

TERMS OF REFERENCE

Purpose

The Raymond Terrace and Heatherbrae Implementation Panel (the Panel) has been established to provide community advice to Council on the implementation of the Raymond Terrace and Heatherbrae Strategy 2015-2031 (the Strategy).

Objectives

The objectives of the Panel are as follows:

- To provide a forum to regularly report on progress and share information between Council and the community.
- To drive the implementation of the actions contained within the Strategy.

Terms of Reference

The Panel provides advice as requested by Council to assist the implementation of the Strategy. The Panel is not a formal committee of Council and will not have a formal role in decision making, policy direction or delegating work to be carried out by Council.

Structure

The Panel will be made up of the following members:

- A Strategic Planning Officer.
- An Economic Development Officer.
- The Strategic Planning Coordinator.
- The Strategy and Environment Section Manager.
- The Community and Recreation Coordinator.
- The Civil Assets Planning Manager.
- All West Ward Councillors.
- The Mayor.
- Five community representatives (two from local businesses and three local residents) identified through a public nomination process.

The Strategic Planning Officer will administer the panel. The chair of the meeting will be a Councillor nominated by the Panel at their first meeting. The Strategic Planning Officer will take the Minutes each meeting.

Selection of Panel Members

Expressions of Interest for membership will be sought through advertising in the Port Stephens Examiner, Council's website and through social media platforms.

Selection of membership will be based on the following:

- Demonstrated knowledge of local issues.
- Demonstrated ability to represent broad community interests.
- Demonstrated commitment/availability to attend meetings.

All nominations received will be reported to Council for their consideration and final recommendation.

Frequency

The Panel will meet twice a year initially with ongoing frequency to be determined by the Panel. An Annual Report will be provided to Council on the outcomes of these meetings and the progress of the Strategy as a whole.

Governance

All members of the Panel are required to disclose any conflict of interest they may have or conflict of interest of any associated person. All conflicts of interest are to be managed in the public interest.

Any conflict of interests must be managed to uphold the probity of the panel's decision-making. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation. Should you disclose a conflict of interest you must remove yourself from the meeting and/or event.

Council's Code of Conduct applies to the activities associated with the Panel.

Media

All contact with the media is to be coordinated through Council's Public Relations and Marketing unit. Council's Public Relations and Marketing unit will use agreed protocols and procedures to guide all Panel members and to ensure that Council's Media Liaison Policy is followed.

Expected Outcomes

The expected outcomes of the Panel are as follows:

- Community engagement at key stages of the implementation.
- Community advice to assist Council making decisions concerning the future planning of Raymond Terrace and Heatherbrae.
- The implementation of a Strategy that has a high level of community input so that it is reflective of community needs.
- A Strategy that provides for the sustained growth of Raymond Terrace and Heatherbrae in a structured and balanced way.