



## Community Coordinator Role

### What is a Community Coordinator?

Community Coordinators play a critical role in bringing the diverse views of community members together into one local plan. They engage and consult with their communities on issues and projects, identify and prioritise topics and use that information to develop a 4-year action plan. Over the 4 years, Community Coordinators identify key stakeholders such as volunteers, community groups or organisations, businesses, government bodies and funding bodies and collaborate to achieve the outcomes of the plan.

Someone can become a Community Coordinator by:

- Contacting current Community Coordinators in their local towns and expressing their interest in the program
- Contacting the Community Partnerships Officer, Golden Plains Shire Council on telephone number (03) 5220 7157
- Putting an expression of interest through to [communityplanning@gplains.vic.gov.au](mailto:communityplanning@gplains.vic.gov.au) email address

Community Coordinators meet in local groups with each other and work together.

### What are the roles and responsibilities as a Community Coordinator?

- Understand the Community Planning Program including the principles and roles
- Attend combined Community Coordinators' meetings
- Promote the Community Planning Program in their community
- Design and conduct consultation and engagement with the broader community to develop a Community Plan. This may include developing surveys, hosting public consultation events, having conversations with local groups and individuals and bringing that information back to the group
- Finalise the plan using the data collected, prioritising the top projects and then communicating this back to the community
- Present the Plan Snapshot to the Community along with Councillors and Council Staff
- Implement the plan by:
  - Identifying key community groups, volunteers and other stakeholders that can assist with the delivery of projects in the plan
  - Work with Project Champions for one or more projects in the Plan and assist in developing an action plan
  - Support and provide advice to community members implementing Community Plan projects
  - Assisting in sourcing funding for projects through grant funding opportunities, sponsorship, funding or in-kind support



# Community Planning Program Toolkit

- Monitor the progress of priority projects and report progress to community, key stakeholders and Council regularly
- Encourage and provide advice and information to community members - this may involve referring them to a Project Champion where required but also ensuring that they know about Community Planning as a program and the current Community Plan
- Be the conduit between community and Council for matters relating to the Community Plan or advising other community members how to best contact Council
- Ensure the wider community remain informed about the Community Plan through regular communication and updates
- Celebrate and promote community planning successes, both within the community and across the Shire
- Review and evaluate the community plan at key stages, and provide feedback where possible on the program