

South Perth Station Precinct Reference Group

Terms of Reference

Purpose

A reference group to provide the City with an additional opportunity to consult with stakeholders through planning, development and place initiatives and activities in the South Perth Station Precinct and surrounding area.

Objectives

- Knowledge sharing and discussion on issues related to the South Perth Station Precinct
- A reference point for feedback and input into planning, development and place initiatives and activities in the area
- Opportunities for information and knowledge sharing between the group members, their networks in the community and the City

Membership

The group shall comprise of up to 16 members representing a diverse range of stakeholders with interests in the South Perth Station Precinct and immediate surrounding area, including:

- Community Group representatives (2 representatives)
- Business owners (3 representatives)
- Residents and/or ratepayers (4 representatives)
 - At least one resident/ratepayer from the Peninsula area north of Judd St
 - At least one resident/ratepayer from the Station Precinct area south of Judd St
 - At least one resident/ratepayer from outside the Station Precinct and Peninsula areas
- Development industry representatives (2 representatives)
- Perth Zoo representative (1 representative)
- Sport/leisure club representatives (2 representatives)
- Historical society representative (1 representative)
- City of South Perth Councillor representative (1 representative)

The following City of South Perth officers will also attend Reference Group meetings:

- Director Development & Community Services
- Manager Strategic Planning
- Manager Stakeholder & Customer Relations

Civic Centre Cnr Sandgate St & South Tce, South Perth WA 6151

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www.southperth.wa.gov.au



- Senior Strategic Planning Officer
- Other officers as required

The names of Reference Group members will be published on the City's website and in other City publications.

Membership period is two years; retiring members are eligible to reapply.

If any member is absent from two consecutive meetings without approved leave of absence from the Reference Group, the member will forfeit their position on the Reference Group. The City will appoint a replacement.

The Reference Group may agree to invite other individuals to attend a meeting to provide relevant information.

Member selection criteria

The Reference Group will include representatives from as many as possible of the groups listed under 'membership', above. In addition, in assessing the applications the City will consider the following selection criteria as the basis for member selection:

- Relationship to the area
- A balance in the age profile
- A balance of male and female

Members will be selected via an expression of interest process. Applications shall include the following information:

- Personal details including name, age, address and email address
- Residency and/or business type (if applicable)
- The membership category the applicant would like to represent
- Why the applicant would like to be part of the reference group
- Special skills, expertise or perspective that the applicant will contribute to the reference group

The City of South Perth will make the final decision on membership of the Reference Group. If diverse applicants do not apply, places will remain vacant until suitable applicants can be recruited to the Reference Group.

Operating procedures

Meetings will be held once every two months (unless otherwise determined).

A meeting Chairperson will be elected by the Reference Group to chair the meetings. This position will rotate every six months. If the elected Chairperson is not able to attend a meeting, a temporary Acting Chairperson will be appointed by the Reference Group.

The role of the Chairperson is to:

- Keep the meeting flowing, make sure everyone has a chance to participate
- Review and approve the meeting notes prepared by the City, before they are published on the City of South Perth website
- Liaise with the City to determine meeting frequency and finalise agendas

The City will provide administration support for the meetings and activities of the Reference Group. This includes preparing agendas and organising briefings/presentations. All Reference Group members can suggest items to be included on meeting agendas.

Notes will be taken by City officers and approved by the Chairperson. Approved notes will be distributed via email to Reference Group members and made available on the City of South Perth website.

Reference Group members are encouraged to share information via email with other Reference Group members. Where a member wishes to email the group they are strongly encouraged to include all Reference Group members. This is to ensure the fair and transparent operation of the Reference Group.

Reference Group members are not to share email addresses without consent.

Delegated Authority and Group Representation

The Reference Group has no delegated power or authority to implement any recommendations.

The Reference Group is additional to any other stakeholder engagement and consultation that is undertaken by the City.

Members of the Reference Group are not authorised to speak to the media on behalf of the City or the Reference Group.

Members will abide by the City's Code of Conduct whilst carrying out the functions of the Group.