



Community Reference Group Policy

Document Type	Major Council Policy
Department	Council-wide
Date of Council Endorsement	
Date for Review	
Responsible Officer	Governance and Reporting Advisor
Authorising Officer	Director Corporate Services
Council Resolution Number	
Version Reference Number	1.0
SIM Reference Number	

1. Statement and Purpose

The purpose of this policy is to provide guidance for the effective administration of Community Reference Groups.

2. Scope

A Community Reference Group Community Reference Group is empowered by the Rural City of Wangaratta to carry out the functions and responsibilities as detailed in its objectives and Terms of Reference.

This policy is applicable to all Council officers, Councillors and community members who are involved in the administration of a Council Community Reference Group.

3. Policy Statement

The purpose of a Community Reference Group Community Reference Group is to consider and provide advice to Council on matters associated with that Community Reference Group Community Reference Group's objectives.

Membership:

- (a) A Community Reference Group Community Reference Group shall comprise of members as determined by Council from time to time
- (b) In the event of a vacancy in a Community Reference Group's membership, a replacement shall be appointed by Rural City of Wangaratta
- (c) A Community Reference Group may use the services of other persons.

Meetings:

- (a) A Community Reference Group shall meet on the dates and times as determined by Council, but if not determined by Council, then shall meet on the dates and times as determined by the Group.
- (b) Special meetings of a Community Reference Group may be called by the Chair of the Community Reference Group or by the request from two members of the Community Reference Group .

Office Bearers:

- (a) A Chair and Deputy Chair to a Community Reference Group shall be

appointed by Council

- (b) In the absence of the Chair from a meeting of a Community Reference Group, the Deputy Chair shall chair the meeting. In the absence of both, the Community Reference Group shall elect a Chair for that meeting.

Secretarial Support:

Rural City of Wangaratta will provide secretarial support to a Community Reference Group, including the taking of minutes and preparation of agendas.

Voting:

- (a) Voting must be open
- (b) A question is decided by a majority of the votes of the members present
- (c) Each member present has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote
- (d) If a member present fails to vote, the member is taken to have voted in the negative
- (e) A quorum of a Community Reference Group shall be one half the number of members comprising the Community Reference Group.

Minutes:

Minutes shall be kept of all meetings and shall be forwarded to the relevant Standing Committee of Council for consideration and for formal approval at the next relevant Community Reference Group meeting.

Reporting Procedure:

Reports requiring Council consideration and/or decisions are to be directed to Council without delay.

Objectives of a Community Reference Group:

The objectives of a Community Reference Group shall be those as determined by the Rural City of Wangaratta.

Duties:

- (a) To promptly consider matters referred to the Community Reference Group by Council
- (b) To consider matters as determined by the Community Reference Group which will assist the Committee to achieve its objectives
- (c) To report to Rural City of Wangaratta on matters associated with the Community Reference Group's objectives which require Council consideration and/or decisions.

Community Consultation:

- (a) A Community Reference Group may seek input from the public and appropriate community groups on matters relative to its purpose
- (b) Members of the public shall be entitled to attend meetings of a Community Reference Group as observers
- (c) Dates, time and venues of a Community Reference Group's meetings shall be advertised by Council.

Funds:

- (a) A Community Reference Group shall not hold any funds
- (b) A Community Reference Group shall not incur any liabilities or authorise any expenditure.

4. Roles and responsibilities

All Council Officers responsible for assisting Community Reference Groups are responsible for adhering to this policy.

Privacy

Council is committed to protecting an individual's right to privacy. In accordance with Council's Information Privacy Policy, personal information considered or recorded in course of operating the Community Reference Groups will respect the privacy of all individuals involved.

5. Breaches

Breaches of this policy may lead to disciplinary action in accordance with Councils Enterprise Agreement.

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

7. References

Legislation

- Local Government Act 2020 (*Vic*)

Internal policies

- Governance Rules
- Appointment to Council Committees Policy 2020
- Community Engagement Policy
- Community Reference Groups Terms of Reference

8. Review

Any change or update which materially impacts and/or alters this policy must be approved by the Director Corporate Services. Otherwise the policy will be reviewed by the Manager People and Governance every three years.

Version History

Version Number	Date of change	Reasons for change
1.0	30 May 2022	Creation of policy