District Council of ROBE

Terms of Reference

Lifestyle Village Community Reference Group

1. Preamble

The District Council of Robe is investigating the future use of Allotment 72, 11 Hateley Crescent, Robe (Casuarina Lodge), including a proposed boutique, low-maintenance Lifestyle Village for people seeking to downsize in Robe. The Community Reference Group provides an informal forum for community members, Council Members and people with relevant experience to help Council develop the project vision and advise on the next stage of work.

2. Purpose and Responsibilities

The purpose of the Lifestyle Village Community Reference Group (the Group) is to provide advice and feedback to Council on the proposed Lifestyle Village and its development pathway. In carrying out this purpose, the Group will:

- help develop a clear, locally informed vision and description of a boutique Lifestyle Village for people seeking to downsize in Robe;
- consider the project context and suggested next steps in the discussion paper prepared following the Council workshop on 22 July 2026;
- advise on principles and potential features for any concept options, including accessibility, affordability, housing mix, privacy, amenity and the relationship with Casuarina Lodge residents and neighbours;
- draw on members' relevant professional or technical knowledge to inform early consideration of project feasibility, options and delivery questions;
- advise on matters Council should test through preliminary market engagement and on a project brief or investment prospectus Council may wish to develop;
- identify information or community perspectives that may need further investigation or engagement; and
- provide Council with a summary of advice, differing views, unresolved questions and recommended next steps.

3. Delegations

The Group has no formal delegations of authority and is an advisory group only. All formal decisions about any agreed pathways remain the responsibility of the District Council of Robe.

4. Membership of the Lifestyle Village Reference Group

The Group will comprise up to ten participants:

- up to two Council Members appointed by Council; and
- up to eight community participants appointed by Council following an open expression-of-interest process.

Council Member appointments are for the remainder of the current Council term only. Community participants are appointed for the duration of the Group, unless Council determines otherwise.

Council will review EOI applications against published criteria and appoint participants to provide a range of perspectives and relevant expertise. The EOI should welcome people with a genuine interest in the project or relevant lived experience, including people considering downsizing in Robe, people with accessibility or inclusive housing perspectives, and people from the wider Robe community. It should also actively encourage applicants with professional or technical knowledge relevant to a boutique Lifestyle Village for downsizers, including housing development or delivery, planning, design, construction, engineering or infrastructure, financial feasibility, and village operations. Specialist expertise is not a prerequisite for every applicant.

People with development or technical experience may apply. Council will assess any direct commercial interest or conflict that could affect a person's ability to provide independent advice. A person promoting a specific proposal or likely to seek a role in future procurement should not be appointed as a standing participant but may be invited to separate market engagement or to provide information for a defined purpose. All participants must disclose actual, potential or perceived conflicts and follow Council's guidance on managing them.

The Group will choose a Presiding Member at its first meeting. The Chief Executive Officer or delegate and relevant Council staff will support the Group. The Group may invite other people to provide information for a defined purpose; invited participants do not become ongoing members. Members are expected to prepare for and participate respectfully in meetings, consider the needs and views of the wider community, disclose and manage conflicts, respect privacy and any specific confidentiality obligations, and refer media or public enquiries about Council's position to the Chief Executive Officer or Council's nominated spokesperson.

5. Meetings

Meetings will be scheduled as required to progress the agreed project scope and provide advice to Council, with timing and frequency having regard to project requirements and available Council staff resources.

The Presiding Member will guide discussion and help the Group develop clear advice. Meetings are informal and are not conducted under Council's procedures for statutory committees. The Group will seek a shared view; where views differ, the advice to Council will fairly record those views and, where useful, the level of support for each. The meeting record will identify participants present.

The Group will not receive commercially confidential information unless Council has determined that it can lawfully be shared for the Group's advisory work.

6. Reporting

Council administration will coordinate meetings and prepare a brief record of discussion, advice, actions and differing views, which will be provided to Council for information. Advice requiring a Council decision will be presented in a report prepared by the Chief Executive Officer or delegate.

Meeting records and updates, including the Group's notes and achievements, will be made available on Council's website in accordance with Council's record-keeping, confidentiality and privacy requirements.

7. Review and Amendment

The Group will continue until Council determines that its advisory work is complete or otherwise decides to conclude it. Council may review the Group's progress and scope of work at any time. Council may amend these Terms of Reference at any time. The Chief Executive Officer may recommend amendments after consulting the Presiding Member and Group participants.

Adopted by Council at the 11 November 2026 meeting (Res. 151/2027).