

broadwater masterplan

a gold coast waterways steering committee project

Project Initiation Plan



The Gold Coast Waterways Steering Committee was established in July 2010 to improve the provision and quality of coastal, foreshore and waterway infrastructure within Gold Coast City. It is governed by a Memorandum Of Understanding between the State Of Queensland, Gold Coast City Council and Marine Queensland.

Contact for enquiries about this project

If you have any enquiries regarding this document, please email BroadwaterMasterplan@msg.qld.gov.au. Alternatively, please contact Maritime Safety Queensland's Gold Coast Office on telephone 07 5539 7300.


Document sign off

The following officers have **approved** this document.

Transport and Main Roads

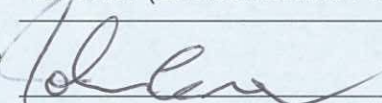
Name Patrick Quirk
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Gold Coast City Council

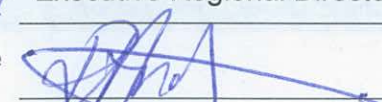
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The following Gold Coast Waterways Steering Committee members have **endorsed** this document.


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1 INTRODUCTION

The Broadwater is one of the State’s iconic assets contributing strongly to the city image of the Gold Coast. It is a protected and safe passage of water that is very popular with Gold Coast residents and visitors, providing substantial area for water based commercial, environmental opportunities and recreational activities, critical to the sustainability of the Broadwater. The Broadwater is also a significant part of the regional ecosystem and has the potential to be a vibrant and active events space on the Gold Coast.

The development of a Masterplan for the Broadwater will provide a definitive guide for waterway and land use management and development in the area, providing confidence to the community about the future, and supporting investment by both government and the private sector.

Many of the possible issues and ideas for the Broadwater have been extensively documented from previous initiatives. Consequently, the starting point for this masterplanning process is to evaluate and consolidate prior recommendations. This evaluation will also consider what actions have been progressed from previous work and form the basis from which the Broadwater Community Reference Group (BCRG) can consider ideas and opportunities to inform the preparation of a masterplan that will have community acceptance, and will be environmentally and economically sustainable.

Some key prior initiatives that will be considered as part of the masterplanning project include:

- The “Gold Coast Harbour Vision 2020” project;
- The “Gold Coast Marine Development Project” at the Spit;
- The “Tides of Change” vision for Doug Jennings Park, the Marine Stadium and adjacent lands; and
- The “Southport Broadwater Parklands Q150 Project” and “Stage 2” work.

While funding is important, the proposed masterplan does not intend to commit council or other government funds towards its implementation. Rather, it is intended to serve as an agreed guide for future investment, planning and management decisions, which will be materially influenced by private sector demands and interests.

The Gold Coast Waterways Steering Committee (WSC), which is governed by a Memorandum of Understanding, provides an agreed basis for coordination and cooperation, including joint funding, between the State, Gold Coast City Council (Council) and industry (Marine Queensland). As the project falls within the broad policy interests of the WSC, members have agreed to provide advice, coordination and oversight of the masterplanning project, which is to ultimately be presented for State and Council consideration.

1.1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the governance and communications requirements to support the Broadwater Masterplanning project and ensure its success. This document outlines the high level project parameters including how the WSC member agencies will work together to deliver this masterplanning project for the Broadwater. It includes the project’s Terms of Reference.

It is recognised that the WSC is comprised of multiple agencies (State Government, Council & Industry) working towards a common outcome. In doing this, each WSC member agency must respect their normal operating requirements.

2 TERMS OF REFERENCE

2.1 OBJECTIVES

The proposed masterplan seeks to establish a coordinated and consistent long term approach to sustainable planning, development and management of the Broadwater. The masterplan is intended to be a central decision making guide for management agencies and key stakeholders, requiring it to be a *practical* plan, developed with the community, and supported by both the State Government and Council. It should be representative of broader community and stakeholder consensus, identify planning priorities (for fringing land and waterway areas) and develop a range of agreed actions.

2.2 GEOGRAPHIC SCOPE



The Sundale Bridge is a logical southern boundary for the masterplan area, with the Moreton Bay Marine Park the northern equivalent. The foreshore reserves and parklands also form a logical eastern and western boundary for the masterplan. Figure 1 is an approximate representation of the geographic scope of the masterplanning project.

This area encompasses the Broadwater and fringing land areas (including reserves and parkland owned by Government) which critically requires an agreed vision to support future planning decisions.

The scope enables the masterplan to consider its relationship with land uses between Seaworld Nara Resort and the Southport Yacht Club to ensure both water and land use planning for the Broadwater are complimentary.

The proposed masterplan area is not intended to encroach into the Moreton Bay Marine Park or the Sovereign and Ephraim Island developments in the North. However, the relationship of these areas with the Broadwater Masterplan should be considered.

2.3 EXTENT OF THE PROJECT'S CONSIDERATIONS

Acknowledging considerable work already undertaken, the masterplan should consider historical planning outcomes, identify outstanding actions and relevant recommendations consistent with the scope of this project. The final masterplan should provide a guide for the types of activities and infrastructure that can be sustainably accommodated in the Broadwater in consultation with the community and Government. The masterplan will consider the following matters in a process that addresses the environmental, community and economic values for the Broadwater:

- *Land and water interface* – Assess the use and potential uses of fringing land to develop an agreed interface between land and waterway uses throughout the Broadwater which minimises conflict and supports integrated development outcomes. Possible improvements or recommendations regarding existing planning or legislative arrangements to facilitate the agreed outcomes, should also be considered and included in the WSC's recommendation report to Government.
- *Amenity* – Consider the potential effect of proposed activities within the Broadwater on adjacent residences and businesses. Existing amenity issues should be recognised and mitigation strategies canvassed to provide a better approach to managing local waterway and land uses.
- *Public infrastructure and commercial development opportunities* – Identify areas where development could be supported to improve facilities and supporting infrastructure in line with agreed social and environmental values for the Broadwater. Canvass how private sector development could interface with the public realm to realise these development opportunities.
- *Recreational and commercial demand* - Analyse possible constraints to the Broadwater's ability to sustain increased recreational and commercial demand. Existing congestion and access issues should be considered and improved management strategies, such as zoning, canvassed. Impacts of the Broadwater Masterplan in relation to adjacent traffic areas, particularly Seaworld Dr, Waterways Dr and the Gold Coast Highway from Sundale Bridge to Smith Street should also be considered.
- *Environmental* – Consider the masterplan's relationship with the Moreton Bay Marine Park's southern boundary to identify opportunities to better manage cross-boundary issues, such as extended anchoring, and consider the impact of the how we plan to use the Broadwater on the environmental values of the adjoining Marine Park. Opportunities to improve the ecological health of the Broadwater should also be identified in a holistic manner (e.g. water quality, ecosystem resilience, offsets)

2.4 OUTPUTS

The masterplan must address and balance community, environmental and economic considerations before identifying implementation options and strategies. Although a number of studies have been undertaken, further technical investigations are likely to inform decision making parameters regarding future use and development constraints and opportunities. Subsequently, the masterplan may also recommend the need for additional or ongoing technical investigations to support the implementation of priority projects for the Broadwater.

The masterplan should be robust and adopt approaches that make it enduring. One approach might be to identify areas or precincts and then nominate activities that can be sustainably supported in each area. This approach might be particularly complimentary to projects that rely on proposals or expressions of interest as an implementation strategy.

The work of the BCRG should culminate in broad recommendations, to the WSC, on what is required to support the commercial, recreational and environmental outcomes identified through the masterplanning project and representative of the broader community's input. In partnership with the WSC, this will also include a listing of possible uses and projects considered to be impractical or otherwise infeasible, with the relevant confounding issues outlined.

Supporting the masterplan will be a recommendation report from the WSC which synthesises work undertaken to prepare the draft masterplan, the outcomes of community consultation and any recommendations to Government. The report should clearly identify apparent areas of consensus and controversy and advice from the BCRG in this regard. This report should also address how the local waterway should be used and managed after considering local amenity and on-water congestion issues.

Complementing these strategic outputs is a high level project schedule and associated deliverables, refer to section 4 of this document, for the masterplanning project.

3 PROJECT GOVERNANCE

The WSC is responsible for overseeing the masterplanning project, including the dispersion of project funds. The project will be managed in line with the Memorandum of Understanding underpinning the WSC. Key governance requirements relevant to the masterplanning project require Committee members to:

- work together in good faith; including:
 - Acting fairly, reasonable and honestly;
 - Doing all things reasonably to be expected in the context of this project outline;
 - Giving as much weight to the interests of the WSC as to their party's own interest;
 - Providing advice and working constructively to resolve issues in a timely manner; and
 - Not impeding or restricting another party's performance of its obligations.
- take all steps, execute all documents and do everything reasonably required to give effect to this project outline and the success of the masterplanning project;
- make decisions in good faith on a majority vote basis, having regard to sensitivity of the masterplanning project for government, industry and the community;
- raise any conflict of interest that exists or may be perceived to exist at the earliest WSC meeting for discussion and endorsement of agreed action/s to mitigate any perceived impact on the masterplanning project.
- commit the necessary resources to support the masterplanning project, particularly where resources are agreed and outlined in subsequent project planning.
- respect the procurement policies and requirements of the State Government and GCCC as joint funding partners for the masterplanning project.

WSC member agencies are responsible for reporting to government on the progress of the masterplanning project and making recommendations on the project's outcomes. The project governance structure and community interface (Refer to Figure 2) indicates the relationship between the WSC, its Working Groups, Project Management and the Broadwater Community Reference Group that will collectively deliver this masterplanning project.

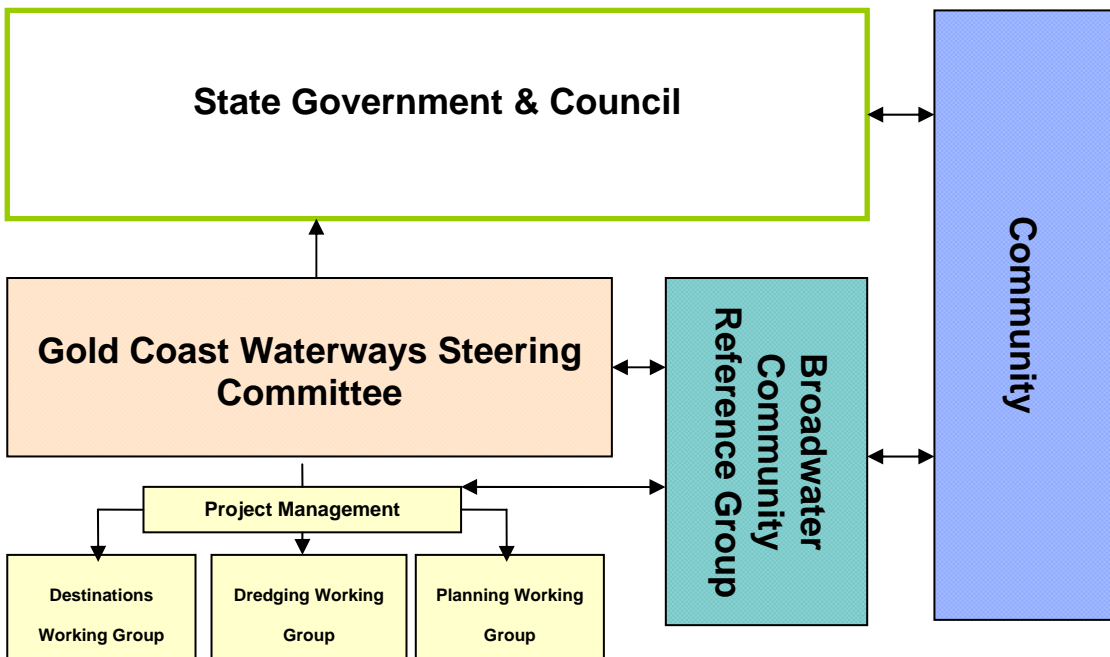


Figure 2 – Project Governance Structure and Community Interface

3.1 PROJECT COMMUNICATIONS

As this project is a joint initiative of the State Government and the Gold Coast City Council, all project communications for the Broadwater Masterplan (ie to the community) will be undertaken by the WSC to create a common vision. Subsequently, project communication will be undertaken in accordance with the spirit of the MOU underpinning the WSC.

Maritime Safety Queensland has established and will maintain a “Broadwater Masterplan” website (<http://www.msq.qld.gov.au/Waterways/Gold-coast-wsc/Broadwater-masterplan.aspx>) and generic email account (BroadwaterMasterplan@msq.qld.gov.au) to ensure project documentation is easily accessible by the broader community and a central point is provided to make contact with the project. Other State Government agencies, Council and Marine Queensland, represented on the WSC, are encouraged to direct the community to this central project website.

WSC member agencies will be governed by section 7 of the MOU, which outlines the agreed approaches for communication, media protocol and publicity. In addition, the following communication principles will underpin the WSC’s coordination and project management role for this masterplanning project:

- The Chair of the WSC will be the primary spokesperson for the project;
- Opportunities for representative spokespersons from State, Local Government and Marine Queensland to promote this project will be offered at the same time, and taken up subject to individual interest;
- All project correspondence, media and public information will refer to a ‘jointly funded State and Local Government project coordinated by the WSC’;
- All project correspondence, media and public information will utilise the agreed Broadwater Masterplan identity Guide (Refer to Attachment A) and include State Government, Council and Marine Queensland Logos, representing the WSC;
- All media releases will attribute a range of comments to representatives from State Government, Council and Marine Queensland, subject to agency approvals;

- All project correspondence will be drafted by the Secretariat and/or Project Management Team and a register will be provided to the WSC for their information, or where contentious referred to the WSC member agencies for endorsement;
- Where possible media announcements will be planned to provide both State Government and Council the opportunity to cooperatively prepare media information and enable the briefing of Government prior to the release of project communications.

To ensure the WSC promulgates a consistent message during the masterplanning process, a coordinated project communication guide (Refer to Appendix B) has been developed to assist with respective Government media and briefing requirements.

3.2 COMMUNITY ENGAGEMENT

Partnering with the community is a key component to improving management and creating a sustainable vision for the Broadwater area. Establishing a dialogue with the local community to identify issues and opportunities, assist with planning and inform decision making is critical to the success of the masterplanning project. A number of different engagement approaches will be used to ensure target stakeholder groups, indigenous groups and the broader community are well informed of the masterplanning project, the issues and how to engage with the masterplanning project.

3.3 BROADWATER COMMUNITY REFERENCE GROUP

A Broadwater Community Reference Group (BCRG) will be central to the masterplanning project's community engagement activities by providing an important link between the WSC and the broader stakeholder community. The BCRG is a forum for discussing information and community views to inform the development of the Broadwater Masterplan.

The WSC will provide resource support, in the form of secretariat services, technical advisors and consultancy reports, to the BCRG in accordance with the project management plan. The BCRG will be involved with preparing a draft consulted Broadwater Masterplan and providing advice to the WSC for its consideration and final recommendations to Government. In undertaking masterplanning work, the BCRG will take account of the technical input/specialist advice received while also balancing community interests and provide guidance on issues, as requested.

To ensure balanced discussion of the issues and opportunities, the BCRG will be representative of the various environment, social and economic interests in the Broadwater and will commit to the BCRG terms of reference (Refer to Appendix C).

Community members will be selected by the WSC based on nominations from interested stakeholders and community organisations following an Expressions of Interest process. Following receipt of the expressions of interest, a panel of WSC representatives will select the appropriate community representatives for endorsement by the WSC. In determining representation, the WSC representatives will have regard to broad community representation relevant to the issues involved. State Government and Council will be briefed on the selection of representatives prior to the offer of membership and announcement of the BCRG membership to the broader community, early in 2012.

4 PROPOSED PROJECT OUTLINE AND DELIVERABLES

The table below is a high level outline of the masterplanning project, preceding detailed project planning.

Phase	Timing	Process / Steps	Deliverables
1. Project Initiation	Sept 2011 - Nov 2011	Approve the Project Initiation Plan including high level project scope, governance and schedule arrangements. Identify preferred community engagement approach and establish communication channels. Advise community of project commencement	Project Initiation Plan endorsed by WSC Project Website established Project Terms of Reference released publically
2. Preliminary Studies & Project Planning	Nov 2011 - Feb 2012	Project Management Team formation and resources engaged Detailed Project Planning Previous Initiatives Review and Gap Analysis Technical Investigations commenced (early baseline work) BCRG nomination process conducted Prepare phase 3 consultancy briefs, circulated to market for engagement, to support phase 3 & 4 works.	Project Management and Communication Plans Previous Initiatives & Gap Analysis Report Baseline Technical consultancies awarded BCRG Chair & Membership appointed Phase 3 consultancy briefs released to market (DEC11) Phase 3 consultancies awarded (JAN12)
3. Masterplan Preparation & Consultation	Feb 2012 - Jan 2013	BCRG to review Previous Initiatives & Gap Analysis Report and advise on current planning approaches/issues for the Broadwater. BCRG to work with key communication and masterplanning consultants to engage community input during preparation of an 'initial draft' masterplan. BCRG consider baseline technical information and ideas to inform the preparation of an 'initial draft' masterplan. 'initial draft' masterplan for public consultation Compile community feedback and refine the masterplan. BCRG Report detailing the plan preparation and consultation outcomes, the final draft masterplan, and implementation recommendations.	BCRG established & initial meeting held (FEB 2012). Pre-programmed monthly BCRG meetings aligned to the agreed masterplanning program. Initial Draft Masterplan released (SEP 2012). Final Draft Masterplan and supporting BCRG Report (including implementation recommendations)
4. Government Consideration of Masterplan	Jan 2013 - Mar 2013	BCRG present draft masterplan, supporting BCRG report and recommendations. WSC submit Final Draft Masterplan and WSC Recommendations for Government consideration Endorsed masterplan and next actions released.	Final Draft Masterplan and BCRG report endorsed by the WSC Broadwater Masterplan released

Appendix A – Broadwater Masterplan Identity Guide



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For more information visit the project website at <http://www.msg.qld.gov.au/Waterways/Broadwater-masterplan.aspx> or email BroadwaterMasterplan@msg.qld.gov.au. Alternatively, please contact Maritime Safety Queensland's Gold Coast Office on telephone 07 5539 7300.

The Gold Coast Waterway Steering Committee was established in July 2010 to improve the provision and quality of coastal, foreshore and waterway infrastructure within Gold Coast City. It is governed by a Memorandum Of Understanding between the State Of Queensland, Gold Coast City Council and Marine Queensland.



Appendix B – Coordinated Project Communications

Goal - To bring together the varying community, economic and environmental interests to develop a common vision for the future use and development of the Broadwater.

Objectives

- Promote the need for a masterplan to support future planning and development
- Clarify the difference/importance of this planning process
- Raise awareness of the masterplanning process and the opportunity to contribute
- Promote the WSC's role in coordinating the masterplanning process
- Enhance community knowledge of issues and opportunities facing the Broadwater

Strategy - Coordinated communication (between the Queensland Government, Gold Coast City Council and Marine Queensland) will be undertaken to promote the key project messages. The masterplanning project will have four phases around which communication activities will be framed:

PHASE ONE – Project Initiation

- Website established for the WSC and Broadwater Masterplan Project
- Signoff on the Project Initiation Plan by the WSC
- Release of the project Terms of Reference and notice of project commencement

PHASE TWO – Preliminary Studies and Project Planning

- Broadwater Community Reference Group (BCRG) nomination process
- Release of tenders for baseline technical studies and major project consultancies
- Prior initiative review and gap analysis
- Detailed project planning

PHASE THREE – Masterplan Preparation and Consultation

- BCRG meetings & Community forums
- Website updated with BCRG meeting outcomes and minutes
- Prior Initiatives Summary provided to the community
- Community input sought to inform initial draft masterplan preparation
- Initial draft masterplan placed on display with supporting technical report
- Community feedback considered by BCRG to refine the masterplan

PHASE FOUR – Government Consideration of Masterplan

- BCRG provides masterplan and recommendations to the WSC
- WSC report to Government seeking endorsement of the masterplan
- Release a final Masterplan and advice of next steps

Key messages - The overarching message of “a Masterplan for a sustainable Broadwater “ will be used to communicate the main issues of:

- What is a masterplan and what will it do
- How will the Broadwater be used and developed in future years
- The need for a coordinated State Government and Council management approach
- A community driven vision for the Broadwater

Risk/issues management

- Relationship between this project and the Southern Moreton Bay Marine Infrastructure Masterplan
- Managing potential Government delays (including 2012 State & Local Government elections)
- Public Perception of ‘just another process’
- Interface between the WSC, BCRG and community including multiple spokespersons

Target audiences

- The Gold Coast community
- Visitors (SEQ region, state, national and international)
- Recreational and commercial users of the Broadwater
- Residents and businesses linked to the Broadwater
- Special interest groups for the Broadwater and adjacent lands

Tactics

Task	Tools	Target Audience	Responsible Person	Anticipated Resources / Budget
WSC website presence with supporting project information as it comes online	MSQ hosted website page	Broader community	MSQ	In kind web development
Media supporting the WSC masterplan activities <ul style="list-style-type: none"> Meeting Outcomes Progress of group 	MSQ/GCCC media releases Website Information	Broader community	WSC & MSQ	In kind web development
Release of the Broadwater Masterplan Terms of Reference and project commencement	Mayor/Minister joint media release Website Information Print/Radio Editorial MSQ/GCCC Facebook announcements Documentation at MSQ Southport Office & select GCCC offices	Broader community	WSC through joint MSQ/GCCC media	In kind media management, document preparation & web development
BCRG nomination process	Mayor/Minister joint media release Website Information Local Advertisements Print/Radio Editorial MSQ/GCCC Facebook announcements Documentation at MSQ Southport Office & select GCCC offices	Broader community	WSC through joint MSQ/GCCC media	In kind media management, document preparation & web development Advertising costed to the project
Announce the selected members of the BCRG and the independent Chair	Mayor/Minister joint media release Website Information Print/Radio Editorial MSQ/GCCC Facebook announcements Documentation at MSQ Southport Office & select GCCC offices	Broader community	WSC through joint MSQ/GCCC media	In kind media management, document preparation & web development
Media supporting the release of project procurement/progression <ol style="list-style-type: none"> Prior Initiatives Summary technical studies project consultancies 	MSQ/GCCC media releases Website Information MSQ/GCCC Facebook announcements Documentation at MSQ Southport Office & select GCCC offices	Broader community	WSC through joint MSQ/GCCC media	In kind media management & web development Project management to prepare documentation Advertising costed to the project
Media supporting BCRG community engagement activities <ul style="list-style-type: none"> Public meetings Progress of group 	MSQ/GCCC media releases Website Information MSQ/GCCC Facebook announcements Other Community engagement activities identified by Comms consultant	Broader community	BCRG Chair, WSC endorsement, MSQ web Communication Consultant	In kind web development Project management to prepare documentation Communication Consultant to support engagement

Appendix C – Community Reference Group Terms of Reference

Mission: To facilitate community engagement and information gathering to inform the development of an enduring masterplan for the Broadwater.

The purpose is to:

Facilitate community and stakeholder input into the masterplanning project.

Provide recommendations and advice to the Waterways Steering Committee (WSC) on technical and policy issues related to the masterplanning project.

Represent tourism, marine, business, research, boating, community, environmental and other interests associated with the Broadwater.

These TOR are to be read in conjunction with the BCRG Nomination Guide.

Objectives:

Be a forum to address issues of community interest related to the masterplanning project;

Provide a conduit to the public on the masterplanning project, including through a nominated BCRG spokesperson;

Make recommendations to the WSC which take into account the expressed interests, concerns and preferences of the broader community; and

Acknowledge and consolidate the range of community views associated with the social, economic and environmental values of the Broadwater.

Scope:

The scope of the BCRG is restricted to the Broadwater masterplan project.

The BCRG will consider issues and provide advice on any impacts arising from the masterplanning project and in relation to:

- amenity and recreational facilities;
- natural environment;
- social values and impacts;
- Cultural Heritage; and
- economic impacts (tourism and business).

The BCRG may examine items of a technical or policy nature.

The BCRG may formulate recommendations for and request information from the WSC.

Studies, consultancies and services to support the masterplanning project will be procured through the WSC member organisations and provided to the BCRG for consideration during preparation of the masterplan.

Deliverables:

Report on community and stakeholder progress and issues for WSC consideration and advice.

Recommendations on the 'initial draft' masterplan and development of a supporting report.

Consideration of consultation outcomes to support the refinement of the draft masterplan for final delivery to the WSC.

BCRG Structure and Membership:

Chair; to be appointed by the WSC.

Eight to ten members, representative of these interests:

- Community (including users);
- Business;
- Tourism;
- Environment; and
- Professional/Scientific.

Secretariat to be provided by the WSC.

Observers & advisers to be nominated from the WSC member organisations, as required.

Operational Guidelines:

The Chairperson through the Secretary is to ensure regular reporting to the WSC.

All BCRG meetings must have an agenda and recorded minutes.

Members are required to declare any actual or perceived conflict of interest.

The BCRG must have due regard to the timing and legal constraints associated with government projects and maintain confidentiality as advised by the WSC.

Meeting Frequency:

The BCRG is to convene at least every four (4) weeks unless determined otherwise by the BCRG quorum or WSC to accommodate project timelines.

Sunset/Review Period:

The BCRG will be operational for approximately 12 months or until the completion of the Broadwater masterplan project.

BCRG Governance:

Chair:

The Chair shall convene BCRG meetings.

If the designated Chair is not available, then the nominated Deputy Chair will be responsible for convening and conducting that meeting. The Deputy Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Agenda Items:

All BCRG agenda items must be forwarded to the secretariat by COB 10 working days prior to the next scheduled meeting. The BCRG agenda and meeting papers will be distributed at least 5 working days prior to the scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under "Other Business" if necessary and as time permits.

Minutes and Meeting Papers:

The minutes of each BCRG meeting will be prepared by the Secretariat. Copies of the minutes shall be provided to all BCRG members no later than 5 working days following each meeting. Minutes are to be endorsed by the BCRG at the subsequent meeting.

By agreement, out-of-session resolutions will be deemed acceptable. Where agreed, all out-of-session work shall be recorded in the minutes of the next BCRG meeting.

Minutes are to be provided to the WSC.

Key Meeting Outcomes will be published immediately following each meeting via the project website.

Proxies:

Members of the BCRG may nominate a proxy to attend a meeting in their absence. The Secretariat will be informed of the proxy at least 3 working days prior to the meeting.

The nominated proxy shall not have voting rights at the attended meeting. The nominated proxy may provide relevant comments/feedback of the BCRG member that they are representing, to the attended meeting.

Quorum Requirements:

A minimum of five (5) BCRG members (including the Chair) is required for meetings to be recognised as authorised and meeting recommendations or resolutions to be valid.

BCRG Roles and Responsibilities:

The **Chairperson** of the BCRG will:

- Lead but not direct the BCRG.
- Ensure there is fair discussion.
- Instigate debate amongst members.
- Encourage all members input.
- Summarise discussions and report to the WSC.
- Be the BCRG spokesperson.
- Respect the need for sensitivity in communicating with the community.
- Provide advance notice (minimum 10 work days) to the WSC about any community engagement activities to be undertaken by the BCRG.
- Keep the WSC informed on all media and community engagement matters associated with the masterplanning project.

BCRG Members are expected to:

- abide by, and commit to, these Terms of Reference and their individual roles and responsibilities.
- Allow all members to present their views and work in good faith.
- Attend meetings and participate in discussions.
- Advise their views and those of the wider community.
- Ensure all media enquiries about the masterplanning project are directed to the Chair of the BCRG or WSC to action.
- In the course of its work, the BCRG may be granted access to information that is not publicly available. Information may be classified as confidential, in accordance with confidentiality policies, BCRG members will be required to comply with any restrictions placed on information.

The **WSC** and its representatives agree to:

- Welcome suggestions and opinion from community and members of the BCRG in relation to the masterplanning project.
- Support the smooth operation of the BCRG by providing administrative resources and technical advisers.
- Provide members with feedback on how their recommendations have been considered.
- Report on WSC activities, project progress and seek feedback from the BCRG.
- Respond within agreed timeframes to requests for information.