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# Community Industry Reference Group

## Terms of Reference

### 1. Background

WALGA has initiated a project to develop a Framework to inform the community development activities of WALGA and to strengthen the Local Government community services advocacy as a whole of sector approach.

The Community Industry Reference Group (CIRG) will be key advocates for addressing challenges facing Local Government such as:

- Increasing legislation and compliance
- Increasing expectations on the scope of role and responsibility
- Increasing costs to deliver services with unmatched provision of suitable resources.

### 2. Outcomes

- Maximise and strengthen strategic partnerships between Local and State Government decision makers at an Executive Officer level
- Guide the development of a Local Government Outcomes Measurement Framework
- Guide the development of Local Government Health and Wellbeing Indicators
- Guide the development of Discussion Papers capturing the research and detailing opportunities for Community Development in Local Government as required
- Guide the development of two forums/networking events to be held annually
- Guide the development of educational opportunities for Elected Members as required.

### 3. Purpose of the Reference Group

The Community Industry Reference Group will:

- Improve coordination and oversight of key issues relating to communities.
- Strengthen relationships and partnerships between State and Local Government.
- Increase understanding of roles and responsibilities of Local Government in regard to the delivery of services to community that reflect legislation and compliance together with social responsibilities to meet the needs of community.
- Achieve greater consistency of information being provided that further defines best practice for implementation of State and Local Government resources, reduces duplication and minimises service gaps.
- Influence the review of State Government programs and related grants and budgets to ensure they reflect and incorporate Local Government.

- Assist and support WALGA State Councillors and WALGA Policy Team members with prioritisation of workflow and the increasing workload of submissions and other agenda items.

## **4. Membership**

### **4.1 Composition**

- The members of the Community Industry Reference Group will represent the diversity of Local Government community development practitioners and aim to ensure equity of representation from metropolitan and non-metropolitan Local Governments.
- The Community Industry Reference Group will comprise of no more than 15 members and no less than 10 members from Local Government.
- Committee members may appoint delegates or proxies from time to time.
- WALGA's Chief Executive Officer, State Government Executive Directors, and others as requested by the Membership will be invited to present at select meetings as required.

### **4.2 Appointment and Term of Members**

Members will be appointed by:

- Members will be appointed for two years.
- Members who are appointed provide representation from their Local Government.
- The appointment rests with the individual member and in the event of change of employment to a new Local Government, the term still stands, and will still represent their new Local Government.
- In the event an individual member leaves the Local Government sector, their term will be terminated. A new position will then be advertised and a new individual will be recruited.

## **5. Operation of Meetings**

### **5.1 Notice of Meetings**

All notices of meetings will be accompanied by an agenda and associated documents.

### **5.2 Chairing of Meetings**

Meetings will initially be chaired by WALGA at WALGA's offices, Level 1, 170 Railway Parade, West Leederville. The group may appoint a different Chair and alternate locations for meetings at a later stage once the group is established.

### **5.3 Recurrence**

The Community Industry Reference Group will meet on at least six occasions, including at key decision points when required.

### **5.6 Secretariat**

Secretariat support will be provided by the WALGA Community Policy Team. The secretariat is responsible for:

- Providing notification of meeting dates, times and venues;
- Distributing the call for agenda items prior to each meeting;
- Taking and distributing minutes of the meetings; and
- Managing communications of committee activities.

## **6. Reporting**

An annual review of the Community Industry Reference Group outcomes will be conducted by WALGA with an update provided to WALGA State Council.