Marysville Community Planning Group
DRAFT Terms of Reference

Purpose of the Group:
The Marysville Community Planning Group (MCPG) exists to:
- Develop a Community Plan for Marysville
- Support project-groups to progress ideas for Marysville so that project concepts are ready for community prioritisation and potential inclusion in the Marysville Community Plan
- To keep the community informed about Community Planning

The Planning Group was established in mid 2019, with support from Murrindindi Shire Council (MSC).

Authority:
In all the MSC-facilitated open meetings following the initial Community Planning Launch and Dinner on 13th June 2019, it was agreed that some form of coordinating group was necessary to ensure that the Community Plan can be developed. Thus, the MCPG comes with authority of the community and MSC.

The group will utilise input from all members of the group, as well as broader community engagement, to help guide decisions regarding the prioritisation of projects and subsequent community plan.

Membership:
Membership of the group is open to any community members who would like to be involved. Initially, a commitment of six months would be ideal but new members could join the group at any time.

Ways of working:
The Planning Group will meet monthly at meetings that are supported by a Community Planning Officer from MSC. Communication between meetings will be via email.

The Community Planning Officer will provide secretariat during the development of the plan.

The Marysville Community Planning Group values the input of all community members and seeks to support diversity and inclusion.

The members will encourage and consider all views presented by other members and will be aware of the value of addressing any disagreements constructively, in the interests of a functioning and diverse group.

Tasks of the group:
- Communication through various media to ensure the broader community has opportunities to be aware of community planning and engage with the process as they desire
- Support and communicate with project committees who are working on ideas for Marysville
- Liaising with the MSC Community Planning Officer for carrying out community engagement, and planning for the project prioritisation event and other necessary community gatherings or meetings
- Work with MSC Community Planning Officer to develop and refine content for the Marysville Community Plan
- Plan and carry-out a community consultation on the draft Community Plan
- Present the Marysville Community Plan to Council

**Time commitment:**
Members able to make an initial commitment of six months would be ideal.
It is anticipated that meetings would last no more than 2 hours, with an additional 2 hours’ (maximum) work between meetings.

**Resources available:**
Funding is available for building the capacity of the Marysville Community Planning Group, for example training in group dynamics, decision making, collaborating across organisations.
Funding and administration support is also available to enable the design and production of a Marysville Community Plan.

**Review period:**
3 months
Appendix 1: Marysville Community Planning Group and interaction with project committees

Project committees are formed by an individual or group with an interest in a potential project being included in the Marysville Community Plan. The individual or group forms a project committee made up of other people interested in the potential project.

Project committees develop plans using the Project Idea template, in liaison with the Marysville Community Planning Group.

After the prioritisation phase, if the project is subsequently included in the Plan, the project committee is responsible for the implementation of the project. The Project Committee will seek funding where necessary, manage finances, etc, again in liaison with the Marysville Community Planning Group.

Refer to the Community Planning Process Flowchart to see the interaction between MCPG and Project Committees depicted.
Appendix 2: Marysville Community Planning Pilot: steps and possible timeline

2019
June – December: Gathering ideas from around the community
Developing potential projects with the Project Idea template
Considering what else to put in the Marysville Community Plan

2020
February: Whole community activity: Project Prioritisation (*detail about this process to be provided*)
March: Developing the draft Marysville Community Plan
April: Community consultation phase
Present Marysville Community Plan to Council
May and beyond: Project Committees implementing the Marysville Community Plan
Clarifying the future for the MCPG, including ascertaining the need for ongoing coordination regarding community planning and/or wider community work.