participation at the engagement activities.

Meeting frequency

- Meetings will be held infrequently and only as needed at the discretion of each project milestone. An indicative schedule of meetings is appended to this Terms of Reference.

Management of the CBRG

- The City's Senior Planning Officer – Strategic Planning will be at attendance at each meeting.
- The CBRG meetings will be facilitated online by engagement consultants at element. CBRG members have the option of meeting at the City, or attending online from home.
- Summary notes from each meeting will be kept and distributed to all members not longer than one week after each meeting.

Reporting procedure

- The CBRG is not a formal committee of Council but rather a consultative group that is endorsed by Council. It is not a decision-making body and does not require voting protocols or other decision-making mechanisms.
- Summary notes from each meeting will be published for all community members to access.

Remuneration

- None.

Council contact

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Appendix A. Indicative Schedule of Meetings

No.	Project milestone	Rough timing*	Rough agenda
1	CBRG establishment	Feb 2021	Welcome and introductions Briefing on Engagement Plan Q&A
2	Risk evaluation	xxx	Provide input on the level of risk / risk tolerance? Discuss upcoming engagement activities (workshops and online polling).
3	Risk Treatment / Community Workshops	xxx	Discuss the final engagement outcomes after workshops and online polling.
4	Implementation Plan	xxx	Update on the CHRMAP progression and peer review implementation plan.
5	Final CHRMAP	xxx	Peer review Final CHRMAP

*Timing is subject to change based on the progression of the project.