



Terms of Reference

Community Reference Group (CRG) 2022

Revised Community Strategic Plan 2018 – 2028 and Delivery Program 2022 - 2025

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Acknowledgement of Country

We acknowledge the traditional owners of the land on which we live, and pay our respects to elders past, present and emerging

A. PURPOSE

The purpose of the Community Reference Group (CRG) is to provide advice and guidance on the Revised Community Strategic Plan and Delivery Program 2022-2025 (including the Operational Plan 2022-23) to ensure that the voice of the community is actively sought, heard and considered.

The contribution of the CRG members will ensure that the development of these key plans is appropriate, effective and focuses on the needs of the residents of the Central Coast.

B. BACKGROUND

Community Strategic Plan

The Community Strategic Plan (CSP) represents the highest level of strategic planning undertaken by a local council and identifies the main priorities and aspirations of the community, providing a clear set of objectives to achieve this vision. It is a ten-year plan for the future.

Council has a custodial role in engaging, refining and preparing the plan on behalf of its community. Council must always keep the CSP at the forefront when planning, designing and implementing projects, to make sure it is delivering on the Community's desires and needs.

The inaugural CSP, One - Central Coast, was endorsed by Council on 25 June 2018. Since its adoption Council's financial situation has significantly changed. The CSP as it stands does not reflect the current community sentiment or acknowledgement of Council's commitment to financial responsibility on behalf of the community. Under usual circumstances a full review of the CSP would have occurred in 2021-22 following the local government elections. However, as the local government elections are postponed to 2022 and there is a need to update the CSP based on Council's financial situation, a two phased approach is being undertaken:

- **Phase 1:** Desktop Review. As part of this Phase, community engagement data based on the financial situation has been analysed to understand what the community is feeling and what the community wants from their council. Amendments to the CSP to reflect and acknowledge this are contained in this revised version. No other changes will be made to the CSP as part of this Phase. Exhibition of the Phase 1 revisions is planned for April 2022, with adoption in June 2022.
- **Phase 2:** Comprehensive Review. This Phase is in accordance with the Local Government Act 1993 and is triggered by a local government election. A date of the election is yet to be announced but is expected to occur sometime in 2022. This Phase will occur at that point and will include community engagement to determine if the whole CSP is still what the community aspire to.

Source: Community Strategic Plan 2018-2028. The link to this document can be found at: <https://www.centralcoast.nsw.gov.au/council/forms-and-publications/community-strategic-plan>

Delivery Program 2022-2025 (including the Operational Plan 2022-2023)

The Delivery Program and Operational Plan outline the projects, programs and activities that Council has committed to in response to the CSP. The new Delivery Program (DP) covers the 2022-23, 2023-24 and 2024-25 financial years and must clearly link to the objectives of the CSP, ensuring there is line of sight between the community's aspirations and how council is going to achieve them. The Operational Plan (OP) is a 1 year plan that is derived from the DP. This DP includes the OP for the 2022-23 financial year, detailing specific budget allocation and project information for the year. Exhibition of the DP 2022-2025 (including OP) is planned for April 2022, with adoption in June 2022

C. ROLE

The role of the CRG is to:

- C1 Provide a discussion and advisory forum for community representatives to assist in the review of the CSP and development of the DP.
- C2 The CRG has no authority to make decisions on behalf of the Council.
- C3 The CRG has no authority to direct Council staff.

D. MEMBERSHIP

The CRG will comprise of:

- D1 15 community members (maximum).
- D2 Residents and representatives from relevant Central Coast business, government / non-government organisations and community groups to ensure representation over the quadruple bottom line (QBL): Social, Economic, Environment and Governance / Leadership.
- D3 Representatives will be selected by Council staff, on a merit basis, as a result of an Expression of Interest process. Council staff will seek to ensure a broad cross section of the community is represented through the selection process.
- D4 The CRG will be chaired by a member of Council staff, other staff members may participate in the discussion for the purposes of guidance but will not be members of the CRG.
- D5 Former Councillors or people intending to nominate for Council election are shall not be members of the CRG, as it is intended to be a community reference group, not a political group. Members of state or federal government shall also not be members of the CRG.
- D6 The CRG is not a political group and solely to be used for community feedback and contributions towards the Revised CSP and DP.

E. RESPONSIBILITY OF MEMBERS

- E1 Review and provide timely feedback on aspects of the Revised CSP, as and when required.
- E2 Provide input into the DP, to ensure it covers CSP elements and is a good cross-section of actions, projects and activities over the three years.

- E3 Contribute the community's perspective to discussions.
- E4 Read pre-meeting materials to enable full participation in the meetings.

F. MEETING FORMATS

- F1 Alternate meeting locations between Wyong and Erina. Meeting duration is two hours, from 6pm to 8pm, with light refreshments, tea and coffee provided. Meetings may change to online, pending the COVID-19 NSW Public Health Orders. Members will be notified if this occurs.

G. ATTENDANCE

- G1 The CRG meetings are not open to the public. Addressing or attending meetings by interested persons is at the discretion of the CRG Facilitator.
- G2 CRG members are expected to attend all meetings where possible.
- G3 Where a Member fails to attend two successive meetings without submitting a reasonable explanation, Chairperson may replace the member.

H. REFERENCE GROUP FACILITATOR

- H1 A CRG Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations, and minutes of the CRG.
- H2 The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the CRG.
- H3 The Facilitator has the right to refuse a request from a member of the public to address the CRG if it is deemed inappropriate.

I. CHAIRPERSON

- I1 The Chairperson of the CRG will be a Council Unit Manager.
- I2 The Chairperson shall determine the order of proceedings generally as set by the agenda.
- I3 In the absence of the Chairperson, the CRG Facilitator shall Chair the meeting.

J. VOTING

- J1 The CRG has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council.

K. QUORUM

- K1 The CRG does not require a quorum to hold a meeting.

- K2 The Chairperson shall use their discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient members at the meeting.

L. MEETING SCHEDULE

- L1 The CRG shall meet once per month from March 2022 to June 2022 (inclusive).
L2 The CRG shall meet at times and dates determined by Council.
L3 The CRG shall meet alternately at suitable venues across the Central Coast LGA unless another venue is deemed appropriate by the Chairperson or via online, pending COVID-19 NSW Public Health Orders.

M. AGENDA

- M1 The Agenda shall be set by the CRG Facilitator and include enough detail to enable matters to be considered at the meeting.
M2 The Agenda shall be distributed at least 5 days prior to the meeting.

N. COLLABORATION TOOLS

- N1 NSW Public Health Orders may require the need for meeting to be conducted remotely, using Microsoft Teams (MS Teams).
N2 The CRG may use tools such as Mentimeter, Kahoot and MIRO to communicate, explore ideas, brainstorm and capture ideas and feedback.

O. MINUTES AND REPORTING

- O1 Minutes will be taken for all meetings of the CRG.
O2 Minutes of the meeting shall be forwarded to the Central Coast Council Executive Sponsor.
O3 Minutes of the meeting shall be recorded in Central Coast Council information management database.

P. SECRETARY

- P1 The administration of the CRG shall be undertaken by a Council staff member reporting to the CRG Facilitator.

Q. CODE OF CONDUCT

Q1 All CRG Members are required to comply with Central Coast Council policies including the Code of Conduct. This includes compliance with confidentiality and appropriate behaviour. CRG members may be exposed to information which is confidential and/or privileged and proprietary in nature. Where this is the case, such information must be kept confidential both during and after volunteer service as a CRG member.

CRG members should also be aware that they are participating in a workplace environment and all other policies of Central Coast Council, such as workplace health and safety, and appropriate behaviour in the workplace, apply. Where staff direct members to follow policy requirements that direction shall be followed.

Q2 CRG members are expected to return materials containing privileged or confidential information at the time of cessation of the CRG.

Source document: **Code of conduct**
https://cdn.centralcoast.nsw.gov.au/sites/default/files/codeofconduct0_0.pdf

R. CESSATION OF ADVISORY GROUP

R1 The CRG shall cease to operate in June 2022, prior to adoption of the Revised CSP and DP.