



Strategic Community Reference Group

Terms of Reference

1. Name

- 1.1 The name of the Reference Group shall be the Strategic Community Reference Group (SCRG).

2. Role

- 2.1 The SCRG will provide advice to Council on matters of significant community interest and strategic initiatives as determined by Council.
- 2.2 The Strategic Community Reference Group has no delegated powers or authority to:
- represent the City of Joondalup
 - implement recommendations without the approval of Council
 - commit Council to the expenditure of funds.

3. Membership

The SCRG will consist of the following members:

Facilitator

- 3.1 The SCRG facilitator is an external and independent consultant appointed by the City through a Request for Quotation process for the required term of two years.
- 3.2 The role of the facilitator is to:
- ensure meetings operate efficiently, effectively, and in accordance with the Terms of Reference
 - enable all participants have equal opportunity to contribute at meetings
 - provide a meeting report to the City for each SCRG meetings that summarises the meeting's activities and conversations.

Elected Member Representatives

- 3.3 A maximum of four Elected Members will be nominated by Council as Elected Member representatives, with one Elected Member nominated as Presiding Member.
- 3.4 The role of the Presiding Member is to:
- open and close all SCRG meetings on time
 - ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct
 - ensure a quorum is present.

- 3.5 Should the Presiding Member be an apology, the Presiding Member role can be assumed by any of the remaining three Elected Member representatives.

- 3.6 Should any Elected Member representative be an apology, Deputy Elected Members may be requested to fill the Elected Member representatives' positions.

Community Member Representatives

- 3.7 A maximum of two community member representatives from each of the six wards of the district and two youth representatives from the district (to be selected by the Council from nominations received).
- 3.8 Selection criteria will be based on the individual's interest, experience and/or qualifications in issues pertaining to the City of Joondalup community, as well as suburb location. Selection will also consider a balance in demographics such as age and gender to ensure a diverse group of community member representatives are selected, as far as practicable.
- 3.9 The call for community member representative nominations will be publicly advertised through the City's communications mediums and will be sent to all ratepayer groups in each ward. Interested residents/ratepayers will be required to submit a Nomination Form to be eligible.
- 3.10 A Council report summarising nominations received will be prepared by City Officers and presented to Council for their endorsement.
- 3.11 Community member representative participation is voluntary and remuneration is not available from the City.

Subject Matter Experts

- 3.12 The City will identify suitably qualified professionals to invite on a temporary basis for their expert advice as required.
- 3.13 The role of the subject matter experts is to:
- actively participate and contribute in a constructive and objective manner in the SCRG meetings
 - provide expert advice/information as necessary.
- 3.14 Subject matter experts will be independent representatives, external from the City and the SCRG.
- 3.15 Participation is voluntary and remuneration is not available from the City.

4. Terms of Membership

- 4.1** All Elected Member and Community Member representatives of the SCRG are required to:
- actively participate and contribute in a constructive and objective manner in the SCRG meetings
 - review the agenda and pre-reading material before each meeting to ensure an informed discussion
 - seek views and opinions of other community members on each topic prior to each SCRG meeting
 - commit to attending SCRG meetings for the required term of two years
 - comply with the City's Code of Conduct.
- 4.2** The term of membership will be for two years commencing and concluding in October in line with the ordinary Council election cycle. After this two-year period, a new nomination process will be established. Community member representatives may serve more than one term but are required to provide a new nomination form for each new term.
- 4.3** If a member fails to attend two consecutive meetings, their appointment may be automatically terminated unless a leave of absence has been granted.
- 4.4** Should an endorsed member representative of the SCRG decline the offer of membership, resign, or be terminated from their membership position, the Presiding Member can appoint a new representative from the most recent nomination period.
- 4.5** All participants must declare any personal or financial conflict of interests by informing the City prior to any SCRG meeting.

5. Observers

- 5.1** All remaining Elected Members who are not Elected Member representatives, may attend SCRG meetings in an observer capacity; that is, not as a participant, contributor, or subject matter expert.
- 5.2** City Officers with technical expertise may be invited to attend the SCRG meetings in an observer capacity. However, the facilitator may ask City Officers to provide advice and support where required.

6. Work Plan

- 6.1** City Officers will prepare an annual SCRG Work Plan, considering the City's strategic planning objectives, annual priorities as per the Annual Plan, or other City Plans or initiatives. A Council report with the proposed Work Plan will be prepared by City Officers and presented to Council for their endorsement.
- 6.2** All meetings' topics shall be confined to the items listed on the Work Plan, unless the Council determines that additional matters need to be referred to the SCRG. The meetings of the SCRG cannot call for reports outside of the Work Plan or items referred to it by Council.

7. Meetings

- 7.1** A quorum for any SCRG meeting shall be no less than two of the four Elected Members representatives and no less than four of the twelve community members representatives.
- 7.2** City Officers will organise, coordinate, and communicate the SCRG meetings.
- 7.3** A meeting agenda and pre-reading material will be prepared by City Officers for each SCRG meeting topic in accordance with the Work Plan.
- 7.4** Following each meeting, City Officers will distribute meeting notes. These meeting notes will include a summary of activities undertaken by participants and provide outcomes from the SCRG discussion. The notes may be used as the basis for further information and action by the City on an item.
- 7.5** SCRG meetings are not open to members of the public.

8. 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.