

# Request for Expressions of Interest



Central Coast Council is seeking Expressions of Interest (EOIs) from people who live or work on the Central Coast to be members of a Community Reference Group (CRG) to provide advice and guidance on the Revised Community Strategic Plan and Delivery Program 2022-2025 (including the Operational Plan 2022-23).

<b>Expressions of Interest for</b>	Community Reference Group for the Revised Community Strategic Plan and Delivery Program
<b>Closing Time</b>	5pm Friday 18 February 2022
<b>Method of Lodgement</b>	<b>Online:</b> Complete online form (preferred method) located at: <a href="https://www.yourvoiceourcoast.com/">https://www.yourvoiceourcoast.com/</a> Or <b>Post:</b> EOI – Community Reference Group C/o Paul Foote PO Box 20 Wyong NSW 2259
<b>Council Contact Officer</b>	Sharon McLaren A/Unit Manager, Strategic Planning <b>Phone:</b> 0437 580 018 <b>Email:</b> <a href="mailto:Sharon.McLaren@centralcoast.nsw.gov.au">Sharon.McLaren@centralcoast.nsw.gov.au</a>
<b>Evaluation Criteria</b>	The applicant meets the eligibility criteria as per Item 1.3. Overall membership of the CRG is balanced and representative of the Central Coast community. Responses to the EOI questions demonstrate passion, interest and willingness to give input and guidance on the development of the CSP and DP
<b>Documents to be submitted with Expressions of Interest</b>	Expression of Interest form

This Expression of interest consists of the following parts:

## Part 1: Information and Brief

- *This part sets out Council's requirements for Reference Group membership*

## Part 2: Conditions for Submitting Expressions of Interest

- *Conditions to be considered and accepted by applicants*

## Part 3: Returnable Form

- *Expression of Interest Form*

## Part 4: Attachments

- *Terms of Reference*



## Part 1 – Information and Brief

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To ensure the Revised Community Strategic Plan (CSP) represents the community's sentiments and the Delivery Program (DP) aligns with the CSP and delivers a good cross-section of actions, projects and activities over the three years, the role of the CRG will be to provide advice and guidance on the amendments to the Revised CSP and development of the DP. The entire Central Coast community will then have opportunity to have their say in April 2022 when both the Revised CSP and DP are publicly exhibited.

The CRG will be made up of 15 community members (maximum):

- Who are representative of Central Coast community in relation to demographics;
- Who are representative of the Central Coast geographically (across the five wards);
- Whose member interests reflect the Quadruple Bottom Line (social, economic, environment and governance/leadership);
- Who meet the Eligibility Criteria as set out in item 1.3 of this EOI.

### 1.1 Background

#### Community Strategic Plan

The 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 was 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 on the whole CSP to determine if it is still what the community aspire to.

## Delivery Program

The Delivery Program (including the Operational Plan) outlines 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.

### **1.2 Role and Responsibilities of the Community Reference Group**

The role of the CRG is to provide a discussion and advisory forum for community representatives to assist in the Phase 1 revision of the CSP and development of the DP. The purpose of the CRG is to bring together intelligent and inquisitive minds to ensure the Revised CSP and DP meet the community's main priorities and aspirations.

The CRG is responsible for:

- Being local community advocates and representing the wider community's views and perspective on the revision of the CSP
- The review and provision of timely feedback on the development of the DP as and when required.

The contribution of the CRG members will ensure that the Revised CSP and DP is appropriate, effective and focuses on the needs of the residents of the Central Coast.

The CRG has no authority to make decisions on behalf of the Council nor does it have authority to direct Council staff or speak on Council's behalf.

### **1.3 Eligibility Criteria**

To be eligible to be a member of the CRG applicants will:

- Live or work on the Central Coast
- Be available to attend meetings face to face as per schedule and location included in this document or via online, pending COVID-19 NSW Public Health Orders
- Submit a completed EOI form by the closing deadline
- Accept and abide by the Terms of Reference for the CRG attached to this EOI request
- All CRG Members are required to comply with Central Coast Council Policies including Code of Conduct and Workplace Health and Safety, including compliance with confidentiality and appropriate behaviour.
- Should a member decide that they would like to run for Council, they must advise Council staff as soon as possible and resign from the CRG with immediate effect.
- Not be a member of Federal or State government, or a former Councillor of Central Coast Council (as the group is Community, not political)

## 1.4 Payments

Membership of the CRG is unpaid and voluntary.

## 1.5 Timeframes

- EOs must be submitted by **5pm Friday 18 February 2022**
- Successful applicants will be notified by **Friday 25 February 2022**
- First meeting is scheduled on **Wednesday 9 March 2022**

## 1.6 Meeting Schedule and Locations

Meetings to be held on Wednesday evenings at Central Coast Council offices as per the schedule below. Meetings subject to COVID-19 requirements as per the NSW Public Health Orders.

<b>9 March 2022</b> 6pm – 8pm Wyong Office (function room) 2 Hely St, Wyong NSW 2259	<b>30 March 2022</b> 6pm – 8pm Committee Room 3, Erina Library The Hive – Erina Fair Shopping Centre Terrigal Drive, Erina
<b>13 April 2022</b> 6pm – 8pm Wyong Office (function room) 2 Hely St, Wyong NSW 2259	<b>18 May 2022</b> 6pm – 8pm Erina Room, Erina Library The Hive – Erina Fair Shopping Centre Terrigal Drive, Erina
<b>8 June 2022</b> 6pm – 8pm Wyong Office (function room) 2 Hely St, Wyong NSW 2259	

## 1.7 Council's Representatives for the Community Reference Group

Sharon McLaren, A/Unit Manager, Strategic Planning (CSP and Delivery Program Project Manager)

**Tel:** 0437 580 018 or **Email:** [Sharon.McLaren@centralcoast.nsw.gov.au](mailto:Sharon.McLaren@centralcoast.nsw.gov.au)

Paul Foote, A/Section Manager, Corporate Planning and Reporting (CSP and Delivery Program Lead)

**Tel:** or **Email:** [Paul.Foote@centralcoast.nsw.gov.au](mailto:Paul.Foote@centralcoast.nsw.gov.au)

## Part 2 – Conditions for Submitting Expressions of Interest

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Expressions of Interest (EOI) are invited in accordance with the following Conditions:

1. **Acceptance:** Membership of the CRG will only be accepted by Council when a signed Letter of Acceptance is given to the successful members on behalf of Council. The successful applicant will be required to accept and abide by the Terms of Reference and Code of Conduct, including maintaining confidentiality within the CRG.
2. **Authority:** CRG members have no authority to make decisions on behalf of Council nor the authority to direct Council staff or speak on Council's behalf.
3. **Closing Time:** Responses to this EOI must be received by the Closing Time specified in the related documentation. Responses received after the Closing Time will only be considered in exceptional circumstances and at the discretion of Council.
4. **Lodgement:** EOIs will only be accepted by the lodgement method(s) specified in this document. All questions in the EOI form must be completed to ensure conformity with the evaluation criteria. Incomplete applications will not be considered.
5. **Enquiries:** All enquiries are to be made to the Council Contact Person referred to in this document between 9am and 5pm, Monday to Friday. Enquiries must not be made to any other person.
6. **Addendum:** Council may vary the terms and requirements of this EOI at any time before the Closing Time, by issuing an addendum.
7. **Evaluation Criteria:** EOIs will be evaluated on the basis of the Evaluation Criteria specified in this document. Applicants should not place any significance on the order in which the criteria are listed.
8. CRG member appointment, removal and / or substitution is at the absolute discretion of Council.
9. Council is not bound to accept every EOI or any EOI submitted, whether conforming to Eligibility requirements or not.
10. Council reserves the right to suspend, terminate or abandon the CRG at any time during or after its establishment.
11. Council will not be bound to explain reasons for unsuccessful EOI submissions.

**Part 3 – Returnable Form**

**Expression of Interest Form**– Complete online form, located at:  
<https://www.yourvoiceourcoast.com/> (**preferred method**) or mail to:

EOI – Community Reference Group  
 C/O Paul Foote  
 PO Box 20  
 Wyong NSW 2259

Please complete the following form to express your interest in joining the Community Reference Group.

If you have any questions or need assistance in completing this form please contact us using the details provided at the end of this form.

<b>Name:</b>			
<b>Phone:</b>	<b>Email:</b>		
<b>Address:</b>			
<b>Suburb:</b>	<b>Post Code:</b>		
<p><b>To ensure membership of CRG is balanced and representative of the Central Coast community please complete the following</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Age:</b></p> <p><input type="checkbox"/> 0 - 17    <input type="checkbox"/> 18 – 24    <input type="checkbox"/> 25 - 34  <input type="checkbox"/> 35 - 49    <input type="checkbox"/> 50 – 59    <input type="checkbox"/> 60 – 69  <input type="checkbox"/> 70 - 84    <input type="checkbox"/> 85+</p> </td> <td style="vertical-align: top;"> <p><b>Gender:</b></p> <p><input type="checkbox"/> Male    <input type="checkbox"/> Female    <input type="checkbox"/> Other  <input type="checkbox"/> Non-Binary    <input type="checkbox"/> Prefer not to say</p> </td> </tr> </table>		<p><b>Age:</b></p> <p><input type="checkbox"/> 0 - 17    <input type="checkbox"/> 18 – 24    <input type="checkbox"/> 25 - 34  <input type="checkbox"/> 35 - 49    <input type="checkbox"/> 50 – 59    <input type="checkbox"/> 60 – 69  <input type="checkbox"/> 70 - 84    <input type="checkbox"/> 85+</p>	<p><b>Gender:</b></p> <p><input type="checkbox"/> Male    <input type="checkbox"/> Female    <input type="checkbox"/> Other  <input type="checkbox"/> Non-Binary    <input type="checkbox"/> Prefer not to say</p>
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<p><b>Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Prefer not to say</p>	<p><b>Do you identify as LGBTIQA+?</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Prefer not to say</p> <p><i>**Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and Questioning</i></p>		
<p><b>Are you or will you be:</b></p> <p><input type="checkbox"/> Past Councillor    <input type="checkbox"/> Potential future Councillor    <input type="checkbox"/> Federal or State member    <input type="checkbox"/> None of these</p> <p><i>** Please note that should circumstances change you must advise Council staff as soon as possible as this will affect your eligibility as per the Terms of Reference</i></p>			

**Please list all community groups or organisations you are part of:**

**Please indicate which of the following areas you are most interested in and why:**

- Social       Economic       Environment       Governance/leadership

**Why would you like to be a member of the Community Reference Group?**

**What skills, knowledge and experience would you bring to the Community Reference Group?**

<p><b>What do you love most about the Central Coast?</b></p>	
<p><b>What do you think would make the Central Coast better?</b></p>	
<p><b>Are you able to commit to attending CRG meetings as per the schedule and locations (or online) outlined in the Terms of Reference?</b></p> <p> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p><i>** Please note that you will be representing the Central Coast community and your membership is important to ensure their views and values are presented - attendance is vital to ensure this. If you miss more than two meetings you will be removed from the CRG and Council has absolute discretion in appointing a replacement if required to maintain balance and representation.</i></p>	
<p><b>Have you read, understood and accept the Terms of Reference, including maintaining confidentiality?</b></p> <p> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>	
<p><b>Please contact the Council officer on page one to discuss any adjustments you need to be able you to submit your application to join the group.</b></p>	
<p><b>Signature (electronic signature is also acceptable):</b></p>	<p><b>Date:</b></p>

Please return this form by **5pm Friday 18 February 2022:**

**Email:** [Paul.Foote@centralcoast.nsw.gov.au](mailto:Paul.Foote@centralcoast.nsw.gov.au) or

**Post:** PO Box 20

Wyong NSW 2259