

# Black Rock Motor Resort Community Consultative Panel

## Terms of Reference

### 1. Introduction

The Black Rock Motor Resort Community Consultative Panel (BR-CCP) is established to facilitate ongoing communication and engagement between Black Rock Motor Resort, the community, and stakeholders regarding the development and operation of the Black Rock Motor Resort.

The BR-CCP is not a decision-making body. It provides an advisory and consultative role for community representatives with the Black Rock Motor Resort operators.

The governance and operations of the BR-CCP are adapted from the NSW Government's [Community Consultative Committee Guideline for state significant projects \(June 2023\)](#).

### 2. Purpose

The role of the BR-CCP includes:

- Providing a forum to receive and exchange information on the development and operation of the Black Rock Motor Resort including:
  - planning, timing and milestones
  - community concerns, issues and impacts
  - resolution of complaints.
- Advising Black Rock Motor Resort on community consultation and engagement processes, and communication and information channels.
- Identifying opportunities for collaboration for the benefit of the local community and Black Rock Motor Resort
- Sharing information with the local Wakefield and the wider Lake Macquarie local government area communities.

The BR-CCP may establish sub-committees to oversee discreet initiatives.

Other persons may attend for particular items of business or make presentations at meetings as appropriate.

### 3. Membership

Professor Roberta Ryan is the independent Chairperson for the BR-CCP.

Membership of the BR-CCP will be determined by Professor Ryan following an expression of interest process whereby community members will:

- reside in Wakefield or the Lake Macquarie local government area
- be able to demonstrate their involvement in local community groups or activities
- have demonstrated communication channels across the community
- have knowledge and awareness of the project and related issues of concern to the local community
- be able to represent and communicate the interests of the affected local community.

The BR-CCP will include representation from Black Rock Motor Resort and Lake Macquarie City Council.

#### **4. Quorum**

The quorum for the BR-CCP is no less than one half of community representatives.

In the event quorum is not reached and business of the CCP needs to be attended to prior to the next scheduled meeting, members may provide their advice or guidance on matters via email.

#### **5. Frequency of meetings**

The CCP will meet at least four times a year, and possibly monthly during periods of significant activity and other times as required.

#### **6. Reporting**

The secretariat services for the committee will be arranged by the Chair and will be independent of BR-CCP members. Minutes will be circulated to members for review within one week following the meeting.

The Chair will have final approval of the minutes.

All papers including agendas and minutes will be made publicly available within two weeks of each meeting on the Black Rock Motor Resort website.

#### **7. Conflict of interest**

If a member has a direct or indirect interest in any issue that the BR-CCP is considering, and that interest is likely to conflict with the performance of the member's duties, the member must declare that interest to the chair. Forms outlining pecuniary and non-pecuniary interests will be required to be completed.

#### **8. Closure**

The BR-CCP will be dissolved once the project has been completed and its operational phase is well established, or as determined by Black Rock Motor Resort in consultation with the chair, panel members and other stakeholders.

Developed by BR-CCP Chair, Professor Roberta Ryan  
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