



Community Industry Reference Group

Terms of Reference

1. BACKGROUND

In 2018 WALGA initiated a Community Policy Reform Project to develop a framework to help inform the community policy and advocacy activities of WALGA. A key recommendation from the project was to establish a Community Industry Reference Group (CIRG) of industry experts to engage with WALGA in relation to government policy and legislation that is likely to have a significant impact on the functions, roles, and responsibilities of Local Government.

At its July 2019 meeting the WALGA State Council endorsed the establishment of the CIRG.

2. PURPOSE

The CIRG is established as consultative group to provide strategic advice and expertise to assist WALGA in the development and implementation of effective advocacy and policy in community development and social policy on behalf, and for the benefit, of the Local Government Sector.

3. PRINCIPLES

The CIRG will:

- Remain objective and apolitical
- Leverage the expertise of the membership
- Maintain a sector wide perspective
- Be evidence based and data driven
- Be agile and able to respond to emerging issues

3. SCOPE

The Strategy, Policy and Planning (SPP) Directorate of WALGA undertakes policy and advocacy work within the parameters of WALGA's advocacy positions as endorsed by State Council. The CIRG reference group is expected to provide advice within the scope of the adopted advocacy areas. The CIRG will identify priorities within these and provide clear recommendations.

The current People and Community Policy portfolio areas of interest are.

- Aboriginal Communities
- Health
- Citizenship
- Disability
- Crime Prevention
- Children and Young People

- Investing in Communities
- Public Libraries
- Tourism
- Domestic Violence and Abuse
- Homelessness
- Off Road Vehicles

4. ROLES AND FUNCTIONS

The specific roles and functions of the Community Industry Reference Group are to contribute and consult with WALGA in relation to:

- **Advocacy** – CIRG contributions will be used to assist WALGA in the development of advocacy and policy positions subject to People and Place Policy Team and WALGA State Council endorsement.
- **Submissions to State and Commonwealth Government** – WALGA makes submissions to a broad range of Parliamentary and Government consultations and inquiries on social policy and legislation that impact the Local Government Sector.
- **Tools and templates** – WALGA make recommendations to State and Commonwealth Government in relation to the development of tools, templates, and other resources to support the Local Government Sector.
- **Resourcing and capacity building of the sector** – The CIRG will identify case studies and best practice examples from the sector as a form of evidence to support Advocacy positions of the State Council. CIRG contributions will be used to assist WALGA in the development of Elected Member training priorities.
- **Communication with the sector** – In consultation with the CIRG WALGA will produce communiques capturing CIRG activities and priorities to be disseminated through WALGA and CIRG channels.

4. GOVERNANCE ARRANGEMENTS

4.1 Membership

The membership of the CIRG will be appointed to reflect the diversity of Local Governments across Western Australia and will include.

1. A mix of Local Government Officers inclusive of 3 Regional (Non-Metropolitan) Officers at a minimum
2. 1 WALGA SPP Team representative



The size of the CIRG will be within reasonable parameters of 12 – 18 members which is considered optimal, ensuring a blend of skills, experience, and representation from the Local Government Sector.

4.1.2 Membership Eligibility

Local Government Members of WALGA may select, with CEO Endorsement, a Senior Officer for membership of the Community Industry Reference Group.

Representatives are required to meet the following guidelines:

- Senior strategic leadership experience in the community development and social policy space; and
- Demonstrated innovation within the Community Development sector.

4.1.1 Application and Membership Appointment Process

On expiry of a Term of Membership, the WALGA Secretariat will call for nominations through WALGA communication channels (e-news, LG News, website, social media).

Membership nominations will be considered and determined by a nominated WALGA Panel comprised of Senior Officers with experience in public policy and recruitment and selection from Governance and Organisational Services, Human Resources and Strategy, Planning and Policy business areas within WALGA.

Selection for Membership will be advised in writing by the WALGA Secretariat.

Each Member may nominate a Proxy Officer from their Local Government and the nominated Proxy may attend meetings as an observer or as the Proxy for the Member where the member is unable to attend the meeting. It is the Member's responsibility to coordinate their Proxy's attendance at a meeting.

4.1.2 Duration of appointments

The Term of Membership is a duration of 2 years, commencing from the date of the written notice of appointment.

Term of Membership may also conclude on receipt of written resignation of a member or where a member fails to attend 3 consecutive meetings (without a proxy in attendance).

The WALGA Secretariat will confirm in writing to the member that their term of membership has concluded.

Every two years 50% of members will vacate their roles and WALGA Secretariat will call for nominations.



4.2 Chairperson

The Chairperson will be selected by the CIRG members from amongst the Local Government officer members by way of consensus.

The CIRG may determine at the time of appointment to appoint the chairperson for either a 1 year or 2-year term.

4.3 Advice

The CIRG or WALGA Secretariat may invite additional parties to provide advice to the group as the need arises.

4.4 Meeting Schedule and Procedures

Meetings of the CIRG are held approximately three times per year, or as required to provide advice to WALGA in relation to key State or National strategies, Parliamentary or Senate inquires, funding announcements and other key milestones or activities.

When making recommendations to WALGA, the CIRG should endeavor to reach consensus. It is acknowledged that Members may hold a range of perspectives on a particular issue and, in such circumstances, may wish to report differing views in the minutes.

An option to attend via an online platform will be provided to regional (Non-Metropolitan) members.

All meeting minutes, agendas and relevant documents will be accessible via a secure online central platform.

4.5 Reporting

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

5 SECRETARIAT

WALGA will provide secretariat support to the CIRG.

The Secretariat will facilitate the coordination, planning and reporting of CIRG meetings and activities, including notices of meetings, agendas, communiques, and meeting minutes.

Members will provide the secretariat with the information necessary to carry out these roles.

ANNEXURE

PEOPLE AND PLACE POLICY TEAM ROLES AND FUNCTIONS

The Policy Teams are responsible for the following functions:

- To advise the State Council on the development, implementation and review of Association policy in the relevant areas.
- To ensure all policy proposals are considered in terms of their economic, social and environmental impacts.
- To monitor and report to State Council on the activities of State and Federal Governments in relevant policy areas.
- To monitor and report to State Council on the activities of the major political parties in relevant policy areas.
- To investigate, research and advise the State Council on emerging strategic issues relative to the relevant policy area.
- To consult with Member Local Governments, key external agencies and other stakeholders on policy issues in the relevant area for the development of recommendations to the State Council.
- To assist the President, Deputy President, State Councillors and CEO in the advocacy of the Association's policy positions.
- To promote the Association's policy positions to Member Local Governments.