

# Strategic Community Reference Group

## Terms of Reference

### 1. Name

The name of the Reference Group shall be the Strategic Community Reference Group.

### 2. Aims and Objectives

The purpose of the Strategic Community Reference Group is to provide advice to the Council on:

- Matters of significant community interest;
- Strategic initiatives;

as determined by the Council.

### 3. Membership

The Strategic Community Reference Group will consist of the following:

#### 3.1 Elected Members

A maximum of four Elected Members with one Elected Member nominated as Presiding Member.

#### 3.2 Community Members

- 3.2.1** A maximum of two community members from each of the six wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to the City of Joondalup community, in general.
- 3.2.2** Community Member places will be advertised and interested residents/ratepayers will be requested to submit an Expression of Interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.2.3** Information on the Strategic Community Reference Group and the call for Expressions of Interest will also be sent to ratepayer groups in each ward.
- 3.2.4** Final selection for serving on the Strategic Community Reference Group will be determined by Council.

#### 3.3 Experts

- 3.3.1** Up to four temporary places will be available for suitably qualified professionals who can provide expert advice/information as necessary.
- 3.3.2** The Strategic Community Reference Group has the authority to second the suitably qualified professionals referred to in 3.3.1 above from outside of the Reference Group on a voluntary basis for their expert advice where required.

#### 3.4 Community Ward Representation

If an item referred to the Strategic Community Reference Group is within a specific location, the Council may consider that additional temporary places be made available for ratepayer groups in the relevant Ward.

#### 3.5 Terms of Membership

The term of membership will be for two years commencing on 1 December and concluding in October in line with the ordinary Council election cycle.

#### 3.6 City Officers

The Chief Executive Officer or representative will attend meetings of the Strategic Community Reference Group to represent matters to be presented with other Officers to be invited as required depending on the agenda issue, and City Officers will provide technical advice and support where required and are not members of the Strategic Community Reference Group.

### 4. Meetings

- 4.1** The Strategic Community Reference Group shall convene no more than two meetings to consider an individual issue.
- 4.2** A quorum for any meeting of the Strategic Community Reference Group shall be no less than two of the four Elected Members and four of the twelve community members.
- 4.3** The Presiding Member will preside at all meetings and is responsible for the proper conduct of the meetings. In his/her absence the role of Presiding Member will be assumed by any of the other three Elected Members nominated to the Strategic Community Reference Group by the Council.

## 5 Agendas

- 5.1 The City will determine the Agenda for each meeting in accordance with the Work Plan for the Strategic Community Reference Group endorsed by the Council.
- 5.2 All meetings shall be confined to the items listed on the Work Plan unless the Council determines that additional matters be referred to the Strategic Community Reference Group.
- 5.3 The meetings of the Strategic Community Reference Group cannot call for reports outside of the Work Plan or items referred to it by Council.
- 5.4 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, annual priorities as per the Annual Plan, or other City Plans or initiatives.

## 6 Notes of Meetings

City staff will maintain notes of the items discussed at each meeting and the outcomes from the Strategic Community Reference Group discussions. The notes may be used as the basis for further action by the City on an item.

## 7 Insurances

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

## 8 Management

- 8.1 The Strategic Community Reference Group has no delegated powers or authority to:
  - 8.1.1 Represent the City of Joondalup.
  - 8.1.2 Implement Strategic Community Reference Group recommendations without approval of the Council.
  - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 Strategic Community Reference Group Members must comply with the City's Code of Conduct.

## 9 Tenure of Appointment

If a member fails to attend three consecutive meetings of the Strategic Community Reference Group his/her appointment shall be automatically terminated unless leave of absence has been granted.