
GLENWOOD COMMUNITY PLAN DEVELOPMENT GROUP

TERMS OF REFERENCE

1. Name

Glenwood Community Plan Development Group (GCPDG)

2. Objectives

The objectives of the GCPDG is to:-

- Review and update the Glenwood Community Development Plan 2013 with a view to providing a 5-10 year roadmap for the social & economic stability of the Glenwood Community;
- To develop a Master Plan for the Community Precinct land of Glenwood; and
- To engage with the wider Glenwood Community to ensure that the aspirations and priorities of the community are reflected in the Glenwood Community Development Plan and the Master Plan.

3. Membership

The GCPDG will consist of approximately 17 members comprised as follows:-

Glenwood Progress Association Inc. Executive Committee Members	2
Community Members/Residents	13
Council Officers/Staff	Up to 2 (non-voting right members)

Additional members may be included at the discretion of Council if deemed necessary or appropriate.

Community membership should be representative, where possible, of the diversity of the Glenwood community.

Council's Manager Community Development & Engagement will facilitate the meetings of the GCPDG with assistance from officers of the Community Development & Engagement team where necessary. Other officers from Council and elected members may attend meetings as observers or to act as subject matter experts, technical advisors.

4. Terms of Membership

- a. Community members will be appointed following an Expression of Interest process;
- b. Membership will be valid until such time as the Community Development Plan and Master Plan are finalised and input has been sought for the draft design of the new highway;
- c. Any member who fails to advise of an absence of up to two (2) consecutive meetings, will be deemed to have resigned;
- d. Vacancies will be filled as soon as possible;

-
- e. The GCPDG may seek expert knowledge from other sources and may invite other members of the community, representatives of other stakeholder groups, and council staff to attend one or more meetings to deal with specific issues. Guests will not influence the GCPDG and will not have any voting rights.

5. Roles & Responsibilities

Members will be responsible for:-

- a. ensuring that they are aware of and accurately represent their respective stakeholder groups' views (if representing a particular group);
- b. participating in wider community engagement activities that may be held during the course of the preparation of the Glenwood Community Development Plan and Master Plan;
- c. ensuring that outcomes of the GCDP are conveyed accurately to relevant stakeholder groups and the community in general;
- d. ensuring that they do not participate in, or try to influence discussion and recommendations on issues where they may have a material or personal interest.

Council members will be responsible for: -

- a. ensuring appropriate liaison with the various departments and other committees of Council;
- b. ensuring an appropriate level of involvement of relevant professional/technical staff at appropriate times and meetings;
- c. ensuring appropriate levels of administrative support;
- d. ensuring that Briefings on the project are provided to Council in an appropriate and timely manner;
- e. providing background information available through Council that is reasonably considered necessary to assist members in their deliberations.

Members of the GCDPG accept that some information may have a confidential status and consideration of confidentiality will be respected.

6. Conduct of Meetings

It is expected that the GCDPG will meet approximately 6-8 times during the period of the project, during the period November 2020 – May, 2021. Dates for the meetings will be determined in consultation with Council officers and members of GCDPG.

GCDPG members acknowledge that some meetings may be held outside of usual business hours with specific days and times to be set by the GCDPG at their first meeting.

All meetings will be held at the Glenwood Community Hall for the convenience of members.

7. Working Group Portal (website/online)

An online portal facility will be provided by Council throughout the project. GCDPG will have access to meeting information, useful documents and links, materials and/or information prepared from Group sessions and a discussion forum for sharing ideas and posing questions.

This online space is setup as a “private” space and is therefore password protected for working group and Council and use only. Council will create the portal and a link and instructions on how to utilize the portal will be provided to each member.

For members who do not have a computer and/or internet, Council will provide assistance for printing of reasonable amounts of documentation.

In addition to the “Private project page” there will also be a public project page that can be utilised to provide and gather information from other members of the Glenwood Community.

A demonstration on how to use the portal will be provided to all GCDPG members at the commencement of the project.

8. Media and Social Media

This project may generate some media attention. GCDPG members can speak about the process and their experience as a member of the Group. However, members should not speak about specific individuals and must only speak from their own perspective, not for the Group. In particular, it is important that members do not pre-empt or forecast any future deliberations of the GCDPG before the project is finalized.

9. Commitment to an Enjoyable Environment

All members commit that Group meetings/sessions will take place in a friendly, safe and supportive manner. Council is committed to making sure that the experience is as enjoyable as possible for all involved and inappropriate behaviour will not be tolerated.

Community Group Member Name

Community Group Member Signature

____/____/____
Date