

# Smart City and Innovation Community Reference Group

## Terms of Reference

|                                    |  |
|------------------------------------|--|
| <b>Approval Body:</b>              | Smart City and Innovation Community Reference Group  |
| <b>Endorsement Date:</b>           | 11 April 2023  |
| <b>Council Plan Reference:</b>     | <p>1.4 Deliver sustainable infrastructure and activate places – Manage urban growth and deliver future-focused infrastructure that is innovative, sustainable and adaptable</p> <p>7.1 Create an adaptable, innovative and financially sustainable organisation that delivers maximum community benefit – Enhance our services with a focus on innovation and partnerships, to ensure positive outcomes are delivered to the community</p>   |
| <b>Current Version:</b>            | 3.1  |
| <b>Compulsory Review Cycle:</b>    | 2 Years  |
| <b>Review Date:</b>                | <p>March 2025</p> <p><i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i></p> <p><i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.</i></p> |
| <b>Responsible Department:</b>     | Smart City, Innovation and Improvement   |
| <b>Relevant Legislation:</b>       | N/A  |
| <b>Relevant Council Documents:</b> | <p>Council Plan 2021-2025</p> <p>Smart Casey Launchpad 2021-2025</p>   |
| <b>Breaches:</b>                   | <p>Breaches will be dealt with under the provisions of the following:</p> <ul style="list-style-type: none"> <li>• Code of Conduct for Volunteers</li> </ul>   |
| <b>ECM ID:</b>                     |  |

## 1. Purpose

The Smart City and Innovation Community Reference Group will provide input into:

- Reviewing the progress of the action plan of the Smart Casey Launchpad
- Deliberating and supporting with input for initiatives in the Smart Casey Launchpad action plan and Innovation Program

The Smart City and Innovation Community Reference Group will also:

- Attend and support co-design sessions to generate community feedback
- Work with other community groups and organisations to share information and opportunities for participation in smart city and innovation activities
- Be an advocate for smart city and innovation action in Casey
- Connect Council with opportunities to accelerate the Smart Casey Launchpad when requested

## 2. Objectives

The objectives of the Group are to:

- Increase the deliberative participation of residents and relevant community groups in the smart city and innovation process
- Encourage and support activities and events which promote smart city and innovation initiatives
- Increase the profile of Council's innovative activities with local community groups
- Oversee the implementation of the Smart Casey Launchpad program and provide ongoing feedback about policies, projects, partnerships and initiatives

Council will ultimately determine the matters having regard to the advice of the Group.

## 3. Definitions

| Key term               | Definition  |
|------------------------|---|
| <b>Council</b>         | means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020 |
| <b>Council officer</b> | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.                        |
| <b>Group</b>           | Means the Smart City and Innovation Community Reference Group   |

## 4. Membership and Term of Appointment

Membership shall be as follows:

- 3 Council Officers
- 6 Community Representatives from local Casey community
- *Representatives from each of the following organisations where possible:*
  - 3 Education institutions (Tertiary and Secondary)
  - 3 Community Service Organisations (at least 2 CALD representative bodies)
  - 1 Environmental Sustainability Organisation
  - 3 Business Representatives (preference for Chamber of Commerce or membership body representation)
  - 1 State Government Officer

The group includes 17 community members and 3 Council Officers, equalling 20 participants in total. At times, depending on the number and types of EOIs received up to two additional community members may be allowed to join the group. This group requires a minimum of 8 community members and 1 council officer to reach a quorum if there are decisions to be made.

Group members will be appointed for a term of 2 years.

Any Group member may resign at any time by advising their resignation to the Group in writing. Council will be responsible for appointing any person to fill such a casual vacancy for the remainder of term for the Group.

Council will make efforts to ensure Group members can access, understand, and contribute feedback in a way that is appropriate, productive, and respectful.

Reasonable support such as translators, childcare or transportation will be considered when needed to enable participation. Consideration will also be given to time and location of engagement activities to ensure accessibility.

## 5. Community Member Selection Process

Community representatives shall be selected through an expression of interest process that is advertised in local newspapers, on Council owned communication channels and other relevant electronic forums as deemed appropriate, and through networks relating to the Groups areas of interest.

An assessment panel of Council officers will select community representatives to sit on the Group.

Community membership on the Group will be based on the following criteria. Members must:

- Live and/or work in the City of Casey
- Have interest and experience in the smart city and innovation field
- Be passionate about improving the local community through innovative approaches
- Be able to work as part of a team.

## 6. Membership Voting Rights and Decision Making

For voting purposes, the Chairperson shall accept motions duly moved and seconded by members of the Group, with the vote taken by a show of hands. Apart from when a casting vote is required by the Chairperson, Council officers and guests do not have voting rights.

A quorum of members is not less than fifty percent of the number of members of the Group who are entitled to vote. If a quorum is not present within half an hour after the scheduled commencement time of the Group meeting, the meeting is to be abandoned.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson, who shall have casting vote in the event of an equal number of votes.

## **7. Chairperson**

The position of Chairperson shall be filled by a Council Officer.

## **8. Meetings**

Unless otherwise determined the Group shall meet 4 times per year. This will ideally be on a quarterly basis, however depending on milestones and key activities the sequence may differ. The meetings will be for a maximum of two hours in duration. On occasion, there may be opportunities to provide input into Smart City and Innovation projects as they arise. In the circumstance that Council Officers may call an extraordinary meeting, all members of the Group will where possible be given two weeks' notice of the meeting.

Meetings of the Group are restricted to members appointed by Council and Officers, unless otherwise determined by the Group for an appropriate reason.

## **9. Sub-committees and Working Groups**

Membership of sub-committees and working groups are limited to members of the Group. Sub-committee and working group meetings are not minuted, but a report will be provided to the Group prior to the next meeting.

Sub-committees will be defined in the first meeting and as the need arises. Some areas to explore for sub-committees include:

- Project implementation and community adoption
- Community feedback and engagement
- Partnerships and pilot opportunities

## **10. Administration, Agendas and Minutes**

All secretariat tasks for the Group will be undertaken by Council Officers appointed by the relevant department manager.

Agendas and minutes of previous meetings shall be forwarded to members at least five working days before the meeting.

## **11. Volunteers**

Committee members other than Council staff are volunteers.

Following appointment committee members, must sign a declaration that they will abide by any guidelines approved by the Chief Executive Officer to cover the conduct of volunteers, including the avoidance of conflicts of interest; and undertake training and skills development as required. Council's

Code of Conduct for volunteers must also be complied with and a copy of the Code must be provided to all new members.

## 12. Conflicts of Interest

If a member has a General or Material conflict of interest (i.e. interest by close association, financial interest, conflicting duty, personal gain or loss, or future interest as stated in Section 127 and 128 of the Local Government Act 2020) regarding an item to be considered or discussed by the Group, the member must disclose this to the Chairperson if they are attending the meeting.

Once a declaration of either a direct or indirect conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time the member leaves the room and returns to the room must be recorded in the minutes of the meeting.

If a member of the Group nominates themselves for Council elections they must stand down from their Group position from the time of declaring the nomination until the result of the election is announced.

## 13. Limitations of Authority

The Group has no authority to:

- Expend moneys on behalf of Council
- Commit Council to any arrangement
- Consider any matter outside these terms of reference
- Direct Council officers in the performance of their duties.

## 14. Publicity

Members of the Community Reference Group who are approached to provide comment on the items discussed by the Community Reference Group must make clear their response is a personal view, rather than the collective view of the Community Reference Group.

All media enquiries seeking a formal position of Council should be referred to Council's Communications and Marketing Department for response at [media@casey.vic.gov.au](mailto:media@casey.vic.gov.au)

## 15. Responsibilities

| Who  | What           |
|--|----------------|
| Pearl Ng, Head of Smart City, Innovation and Improvement | Chair of Group |
| Mandy O'Toole, Smart City Lead                           | Secretariat    |

## 16. Code of Conduct

All members and guests of the Group are expected to act with integrity, objectivity, openness and honesty. In addition, members are requested to:

- agree to work within the CRG's Terms of Reference
- arrive on time and stay for the duration of meetings
- commit to attend all meetings or provide advance notice of non attendance

- respect the rights of other members to express their views, even if they are different from their own
- respect the confidentiality of items of business which the group may determine are confidential in nature
- agree to have their details published in materials relating to the CRG
- abide by the CRG's media and public speaking protocol; and
- abide by Council's OHS policies if attending a Council site.

Council may terminate the membership of members who do not respect the format, scope or conduct of the Group meetings or renounce their membership and nominate an alternative.

## 17. Breaches

Any breaches of these terms of reference will be handled in accordance with the, Code of Conduct for Volunteers and Staff Code of Conduct

## 18. Relevant Forms and Documents

| Title                                  | Link                 |
|--|----------------------|
| Smart Casey Launchpad Program Document | <a href="#">Here</a> |
| Council Plan 2021-2025                 | <a href="#">Here</a> |
| Smart Casey Launchpad Community Hub    | <a href="#">Here</a> |

## 19. Document History

| Date approved | Change Type           | Version | Next Review Date |
|---------------|-----------------------|---------|------------------|
| 16/04/2021    | Review                | 1.0     |                  |
| 12/07/2021    | Final review with CRG | 2.0     | 12/07/2022       |
| 11/04/2023    | Review                | 3.0     |                  |
| 18/04/2023    | Final review with CRG | 3.1     | 17/03/2025       |