

LATE REPORT

9.23 Community Reference Group – Terms of Reference

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.2 Ensure councillors take ownership and a strong leadership role in implementing the Community Strategic Plan.

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Introduction

Council has been debating the effectiveness of the previous Advisory Committees and following further consideration of this matter at the most recent workshop it was agreed to present a report to council on the establishment of a single Community Reference Group.

Such a Group would meet in an informal forum type format with the Mayor of the day being the Chair. Agenda items would be generated from councillors, staff and members of the public.

Agenda items could cover a range of topics from heritage to culture to tourism thus allowing a greater opportunity for community input into the decision making processes of council.

It is anticipated that council staff will prepare the meeting notices and agendas and any recommendations arising from a forum would be submitted to council with the appropriate staff comments.

Financial Implications

There are no additional costs to council in respect to the preparation of the Terms of Reference. However, depending on the outcome of the success or otherwise of this type of community engagement there may be additional staff costs involved.

Summary

A copy of the Terms of Reference, as discussed at the February Workshop is now attached to this report.

It is planned that the first of such forums, which would be held on the second Tuesday of every second month, would be held on Tuesday 14th March 2017.

Recommendation:

That Council adopt the attached Terms of Reference for the Community Reference Group noting that it is for a 'trial' period of 12 months and that the first Forum be held on 14th March 2017 commencing at 6.30pm at the Council Chambers.

COMMUNITY REFERENCE GROUP TERMS OF REFERENCE

Objective

The objective of the Reference Group is to provide the wider community with an opportunity to identify current needs within the community in relation to Council's Community Strategic Plan.

Terms of Reference

- To provide members of the community the opportunity to have input into a range of topics and issues.
- To identify needs within the community relating to the Community Strategic Plan.
- To provide particular expertise to assist council in its decision making processes.
- To assist with the promotion of initiatives within the community.
- To support council on matters relating to the Community Strategic Plan
- This Group will have no formal delegations to act on behalf of council.
- Authority to recommend to Council. (The recommendations from this Group will have no legal standing unless adopted formally by council).

Procedures

- Council will advertise the approaching meeting and call for agenda items.
- The agenda for the Community Reference Group forums will be prepared by council staff based on input from the community, councillors and staff.
- Forum meeting notices will be distributed by council at least seven (7) days prior to the meeting.
- Minutes of the forums will be recorded by a council staff member.
- The minutes with any recommendations arising from the Group will be presented to the next suitable council meeting with comments from council staff if deemed necessary.