

Future Karrinyup Activity Centre– Community Reference Group

Terms of Reference

Name

Future Karrinyup Activity Centre Community Reference Group (referred to herein as the CRG).

Purpose

The City of Stirling (the City) is seeking to establish a Community Reference Group (the CRG) to provide input into the development of an updated vision for the Karrinyup Activity Centre.

On behalf of the City, element have been contracted to assist with the establishment of the CRG. It is intended that the CRG has a diverse demographic profile of motivated local community members.

Primary objectives of the CRG

- To provide focused community feedback on the vision for the Karrinyup Activity Centre
- To provide feedback on planning instruments that may result from the visioning exercise.

Membership

- Between 10 and 15 community representatives
- Members will be residents, landowners and/or business owners/operators located within one kilometre of the Karrinyup Activity Centre
- CRG members will have a diverse demographic composition
- City of Stirling staff will provide support to the CRG when needed
- The CRG will be independently facilitated by element.

Remuneration

- CRG membership will be voluntary. Those who participate will be gifted with a small token of appreciation from the City of Stirling at the end of the CRG process, should they participate in 75 per cent or more of the meetings.
- CRG members may also receive emails throughout the duration of the project with information related to upcoming meetings and engagements.

Appointment process

- CRG members will be appointed through an Expression of Interest (EOI) process
- CRG members will be selected in a blind assessment process by a panel of subject matter experts (element and City of Stirling).

Responsibilities of CRG Members

- Prepare for, attend and actively participate in the CRG meetings
- Have a good familiarity and knowledge of the Karrinyup Activity Centre project and an ongoing relationship with the area and its facilities
- Be willing and able to communicate their involvement in the CRG and provide updates on the progress of the CRG back to the community
- Please ensure the meetings are a safe space for all; be respectful, open-minded and actively listen to others
- Always act with the overall good of the community in mind.

Meeting frequency

- Meetings will be 1-2 hours in duration, held in accordance with a predetermined schedule over the duration of project (late 2022) (*this may be subject to change*).

Management of the Community Reference Group

- A City representative will attend all CRG meetings.
- CRG members will be notified of the meeting date confirmation at least two weeks prior to a meeting (except for the first meeting which is scheduled for 2 December 2021).
- CRG members will receive the agenda and any pre-reading at least three business days prior
- Minutes and key actions from each meeting will be kept and distributed to all members no later than one week after each meeting.

Reporting procedure

- The CRG is not a formal committee of Council, but rather a consultative body to represent community views. It is not a decision-making body and does not require voting protocols or other decision-making mechanisms.
- Notes of the meeting will be provided to CRG members.
- The City does not make the minutes of reference groups or advisory groups publicly available on the City's website. Consideration will be given to providing a summary of each meeting on the webpage for this project.

Role of the City of Stirling

The City will:

- Provide a meeting room, IT facilities and materials for discussion/communication
- Actively listen to and consider the feedback from the group with respect
- Recognise the efforts of CRG members with regards to project progress
- Ensure the effective transfer of information between all components of the process.

City contact

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