

Federation Council: Stakeholder Reference Group – Expression of Interest and Terms of Reference

DOCUMENT APPROVAL

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Expression of Interest (EOI)

Stakeholder Reference Group

Federation Council is seeking expressions of interest (EOI) from residents, architects, developers, and business and industry representatives in the Federation Council local government area (LGA) and frequent planning and operational partners of Council to join the Council's Planning and Development Service Review Stakeholder Reference Group (SRG). The aim of this group is to provide a mechanism for residents and stakeholders to communicate concerns and needs within the LGA in relation to planning and development. This input will then form part of the final information presented to the full Council as part of the finalised Service Review into Planning and Development.

Council invites representatives from established community groups and individuals from the LGA to apply.

Applicants must:

- Be a resident of the Federation Council LGA and or work on a regular basis as a consultant on developments in the Federation Council area; and
- Either represent an established local community group, or demonstrate a capacity to communicate with, and represent, residents.
- Represent a relevant stakeholder group (i.e., architects, major employers and industries, planning and operational partners).

To be eligible, please review the EOI and Terms of Reference document available for download below.

Submissions:

Email a completed copy of this EOI to: planning@federationcouncil.nsw.gov.au

or

Via post and addressed to:

PO Box 77

COROWA NSW 2646

All EOIs must be signed and received by Close of Business (COB) Tuesday 11 February 2025.

Contact person: Terri O'Brien 02 6033 8999

The final selection of the applicants will be made by Council at the ordinary meeting, 25th February 2025.

Section 1: Personal details

Name _____
Address _____
Phone _____ Mobile _____
Email _____
How long have you lived in the Federation Council LGA: _____

Section 2: Selection Criteria – Please complete these questions which will be considered by the Selection Panel when considering your EOI.

What motivated you to join the Stakeholder Reference Group?

Do you represent any organisations, interest or community groups within the Federation Council LGA? If yes, please provide details.

What outcomes are you seeking to achieve from participating in the Stakeholder Reference Group?

How will you contribute to the Stakeholder Reference Group?

I have read the Terms of Reference and agree to abide by the protocols set out within it.

Signature _____ Date _____

Terms of Reference

1. Purpose and scope

The Stakeholder Reference Group (SRG) has been formed to provide a mechanism for stakeholders to communicate concerns and needs within the Federation Council region in relation to the Council's Planning and Development Service Review project (The Project).

As an advisory group, the SRG will have no decision-making authority but will have a valuable role to provide feedback and recommendations during its undertaking.

The SRG forms part of broader community and stakeholder engagement.

The purpose of the SRG is to:

- Provide input to ensure that the project team consider local needs and expectations during the service review including the types and levels of services required.
- Provide a formal communication channel to disseminate and gather information.
- Support the project team via review and feedback on recommendations.
- Provide comments and feedback on draft reports.

The Terms of Reference (ToR) (this document) defines the parameters of the SRG and provides a framework for its establishment and effective operations.

2. Membership

2.1 Members

The SRG will comprise up to ten (10) members external to the Project team, who have been invited to participate for the duration of the review. The project team will provide a Chair whose role will be to facilitate meeting discussions and provide review updates and respond to queries, where possible, as they are raised by participants.

The panel will aim to select SRG membership that represents:

- the geographic spread within the Federation Council LGA
- a range of ages
- a gender balance
- established community groups and individual community representatives
- a diverse range of interests and concerns including local services and service delivery, planning processes and asset management.

Members will be invited based on their:

- knowledge, experience and individual skill set relevant to the review

- connections to organisations, groups or community networks that represent interests relevant to the review.
- willingness to work constructively, collaboratively, and cooperatively with other members of the SRG.
- capacity (i.e., time and ability) to objectively communicate and share information with members of their respective organisation, group or community networks.
- capacity to objectively represent the views and interests of their organisations, groups or community networks during SRG meetings.

Membership to the SRG is on a voluntary basis and no financial remunerations will be paid to members.

2.2 Membership resignations and vacancies

A member’s position becomes vacant if they provide their resignation in writing. A position may be declared vacant if the member:

- breaches these Terms of Reference
- becomes an employee of the Project team or nominates for a political party at any level of government.

3. Roles and responsibilities

Role	Responsibilities
Service Review Project Team	<ul style="list-style-type: none"> • Work with the SRG in a constructive, open, and transparent manner. • Provide the SRG with information that is accurate, complete, easy to understand, and timely. • Facilitate SRG meetings and provide expert presence to respond to participant queries during discussion. • Provide feedback to the SRG on how any actions or outcomes from meetings have been addressed or actioned. • Respond to requests for information, queries, and questions within agreed timeframes. • Provide administrative support to the SRG (e.g., schedule meetings, organise online meeting spaces and physical venues as required, distribute agenda and pre-reading material, attend SRG meetings, and take meeting notes etc.).
SRG members	<ul style="list-style-type: none"> • Attend meetings and actively participate in discussions. • Present the interests, concerns and views of their organisation, group or community network. • Distribute information back to the organisation, group or community network they represent to enable the two-way flow of information between Federation Council and the community. • Review pre-reading material as required ahead of attending meetings. • Raise or declare any actual, potential, or perceived conflict of interest. • Respect the views, perspectives, and opinions of other members. • Focus on working towards collective solutions that best meets the needs of all groups and the objectives of the project.

Role	Responsibilities
	<ul style="list-style-type: none"> • Respect that the role of members is to provide insight and advice. The SRG is not a decision-making body, and it is not a requirement that consensus be reached between SRG members on issues discussed. • Maintain all confidentiality requirements. Federation Council and the Project Team will clearly identify matters that cannot be discussed publicly. • Not speak to the media on behalf of the SRG without the approval of Federation Council and the Project Team. Refer all media enquiries to Council’s media team. • Adhere to the SRG ToR.

4. Meeting protocols

4.1 Frequency and duration of meetings

- The SRG will meet twice in March 2025. Should the project deadline for completion be extended, this may then mean the SRG will be required past this date for additional meetings.
- Meetings will be 1.5 hours in duration. Timeslots will be determined once the SRG list has been finalised.
- Meeting notes will be circulated to members.
- SRG members will be given at least two weeks’ notice of each SRG meeting. Members who are unable to attend a meeting must notify the Project Team via email at least 48 hours prior to the meeting.

4.2 Meeting locations

- Meetings will be held via Microsoft Teams (online) with an ability to also attend in person for members as required, likely to be at the Corowa Civic Centre, with in-person technical support for attendance at online meetings. Final locations will be determined once the SRG list has been finalised.

4.3 Meeting agenda

- Agenda and minutes of the previous meeting will be circulated to SRG members seven days prior to the meeting.

4.4 Standards of behaviour/conduct

In meetings, all members and observers will:

- Adhere to Council’s Code of Conduct – Members to receive and sign off on agreement with this document prior to the first meeting, and act with honesty, good faith, and integrity.
- Abide by the Terms of Reference including confidentiality and media protocols.
- Declare any actual or perceived conflicts of interest.
- Respect that the role of members is to provide insight and advice, and that they are not decision-makers in relation to the detailed studies, or aspects of the studies.
- Maintain confidentiality of discussions within meeting – participants will be advised in advance when information is confidential.

- Be respectful to fellow participants and not engage in unconstructive, intimidating or disorderly behaviour.
- Treat all participants with respect and courtesy and follow good meeting practices (i.e., enable all participants to be equally heard, do not speak over each other, and listen to all member views so that everyone has the opportunity to be heard).
- Agree to sharing contact information (email addresses) with all members of the group, for the purpose of communicating SRG-related matters to the group.

4.5 Conflict of interest protocol

- SRG discussions may include matters that are actual, potential, or perceived conflicts of interest for an appointed member. Each appointed member has a responsibility to disclose any actual, potential, or perceived conflict of interest.
- When a conflict of interest is disclosed, the SRG will make an assessment about what action, if any, is required to manage the conflict of interest. All disclosures of a conflict of interest and the action taken to manage the conflict of interest will be recorded in the notes of the meeting for which the disclosure was made. Failure to declare a conflict of interest may jeopardise the effectiveness and outcomes of the SRG and is a breach of these Terms of Reference.

4.6 Confidentiality protocol

- From time to time, SRG members will be trusted with sensitive and confidential information. When this occurs, Federation Council will be clear about what information is confidential, how this confidential information is to be treated and the group agrees to respect the confidentiality of the matter and to not discuss the matter with anyone other than another member of the group.

4.7 Media protocol

- All media enquiries must be referred to Federation Council’s Communications team.
- SRG members are not able to speak on behalf of the SRG or Federation Council, or about any matter discussed during SRG meetings, unless prior consent is granted by Federation Council.
- SRG members are required to protect the privacy of all SRG members, and their opinions and comments, in any interactions with the media or posts on social media. Federation Council needs to be informed about all media queries. SRG members can contact Federation Council’s media team.
- Should members of the SRG not comply with these Terms of Reference, continually disrupt meetings, or disrespect the rights of other members to participate, the member will be asked to resign from the group or their position will be declared vacant.