

COMMUNITY REFERENCE GROUP



TERMS OF REFERENCE

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.

Objective

- To provide members of the community the opportunity to have input into a range of topics and issues.

Terms of Reference

- 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).
- Council will advertise the approaching meeting and call for agenda items.

Procedures

- 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