

Terms of Reference

Economic Development Community Reference Group



INTRODUCTION

Ipswich City Council is committed to meaningful engagement with the community on issues affecting the city, and on local issues that significantly impact on the community. Public participation and engagement is the foundation of good decision-making, and is mutually beneficial to the community and council.

One of the ways that council engages with the Ipswich community is through its five (5) Community Reference Groups, which align to the standing committees of council:

1. **Economic Development (Economic Development Committee)**
2. **Resilient Communities (Communities Committee)**
3. **Growth Management (Growth Management and Infrastructure Committee)**
4. **Environment (Environment Committee)**
5. **Transparent Governance (Governance Committee).**

This Terms of Reference (TOR) sets out the operating conditions for the Economic Development Community Reference Group including the purpose, structure and responsibilities of the group's members. This TOR should be read in conjunction with the 'Guidelines for Community Reference Groups'.

PURPOSE, SCOPE AND OBJECTIVES

The purpose of the Economic Development Community Reference Group is to provide a platform where community representatives provide information, advice and views to council on matters relating to core business functions. The scope of the Economic Development Community Reference Group is limited to the following:

- City branding, positioning and promotion
- Local business engagement, support and advocacy
- Industry leadership, cooperation and advancement
- Workforce, skills and employment development
- Investment and business attraction
- Trade and export links
- Innovation, technology and entrepreneurship
- Tourism and events

The objectives of the Economic Development Community Reference Group are:

- To provide a deliberative forum for members to discuss issues of community interest related to matters within the scope of the Economic Development Community Reference Group;
- To draw on local knowledge and enhance community voice in decision making processes and outcomes related to matters within the scope of the Economic Development Community Reference Group; and
- To build community understanding of council's core business functions and specific projects or activities related to matters within the scope of the Economic Development Community Reference Group.

MEMBERSHIP

The Economic Development Community Reference Group will consist of:

- A maximum of 20 and a minimum of 10 members all of whom are appointed through an Expression of Interest process (see 'Guidelines for Community Reference Groups');
- A Convenor, which is the Chairperson of the relevant council standing committee;
- A Facilitator, being the General Manager from the Community, Cultural and Economic Development Department (or their delegate) assisted by council officers from the relevant Department.

Councillors who are members of the relevant council standing committee may also attend at their discretion as observers of the Community Reference Group proceedings.

Subject matter experts from council may also be invited to attend a meeting/s from time-to-time, if required, for particular projects or issues.

Term

The term of membership is two (2) years, subject to compliance with these Terms of Reference. The Facilitator (supported by the Community Engagement Team) is responsible for implementing another public EOI process at the end of each term. Members may submit another EOI at the end of their two year term however priority may be afforded to new applicants in the assessment process to ensure a diversity and evolution of community participation is possible.

Vacancy

In the event of a member vacancy, replacement shall be appointed by council's Chief Executive Officer (CEO) by revisiting unsuccessful EOI applications.

Termination

A member will be removed from the Economic Development Community Reference Group if they are absent from three (3) consecutive meetings. Members may also be removed, by decision of the Facilitator, if they breach these Terms of Reference. The Facilitator will formally notify the member in writing if their removal is required.

Members may terminate their membership at any time. Notice of membership termination must be provided in writing to the Facilitator.

Elections

During election periods (whether federal, state or local government elections), members who are considering or intending to stand for elections should remain aware of any conflicts of interest that may arise as a result of being a member of the Economic Development Community Reference Group and declare this at meetings (see discussion of 'Agendas and minutes'). Further, upon formal notification or announcement of a members candidacy for election, that member will be automatically suspended from the Economic Development Community Reference Group until after the relevant election is held. Any successful candidates will no longer be eligible to be a member of the Economic Development Community Reference Group and unsuccessful candidates will be reinstated as a member.

Members are at all times to be aware of their conduct obligations (see discussion of 'Conduct')

POWERS OF THE ECONOMIC DEVELOPMENT COMMUNITY REFERENCE GROUP

The Economic Development Community Reference Group provides information, advice and views and, where sought, recommendations to Council. Any information, advice, views and recommendations will be recorded in the minutes. The group has opportunity to influence council decision making, however, does not have decision-making authority. This remains the function of council.

ROLES AND RESPONSIBILITIES

Ipswich City Council

The Convenor of the Economic Development Community Reference Group is the Chairperson of the Economic Development Committee.

The Facilitator, which is the General Manager from the Community, Cultural and Economic Development Department (or their delegate) will oversee the governance and coordination of the Economic Development Community Reference Group, including:

- Participating in meetings and adhering to the Terms of Reference;
- Ensure group adherence to the Terms of Reference;
- Coordinate the agendas, minutes and other documentation;
- Undertake a review of the Terms of Reference and group's efficacy every two years;
- Report to the relevant council standing committee; and
- Notify the relevant council standing committee of any changes to group membership.

The Facilitator will be supported by administrative support including minute taking, agenda preparation, filing, coordinating correspondence and communication, meeting preparation and logistics and information disclosure.

Subject-matter experts from council may also be invited to attend a meeting/s from time-to-time, if required, for particular projects or issues.

Members

Members of the Economic Development Community Reference Group are required to:

- Attend and participate in meetings;
- Adhere to the Terms of Reference; and
- Represent community views and provide information and advice to council on items related to the group's purpose, scope and objectives.

MEETINGS

Frequency

The Economic Development Community Reference Group will meet, at a minimum, quarterly for approximately two hours at a location in central Ipswich. Depending on the agenda and discussion, meeting run times may be shortened or lengthened.

Agendas and minutes

The Facilitator will set the agenda and circulate to the group at least one week prior to the meeting. Each agenda will incorporate a standing agenda item call 'Declaration of potential or actual conflicts of interest' and require members to declare any conflicts of interest they may have, including conflicts of interest with any particular agenda item/s or issue/s to be discussed at the meeting. Other members can also request items be added to the agenda. Members will deliberate based on the set agenda items. The agenda and any accompanying documents will be circulated to members at least one week prior to the meeting. Minutes will be recorded and will be circulated to members within two weeks of the meeting. The final minutes will be uploaded onto council's website within three weeks of the meeting. Minutes are to be appropriately filed.

Conduct

Members are required to:

- Act with honesty, good faith and integrity;
- Abide by the Terms of Reference;
- Actively participate in meetings;
- Declare any actual or perceived conflicts of interest at the commencement of the meeting;
- Represent the interests of their local community rather than individual interests or issues; and
- Maintain confidentiality of discussions within meetings. Members are not permitted to liaise with the media and represent either the opinions of council or the group.

In particular, members are required not to use any Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

Any material breach of this code of conduct may result in immediate termination of membership.

Any member charged with any offence as defined in section 153 of the *Local Government Act 2009* (being treason, electoral or integrity offences) shall be automatically suspended until the matter has been resolved. Any person convicted of an offence as defined in section 153 of the *Local Government Act 2009* shall not be eligible for membership of any Community Reference Group.

Voting

The role and format of the Economic Development Community Reference Group in providing information, advice and views means that voting will not occur.

Information

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

RECORD KEEPING

Council will manage record keeping of the group's activities in council's internal filing system, including:

- Member details – as provided on the EOI application (personal details will be managed confidentially, in accordance with council's privacy standards);
- EOI applications and other selection process documentation;
- Register of when meetings were held;
- Terms of Reference;
- Agendas and minutes for each meeting; and
- Any other related correspondence or information.

DISCLOSURE

The following information will be published on council's public website:

- Names of the members;
- The Guidelines and Terms of Reference; and
- Agendas and minutes of each meeting.

REVIEW

The Facilitator will undertake a review of the efficacy of the Economic Development Community Reference Group every two years. This includes reviewing the TOR document, suitability of meeting frequency and the efficacy of the group in meeting the objectives and working to the TOR.

Version #	Date
1	7 March 2019
2	4 October 2019

PRIVACY

The personal information of all members and applicants will be managed in accordance with council's privacy standards. The names of the group's members will be published on council's public website upon their appointment.

INSURANCE

Reference group members are covered under council's public liability insurance policies when partaking in meetings.

CONTACT DETAILS

Further information on the group can be gained by contacting council's Community Engagement Team at communityengagement@ipswich.qld.gov.au.