



## STRATEGIC COMMUNITY PLAN WORKING GROUP

### TERMS OF REFERENCE

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#### 1.0 NAME

The name of the Working Group shall be the Shire of Denmark Strategic Community Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established (insert date) Resolution No. (insert number)

#### 3.0 OBJECTIVE

To develop a Strategic Community Plan consultation and delivery plan to ensure that wide-ranging community engagement is undertaken in the building of the Strategic Community Plan (2022-2031).

In accordance with the Integrated Planning and Reporting Advisory Standard a Strategic Community Plan:

- (i) is for a minimum 10-year timeframe.
- (ii) states community vision, aspirations, and objectives.
- (iii) was developed, or modified through engagement with the community, and this is documented.
- (iv) has regard to current and future resource capacity, demographic trends and strategic performance measurement.
- (v) is adopted, or modifications to it are adopted, by an absolute majority of council.
- (vi) is subject to a full review scheduled for 4 years from when it is adopted.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 9 members consisting of;

- 3 Councillors;
- 4 Community Representatives;
- 2 Shire Officers, being the Corporate Planner and Community Engagement Officer

Vacancies for community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

Assessment of community representatives to the Working Group will be based on the following skills, knowledge or experience:

- Community engagement and existing community networks
- Project management
- Strategic thinking and planning

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person or the Secretary.

**5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

**5.3 Presiding Person**

The members will appoint a Presiding Person, and if required a Deputy, of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Working Group should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Model Code of Conduct) Regulations 2021 (Elected Members only).

**5.7 Secretary**

The Corporate Planner will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The Local Government Act 1995 and the Local Government (Administration) Regulations 1996 require each Local Government to adopt a Strategic Community Plan (SCP) as part of a 'Plan for the Future'. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long-term strategy. The SCP forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

**7.0 SUNSET CLAUSE**

The Working Group will cease to exist following adoption of the Strategic Community Plan 2021/22 by Council.