

21 JUN 2013  
PLANNING DEPARTMENT

# Gladstone Region Community Development Committee

## *Terms of Reference*

### **Background**

With the release of the Gladstone Region's Social Infrastructure Strategic Plan, this committee will satisfy the need for a Social Infrastructure Working Group to progress and monitor the implementation of the Plan and emerging social issues.

As a requirement of the Local Government Act 2009, Gladstone Regional Council is developing a Long Term (>10 year planning horizon) Community Plan, utilizing Vision 2028 as a platform, but also integrating The Hornery Institute Wellbeing Report, Social Infrastructure Strategic Plan, Open Space & Recreation Plan and the new Regional Planning Scheme.

To support this Community Plan three new community based (Council auspiced) committees have been established, those being:

- ◆ Gladstone Region Economic Partnership (chaired by GAPDL)
- ◆ Gladstone Region Environmental Advisory Network (GREAN)
- ◆ Gladstone Region Community Development Committee (GRCDC)

There may be a further two committees dealing with Planning & Infrastructure and Governance & Institutions.

### **Membership**

#### **Institutional Members**

- ◆ Gladstone Regional Council - two representatives as determined by Council
- ◆ Gladstone Economic & Industry Development Board - one representative nominally the Chief Executive Officer
- ◆ Department of Communities - one representative nominally the Regional Executive Director
- ◆ Queensland Health - one representative nominally the Operations Manager Gladstone Hospital & Health-Service
- ◆ Department of Families, Housing, Community Services and Indigenous Affairs - one representative nominally the Manager, Indigenous Coordination Centre
- ◆ Gladstone Regional Council - one operational officer nominally the Manager Human & Social Services

#### **Community Members**

- ◆ Four community representatives as determined by Council by way of a public expression of interest

### **Governance**

1. The GRCDC is the local intelligence and advisory body in the social/community dimension, but has no legislative head of power or delegated authority.
2. The committee comprises both institutional representatives and community members.
3. Institutional representatives will be reviewed every two years.
4. Terms of appointment for Committee representatives will be for 2 years and 3 years, with 50% retiring after 2 years, and other 50% retiring after 3 years.

5. Community representatives will be sought via public advertising calling for expressions of interest.
6. The Committee has the capacity, by resolution of members, to co-op specialist advisors to assist with particular issues.
7. The Chairperson of the committee will be elected annually by the members of the committee.
8. Decisions will be by consensus, or by simple majority if deemed necessary by the Chairperson.
9. Quorum for meetings is 50% of members + 1, with at least one of those present being a community representative.
10. Proxies for Institutional Members are permissible.
11. Community Members are encouraged to bring forward views of absent Community Members.
12. Meetings will be held monthly, preferably on Thursday, usually at Thiess Room, Community Advisory Service, Goondoon Street, Gladstone, or as decided by the Committee.
13. The GRCDC Chairperson is the spokesperson for the committee.
14. Secretariat support will be provided by Gladstone Regional Council.
15. GRCDC records remain the property of Gladstone Regional Council and will be managed in line with legislative / corporate obligations.

### **Reporting**

- ◆ A monthly Activity Report will be prepared and provided by the Chairperson to Gladstone Regional Council.
- ◆ The GRCDC meeting minutes and monthly report will be publicly available on Council's website.
- ◆ An Annual Muster of the Community Plan groups will be held, at which the GRCDC will provide a State of the Region Report, including report on activities, measurement data including Community Wellbeing Indicators and KPI's.