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## TERMS OF REFERENCE EAST DEVONPORT SPECIAL INTEREST GROUP

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### **NAME**

East Devonport Special Interest Group

### **CATEGORY**

Special Interest Group

### **PURPOSE**

To clearly establish the role and function of the East Devonport Special Interest Group.

The East Devonport Special Interest Group is established to provide advice to Council about future development of East Devonport.

### **FUNCTION**

The Group will:

- Identify the strategic needs/issues and direction and assist in the implementation of the East Devonport Community Plan;
- Provide input and advise on decision and policy related to East Devonport;
- Actively advocate on behalf of and promote Community Plan initiatives;
- Work with the Council to attract funding and other resources in accordance with identified needs and the strategic direction of the Plan;
- Raise awareness of East Devonport's potential as a visitor attraction and business/retail hub;
- Engage residents in activities and programs related to the Community Plan.

### **MEMBERSHIP**

The East Devonport Special Interest Group will be representative of stakeholders and include up to:

- Two (2) Aldermen;
- Council's Community and Cultural Development Manager (or nominee);
- Council's Community Development and Volunteer Coordinator (or nominee);
- Council staff may be seconded on an as needs basis; and
- Five (5) community member representatives.

Community Members will ideally include individuals with skills or interest in the East Devonport, education, business, policy development, tourism, economic development and/or marketing within the Devonport municipal area.

Community members will be appointed by the Council following a formal expression of interest process for a two-year period.

Failure to attend three (3) consecutive meetings without prior approval, of the Special Interest Group will result in termination of membership.

Should a vacancy occur the Council will consider appointing a new member.

The role, functions and membership of the Special Interest Group will be biennially reviewed by Council.

#### **WORKING WITH CHILDREN (if relevant)**

All group members are to have a valid registration to work with children to comply with the Registration for *Working with Vulnerable People Act 2013*.

#### **MEETING FREQUENCY AND MEETING PLACE**

The East Devonport Special Interest Group will generally meet bi-monthly. Meetings will commence at 3:30pm to 5:00pm at East Devonport Child and Family Centre, Drew Street, East Devonport unless otherwise determined by the Group.

The Group Chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

The minutes will include (without limitation) the following:

- Attendance;
- Apologies;
- Declarations of interest;
- A record of all recommendations made by the Special Interest Group

The minutes will be distributed to all members.

#### **REPORTING REQUIREMENTS TO COUNCIL**

Minutes and/or actions of the Special Interest Group meetings will usually be listed on the Governance, Finance and Community Services S23 Committee for consideration.

#### **DELEGATIONS**

The Group may at its discretion form sub-groups to assist it in meeting objectives.

#### **ANY OTHER REQUIREMENTS**

Group Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided act within the scope of their duties as a member of the Special Interest Group.

Community members not associated with an organisation/corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions.

Special interest group members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

## **RESPONSIBILITY**

- **Responsible Manager**  
Community and Cultural Development Manager
- **Document Controller**  
Community Services Administration

## **AUTHORISATION**

- **Adoption of Terms of Reference**  
Adopted by Council on 24 July 2017
- **Terms of Reference Review**  
June 2019

## **DEFINITIONS**

To assist in the interpretation the following definitions shall apply:

**“Group”** shall mean East Devonport Special Interest Group

**“Council”** shall mean Devonport City Council

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