

City of Kalamunda – High Wycombe Community Hub - Community Reference Group

Terms of Reference

These Terms of Reference were endorsed by Council at the xxxx Ordinary Council Meeting (OCM XXXXX)

1. Name

The name of the Group shall be High Wycombe Community Hub - Community Reference Group (Reference Group).

2. Purpose

The purpose of the Reference Group is to add value to the design of the High Wycombe Community Hub (Project) through an engaged community working group.

It shall provide an opportunity for input into the design phase of the Project in areas of:

- Understanding the Project's visions and objectives to facilitate discussions around core facilities to be developed in the Project and opportunities and constraints for other facilities or outcomes
- Reviewing and providing input to all supporting information required for application for Development Approval for the Project
- Engage with the Design Team and City to consider improvements to assumed design matters

The Reference Group will also work with the City's Community Engagement team to consider methods of community engagement during the life of the project that are effective, efficient and successful.

The Reference Group shall also be able to bring matters to the attention of the City that should be considered during the Project based on their backgrounds and local experience.

3. Strategic Alignment

The creation of this Reference Group aligns with the Strategic Community Plan objectives of providing good governance through participation and consultation.

4. Membership

The Reference Group shall comprise 10 to 13 members comprising of:

Elected Members:

- Mayor
- North West Ward Councillors.

City Staff:

- Strategic Projects Director.
- Director Community Engagement.

Design Team:

Nominated representative from the Architectural Studio undertaking the design of the High Wycombe Community Hub.

Community Representatives:

At least 4 but no more than 7 volunteer community representatives selected from nominations received from:

- Community Groups
- Interested Residents
- Sporting or Recreation Bodies

The City will undertake an Expressions of Interest process to seek nominations for the Reference Group.

The City selection of Community Representatives shall, as far as practicable ensure that there is a broad mix of representatives from each sub sector above.

5. Operation of the Reference Group

The chair of the Reference Group shall be the Mayor and in their absence for any meeting an acting chairperson will be selected from the attendees of the Reference Group.

The City will appoint a staff member to provide Secretariat services.

Meetings will usually be held at the City Administration Building, 2 Railway Road Kalamunda. Facilitation of meetings via on line service such as Teams will also be made available.

Matters will be discussed as per an agenda provided by the City prior to the meeting. The Reference Group is NOT a decision-making body with no authority to amend the Project scope, timing or budget however recommendations made will be conveyed and considered by the main Project Steering Group for determination and response.

The Agenda and notice of meeting will be prepared and distributed not less than 7 days prior to each meeting.

Agenda items, along with any supporting papers are sent to the Secretariat no later than 10 days prior to meeting.

If there are no agenda items the Chair Person will advise all members that the scheduled meeting is cancelled.

6. Reference Group Behaviours

Members of the Reference Group will be afforded the opportunity to help shape the nature of the new High Wycombe Community Hub. There is an expectation that Members will exhibit behaviours consistent with good governance including:

- Conduct themselves in a professional, respectful and civil manner
- Prepared to listen to and consider views that conflict with their own
- Respect that where requested by the City, aspects of the meeting that are considered confidential are not discussed outside of the meeting
- Information provided prior to and during meetings is not to be reproduced or shared with express permission of the City
- Provide a commitment to attend as many meetings as possible and where unable to attend any particular meeting to provide a timely apology the Secretariat
- Consider if they have a conflict of interest in a matter to be discussed (which is defined as a direct impact upon them financially or due to their own membership or association with others who may benefit from the Project). If necessary raise the issue with the Chair Person prior to the matter to be discussed for consideration as to whether or not this conflict precludes them participating in the agenda item consideration. It is recognised that community, recreation and sporting groups will at large benefit from the Project and as such no conflict of interest exists for community members of these groups participating in the Reference Group insofar as they are representing these groups.
- Reference Group members shall not speak with the media on matters discussed in the Reference Group.

If the City becomes aware of material breaches of these behaviours by any Member, it may determine that the Member shall need to be removed from the Reference Group.

7. Term of the Reference Group

The Reference Group shall be stood up until such time that the Council has endorsed the designs of the High Wycombe Community Hub for the purposes of undertaking construction tenders.