

CHRMAP Community Reference Group

Terms of reference

1. Purpose

The purpose of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Community Reference Group will be to provide input into the development of the City's CHRMAP to provide a long-term framework for adapting to coastal hazards, in accordance with State Planning Policy No. 2.6.

2. Status of advice

The CHRMAP Community Reference Group will be advisory only and will not have delegated powers or authority to:

- call for reports
- refer matters to the Council or the Chief Executive Officer
- commit Council to the expenditure of funds
- implement actions or recommendations
- represent the City of Joondalup.

3. Matters for consideration

The CHRMAP Community Reference Group will consider information and provide advice related to the development of the City's CHRMAP to provide a long-term framework for adapting to coastal hazards, in accordance with State Planning Policy No. 2.6.

The reference group will assist the City in determining preferred actions and solutions related to mitigating and adapting to coastal hazards in the City of Joondalup.

4. Reference Group composition

4.1 Presiding Member

Council is to appoint a Presiding Member from the Elected Members appointed to the CHRMAP Community Reference Group.

The role of the Presiding Member will be to:

- open and close meetings
- ensure a quorum is present
- ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct for Council Members, Committee Members and Election Candidates
- approve alterations to the endorsed Annual Work Plan.

Should the Presiding Member be an apology for a meeting of the Reference Group, they will appoint any of the remaining Elected Member Representatives to the Presiding Member role for that meeting.

4.2 Elected Member Representatives

A maximum of four Elected Members will be nominated by Council as Elected Member Representatives.

A maximum of four additional Elected Members will be nominated by Council as Deputy Elected Member Representatives.

The role of an Elected Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

Should an Elected Member Representative be an apology, Deputy Elected Member Representatives may be requested by the Presiding Member to fill the position.

4.3 Community Member Representatives

The CHRMAP Community Reference Group will consist of up to ten members and may include representation from the following groups:

- Residents
- Community groups (including environmental groups and sporting clubs)
- First Nations people
- Business owners
- Youth.

Nominations will be publicly advertised and interested community members will be required to submit a nomination form which will be presented to the Council for consideration.

Selection will be based on interest, experience and/ or qualifications in matters pertaining to coastal hazard management in the City of Joondalup. Selection will also take into account demographic characteristics, such as age and gender, and group representation in order to facilitate diversity and representativeness, as far as practicable.

The role of a Community Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

If a Community Member Representative fails to attend two consecutive meetings without sending their apologies, their appointment may be automatically terminated.

Should a Community Member Representative resign or be terminated, the Presiding Member will appoint a new representative from the most recent nomination period. If an alternative nominee is not available, the City may either leave the position vacant or re-advertise for nominations. The Presiding Member must approve re-advertising for nominations.

Participation by Community Member Representatives will be voluntary and remuneration will not be provided by the City.

4.4 Subject matter experts

Suitably qualified subject matter experts will be identified and invited to participate in meetings as required. Subject matter experts will be independent and external from the City.

The role of a subject matter expert will be to:

- actively participate and contribute to matters under discussion
- provide advice and/or information relevant to their area of expertise.

Participation by subject matter experts will be voluntary and remuneration will not be provided by the City.

4.5 Facilitator

An external and independent facilitator will be appointed by the City for the three-year term of Strategic Community Reference Group.

The role of the facilitator will be to:

- develop agenda and activities to ensure the meeting objectives are met
- ensure meetings operate efficiently and in accordance with the Terms of Reference
- enable all participants the opportunity to contribute to discussions
- provide a report of the meeting outcomes.

4.6 Terms of membership

All Community Member Representatives will be appointed for a term of three years concluding with Council adoption of the City's CHRMAP. Elected Member Representatives will be appointed for a term of up to three years in accordance with the duration of their term.

5. Conflicts of interest

Members will declare any personal or commercial conflicts of interest related to the matter being discussed by informing the City prior to the meeting commencing.

6. Elected Member Observers

Elected Members, who are not Elected Member Representatives, may attend meetings in an Observer capacity.

Elected Member Observers will not participate or contribute to discussions or activities.

7. Meetings

The CHRMAP Community Reference Group shall meet up to four times per year, depending on the progress and development of the CHRMAP.

City officers will organise, coordinate, and communicate meetings of the CHRMAP Community Reference Group. A meeting agenda and pre-reading material will be provided prior to each meeting.

A quorum for any meeting will be no less than two of the four Elected Members Representatives and no less than six of the 10 Community Member Representatives. If a quorum cannot be reached, the meeting will be rescheduled or cancelled.

CHRMAP Community Reference Group meetings will not be open to members of the public.

8. Meeting Outcomes

A Meeting Outcomes Report will be prepared and published following each meeting. These will include a summary of activities undertaken and detail the outcomes of the meeting activities.

The Meeting Outcomes Reports will be distributed to CHRMAP Community Reference Group members, all Elected Members and published on the City's website.

The City may also record meetings for record keeping purposes.

9. Insurances

The City will arrange all insurances affecting the CHRMAP Community Reference Group in discharging the normal course of its duties and for any associated public liability.