Strategic Community Reference Group

Terms of reference

1. Purpose

The purpose of the Strategic Community Reference Group will be to provide advice to Council on matters of significant community interest as determined by Council.

2. Status of advice

The Strategic Community Reference Group will be advisory only and will not have delegated powers or authority to:

- call for reports
- refer matters to the Council or the Chief Executive Officer
- commit Council to the expenditure of funds
- implement actions or recommendations
- represent the City of Joondalup.

3. Matters for consideration

An Annual Work Plan will be prepared and presented to the Council for endorsement. Items listed in the Annual Work Plan can be drawn from the *5-Year Corporate Business Plan* or other scheduled project or initiative.

Additions to the Annual Work Plan must be made through a motion of Council.

Alterations to the endorsed Annual Work Plan must be approved by the Presiding Member.

4. Reference Group composition

4.1 Presiding Member

Council will appoint a Presiding Member in addition to the Elected Member Representatives appointed to the Reference Group.

The role of the Presiding Member will be to:

- open and close meetings
- ensure a quorum is present
- ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct for Council Members, Committee Members and Election Candidates
- approve alterations to the endorsed Annual Work Plan.

Should the Presiding Member be an apology for a meeting of the Reference Group, they will appoint any of the remaining Elected Member Representatives to the Presiding Member role for that meeting.

4.2 Elected Member Representatives

A maximum of three Elected Members will be nominated by Council as Elected Member Representatives.

A maximum of four additional Elected Members will be nominated by Council as Deputy Elected Member Representatives.

The role of an Elected Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

Should an Elected Member Representative be an apology, Deputy Elected Member Representatives may be requested by the Presiding Member to fill the position.

4.3 Community Member Representatives

A maximum of two representatives from each of the six wards of the City, and a maximum of four youth representatives aged 16–25 years, will be selected by the Council from nominations received.

Nominations will be publicly advertised and interested community members will be required to submit a nomination form which will be presented to the Council for consideration.

Selection will be based on interest, experience and/or qualifications in matters pertaining to the City of Joondalup community. Selection will also take into account demographic characteristics, such as age and gender, in order to facilitate diversity and representativeness, as far as practicable.

The role of a Community Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council

Members, Committee Members and Election Candidates.

If a Community Member Representative fails to attend two consecutive meetings without sending their apologies, their appointment may be automatically terminated.

Should a Community Member Representative resign or be terminated, the Presiding Member will appoint a new representative from the most recent nomination period. If an alternative nominee is not available, the City may either leave the position vacant or re-advertise for nominations. The Presiding Member must approve re-advertising for nominations.

Participation by Community Member Representatives will be voluntary and remuneration will not be provided by the City.

4.4 Subject matter experts

Suitably qualified subject matter experts will be identified and invited to participate in meetings as required. Subject matter experts will be independent and external from the City.

The role of a subject matter expert will be to:

- actively participate and contribute to matters under discussion
- provide advice and/or information relevant to their area of expertise.

Participation by subject matter experts will be voluntary and remuneration will not be provided by the City.

4.5 Facilitator

City officers will facilitate, or appoint a facilitator, for each Reference Group meeting.

The role of the facilitator will be to:

- plan activities to ensure the objectives are met
- ensure meetings operate efficiently and in accordance with the Terms of Reference
- enable all participants the opportunity to contribute to discussions.

4.6 Terms of membership

All Community Member Representatives and Elected Member Representatives will be appointed for a term of two years commencing and concluding in line with Ordinary Council Election cycle

5. Conflicts of interest

Members will declare any personal or commercial conflicts of interest related to the matter being discussed by informing the City prior to the meeting commencing.

6. Elected Member Observers

Elected Members, who are not Elected Member Representatives, may attend meetings in an Observer capacity.

Elected Member Observers will not participate or contribute to discussions or activities.

7. Meetings

City officers will organise, coordinate and communicate meetings of the Strategic Community Reference Group. A meeting agenda and pre-reading material will be prepared by City Officers for each meeting topic in accordance with the endorsed Annual Work Plan.

A quorum for any meeting will be no less than two of the four Elected Members Representatives and no less than 9 of the 16 Community Member Representatives. If a quorum cannot be reached, the meeting may be rescheduled or cancelled, at the discretion of the Presiding Member.

Strategic Community Reference Group meetings will not be open to members of the public.

8. Meeting Outcomes

City officers will prepare Meeting Outcomes Reports following each meeting. These will include a summary of activities undertaken and detail the outcomes of the meeting activities.

The Meeting Outcomes Reports will be distributed to Strategic Community Reference Group members, all Elected Members and published on the City's website.

9. Insurances

The City will arrange all insurances affecting the Strategic Community Reference Group in discharging the normal course of its duties and for any associated public liability.