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# TERMS OF REFERENCE LIVEABLE CITY SPECIAL INTEREST GROUP

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## TERMS OF REFERENCE AND OPERATING GUIDELINES

### NAME

Liveable City Special Interest Group

### CATEGORY

Special Interest Group

### PURPOSE

The purpose of the Liveable City Special Interest Group is to ensure a coordinated, collaborative and strategic approach to developing Devonport as a liveable city for residents and visitors alike.

### FUNCTION

The role of the Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Social Inclusion;
- Child, Youth and Family Engagement;
- Community Safety;
- disability Discrimination Act coordination;
- Accessibility;
- Positive Ageing;
- Housing;
- Cultural Diversity;
- Community Wellbeing;
- Community Resilience;
- Lifelong Learning;
- Volunteering;
- Walkability;
- Place Making;
- Public Space Activation;
- Food Security.

## **MEMBERSHIP**

The Community Development Strategic Special Committee will be representative of stakeholders and include:

- Three (3) Aldermen (of which one will be chairperson);
- Council's Community and Cultural Development Manager (or nominee);
- Council's Community Development and Volunteer Coordinator;
- Ten (10) Community members.

Membership is open to individuals who have an interest or skills in the development of Devonport as a liveable city.

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.

## **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

## **MEETING FREQUENCY AND MEETING PLACE**

The Community Development Strategic Special Committee will generally meet bi-monthly. Meetings will commence at 3:30pm to 5:00pm at Devonport City Council, 17 Fenton Way 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 of the Committee meetings will usually be included in a report to the next available Community Services Section 23 Committee directly following the Committee meeting.

## **DELEGATIONS**

The Committee may at its discretion form sub-committees to assist it in meeting its roles and responsibilities.

## **ANY OTHER REQUIREMENTS**

Group Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they 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 Liveable City Interest Group

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

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