

1. PURPOSE

The establishment of the Natimuk Economic and Social Plan Community Reference Group ensures timely advice is received from community representatives on behalf of the broader community.

The CRG will refine the community's vision and develop guiding principles for the plan. They will assist in consolidating and summarising the community feedback. They will work with Council staff and the consultants to prepare a draft Economic and Social Plan and to develop the final plan in response to further community input.

2. INTRODUCTION

Horsham Rural City Council is assisting the Natimuk community in planning for the economic and social future of the town. The aim is to create an achievable economic and social plan that can be implemented by the Natimuk community.

The specific objectives of the Natimuk Economic and Social Plan development is to:

1. Identify issues that are impacting the liveability of the town.
2. Identify opportunities to address the issues impacting the liveability of the town.
3. Create a plan to implement the opportunities identified and improve the liveability of the town.

3. MEMBERSHIP

Membership will include a maximum of 7 members as follows:

Council

- Co-ordinator Investment and Business Development
- Community Wellbeing Strategic Projects Officer

General Community Members (5 representatives)

3.1 Community Member Selection

Community Members will be selected through an expression of interest process to be advertised in local newspapers, Council's website and Council's social media.

Membership will aim to achieve a gender balance, diverse representation of age, experience of disability and cultural and linguistic backgrounds. The Director Communities & Place will be responsible for membership selection against criteria and communication.

The selection criteria for community representatives are those that:

- Represent diverse community interests
- Live in the Natimuk region
- Have strong community links and the ability to represent and engage with a broad-range of community
- Are willing to constructively participate in an advisory capacity and reach consensus.

3.2 Specialist Advice

Individuals and groups may be invited to attend the Natimuk Economic and Social Plan Community Reference Group meetings to provide specialist advice. They will not be involved in the decision making process and will not vote on issues.

3.3 Council Officer

Council Officers are members of the committee in order to provide advice/recommendations/administration support and have no voting rights.

3.4 Term of Office

Membership shall be for a term of three months from the date of first meeting and can be terminated due to early conclusion of the project.

3.5 Resignations

Natimuk Economic and Social Plan Community Reference Group members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs the Director Communities and Place will appoint a replacement at their discretion.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Allocate funds for administration support
- Document minutes of each scheduled meeting and distribute minutes to members
- Ensure the approved minutes are forwarded to Natimuk Economic and Social Plan Community Reference Group
- Ensure relevant Council Officers attend meetings
- Determine a schedule of meetings in advance, where relevant. Members may be consulted to determine whether there are any constraints that may limit participation at meetings.
- Distribute the agenda within reasonable time prior to the meeting
- Provide staff administration support to document the minutes of the meeting
- Select locations for meetings that are safe and accessible for all members
- Use an action list to provide members with updates on recommendations
- Council may provide refreshments if a meeting occurs over a meal period.

4.2 Committee

The Natimuk Economic and Social Plan Community Reference Group will:

- Ensure meetings will not go later than stated
- Evaluate and provide advice on engagement
- Act as ambassadors/advocates for the project, accepting that there may be times where differences of opinion occur, seek to explore differences and seek constructive compromises by the majority.
- Be active participants in the engagement process with Council staff and the community.

4.3 Attendance at meetings

Members of the committee may participate in the meeting via a conference telephone or similar means, as long as all members can communicate with one another. Such participation constitutes attendance.

If a member misses consecutive meetings, without explanation to the Chairperson, their position may be considered vacant.

4.4 Confidentiality

During the course of the project, committee members will have access to confidential and/or sensitive information. If an item is deemed confidential, this will be clearly communicated and marked as such, prior to sharing with the group.

Committee members will not disclose confidential information to any other party unless specifically authorised to do so by Council and shall not make improper use of any information.

If there is a breach of confidentiality a committee member may be dismissed.

4.5 Conflicts of Interest

Conflicts of interest must be declared and the declaration must be recorded in the minutes.

4.6 Media

All media responsibility in relation to this project sits with the Director Communities & Place.. If individual members receive media requests, all inquiries made on behalf of the CRG should be referred to either, the Director Communities & Place, or Council staff.

Individuals may make media comment representing their respective groups, however and ideally not in the same story or context where the Director Communities and Place is commenting.

This is to avoid public confusion or damage to the CRG, its' work and its' intent.

4.7 Chair

The chairperson will be elected by the committee.

The responsibilities of the Chair include:

- Ensuring all members have the opportunity to voice their opinions
- Supporting the group to reach consensus on matters being considered
- Meeting's agenda is followed and business transacted in a timely manner

If the Chair is unable to attend a meeting, a Vice Chair will be nominated by the CRG members to act as Chair and undertake the Chair's responsibilities for that meeting.

4.8 Code of Conduct:

All members shall refrain from any form of conduct which may cause any member unwarranted offence or embarrassment. Members are expected to act honestly, treat others with respect and be considerate of the diversity of opinions and experiences of committee members.

Behaviours that encourage or support bullying, discrimination, sexism or sexual harassment will not be tolerated. Offensive or bad language will not be tolerated.

If any behaviours breach the code of conduct, the Chair or Director Communities and Place should be notified immediately. This member may be directed to step down.

5. OPERATING PROCEDURES

5.1 Quorum and Decision Making

The quorum is at least half of the members. If a quorum is not present, a vote may occur within 24 hours to provide all members with the opportunity to participate. This will occur via email.

If there is an equal division of votes, the Chairperson shall have a second or casting vote.

5.2 Recommendations and Actions

Recommendations made by the CRG will be provided via minutes to Council staff and the project consultants.

Direct engagement and feedback will occur between the CRG, the project consultants and Project Manager as part of the formal engagement process. This feedback will be documented and shared with the Director Communities and Place.

6. RESPONSIBILITY

Owner: Director Communities and Place

7. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	TBA	EMT	<ul style="list-style-type: none">New Terms of Reference	TBA