

Local Community Plan Steering Group Charter

Introduction

MidCoast Council is working with communities across the local government area to development Local Community Plans which outline the vision for each community and actions that the community would like to see delivered to help achieve this vision.

Steering groups are being established in each community to help develop the Local Community Plan and then to work together to prioritise, scope and deliver the identified actions.

Responsibilities and functions

Members of the steering group will work together to;

- Develop a Local Community Plan that will be presented to the wider community for endorsement and then to be noted by Council;
- Progress towards achieving the vision and actions outlined in the Local Community Plan;
- Seek and consider the input and views of community groups and the support of community groups to develop the actions outlined in the Local Community Plan

Composition of the steering group

The steering group will be made up of up to 15 community members which will be at best reflective of the local demographic profile of the community. We will encourage the participation, diversity and contribution of people who;

1. Represent the various age ranges, family compositions, employment statuses and income earnings
2. Are Aboriginal or Torres Strait Islander
3. Have a disability
4. Represent various areas of interest eg. heritage, sport, cultural, service and youth groups.

Council's Communications and Engagement Coordinator and/or Engagement Officer/s will attend the first steering group meeting and then provide timely and professional advice as required as the steering group moves through the process of development the plan.

Appointment

A call for nominations will be by Expression of Interest (EOI) by way of public notification in local newspaper(s) and on Council's website and by circulation to appropriate community groups and individuals who may have attended think tank sessions or on council communication databases.

Nominations will be made using an Expression of Interest form either email, postal submission or online submission via Council's website; www.midcoast.nsw.gov.au/haveyoursay.

If the nominations do not represent a broad profile, additional strategies may be used to target and access various community members, which will reflect the objectives of social inclusion.

Obligation of members

Members of the steering group, in performing their duties, shall;

- Act honestly and in good faith;
- Actively participate in the process
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Read material provided to them prior to meetings so they can effectively participate in member meetings;

Meetings

Meetings will be held by the Steering group to ensure the development of the Local Community Plan is achieved in a timely manner. An appropriate venue and meeting time will be selected to maximise attendance.

It is expected members of the steering group will keep minutes of their meetings.

It is expected steering group members will undertake meetings in the following manner:

- Start and finish on time;
- All members participate and contribute, giving all the opportunity to voice their opinions;
- No use of mobile phones or other devices unless as an appropriate tool for the purposes of the meeting;
- Actively listen to what others have to say, seeking first to understand, then to be understood;
- Give and receive open and honest feedback in a constructive manner.

Confidentiality and privacy

Members are required to maintain the security of any confidential information and not access, use or remove any information unless the member is authorised to do so.

Remuneration and expenses

The steering group will be comprised of volunteers, therefore members will not be remunerated for their contribution.