



XXXXXXXXXX REFERENCE GROUP

**INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE**

2025

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1 INTRODUCTION

- 1.1 The Community Project Reference Group is not a Committee of Council created under s5.8 of the *Local Government Act 1995*.
- 1.2 The Council appoints to the Community Project Reference Group those persons to be members of the Group by resolution of Council. Membership of the Group shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held.
- 1.3 The Group is established as an engagement mechanism to develop community consensus on matters that have broad competing needs and provides meaningful feedback, advice, and information on matters relevant to its Terms of Reference (ToR).

2 COMMUNITY PROJECT REFERENCE GROUP AIMS & OBJECTIVES – GENERIC

The following objectives are generic to Community Project Reference Groups:

To

- collaborate and deliberate in order to develop meaningful feedback and advice;
- liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- share local knowledge and information on a specific topic in order to assist the local government in performing specified functions or fulfilling required responsibilities within the Shire of Collie district; and
- ensure that all members dealings are carried out in accordance with the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

3 COMMUNITY PROJECT REFERENCE GROUP OBJECTIVES - SPECIFIC

The XXXXXXXX Community Project Reference Group shall have the following objectives:

To

Any variation to these objectives is not to be considered by the Group unless approved by the Chief Executive Officer of the Shire of Collie

4 MEMBERSHIP

- 4.1 Membership of the Reference Group will include:
 - Up to xx (x) Shire Officers appointed by the Shire CEO
 - Up to xx (x) Elected Members appointed by the Council.
 - Up to xx (x) Community Representatives appointed by the Council including:
 - X (x) from (agency or community sector or sporting).
 - (or Representation may be from the following groups : (add or delete that which is relevant – examples youth, business owners, residents, community groups, agencies)
- Nominations will be publicly advertised and interested community members will be required to submit a nomination form which will be presented to Council for consideration.

- 4.2 Selection will be based on interest, experience and/or qualifications in matters pertaining to the Group's objectives. Selection will also take into account demographic characteristics to ensure that the group representation is as diverse as practicable. The members, taken collectively, will have a broad range of skills and experience relevant to the function of the Reference Group.
- 4.2 Membership will be for a period of up to two years that will not be beyond the next Ordinary Council election.
- 4.3 If a representative fails to attend two consecutive meetings without sending their apologies, their appointment may be automatically terminated. Should a representative resign or be terminated, the CEO may appoint a new representative from the most recent nomination period, re-advertise for nominations, or leave the position vacant.
- 4.4 Participation by community representative is voluntary and remuneration will not be provided.
- 4.5 The quorum for a meeting is at least 50% of the number of appointed persons.

5 MANAGEMENT / PROCEDURES

- 5.1 A Shire Officer shall be appointed by the CEO to facilitate meetings of the Group and to determine meeting structure, duration and style. Meetings will generally be conducted in an informal manner, in some cases more of workshop style, in a way that fosters discussion. This may include:
- Meetings convened on an as needs basis;
 - Potential for members with conflicts of interest to participate in discussion; and
 - Reporting style depending on the matter at hand and project context.
- 5.2 The role of representatives shall be to:
- Review the agenda and pre-reading materials before each meeting;
 - Actively participate and contribute to matters under discussion; and
 - Comply with the Shire's Code of Conduct for Council Members, Committee Members and Election Candidates.
- 5.3 Elected members who are not elected member representatives may attend meetings in an observer capacity. Observers will not participate or contribute to discussions or activities.
- 5.4 A Shire Officer shall be appointed by the relevant Director to prepare agendas and meeting notes, and to ensure notes are registered in the Shire's record keeping system.
- 5.5 Meeting notes shall be prepared and published following each meeting, this will include a summary of activities undertaken and details the outcomes of the meeting activities. The meeting notes will be distributed to Reference Group members, and all Elected Members.
- 5.6 The Group shall not raise matters at meetings that are outside of the Group's Specific Objectives including staffing, administrative or operational matters.
- 5.7 The relevant Director may call upon consultants or guests with specific expertise, or as the need arises, and invite them to attend meetings.

6 DELEGATED POWERS AND AUTHORITY

- 6.1 The purpose of the Group is for advisory and engagement purposes only and will not have delegated powers. The Group does not have authority to:
- Call for reports
 - Direct staff on any matter
 - Refer matters to the Council or the Chief Executive Officer
 - Commit the Shire of Collie or any association, group or individual to the expenditure of funds
 - Implement actions or recommendations
 - Represent the Shire of Collie.

7 TERMINATION OF REFERENCE GROUP

Termination of the Reference Group shall be:

- 7.1 At the direction of Council;
- 7.2 At the direction of the CEO; or
- 7.3 On the specified date.

8 AMENDMENT TO THE TERMS OF REFERENCE

- 8.1 This document may only be altered with the approval of CEO.

9 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMUNITY PROJECT REFERENCE GROUP

- 9.1 The Chief Executive Officer shall appoint an officer relative to the Group's Terms of Reference to manage the Group. In normal circumstances this is the relevant Director.
- 9.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.