

Railway Parade and Northwood Street Precinct Reference Group Terms of Reference

- 1. Title:** The name of the Working shall be the ' Railway Parade and Northwood Street Precinct Reference Group' (the Reference Group).
- 2. Purpose:** The Purpose of the Reference Group is to provide guidance, assistance and comments on matters relating to the Railway Parade and Northwood Street Precinct.
- 3. Relevant/Guiding Legislation:**

All relevant Federal and State Legislation, Town of Cambridge Local Laws and Policies, which are applicable to the role and/or functions of the Reference Group.

4. Membership:

- 4.1 The Reference Group will comprise of the appointments made by Council; and
- 4.2 Invitations will be extended to persons approved by the Council
- 4.3 Appointments to the Reference Group will be for the duration of the project.
- 4.4 Vacant Elected Member positions will be filled by Council Resolution.
- 4.5 The Chief Executive Officer and Directors will attend Reference Group Meetings. Other Town Officers, as nominated by the Chief Executive Officer, may also attend.

5. Meetings:

- 5.1 A quorum must be present before a meeting can proceed, with the quorum consisting of at least half of the total number of voting Members.
- 5.2 The Chair (or deputy Chair if Chair is unavailable) will Preside at Reference Group Meetings.
- 5.3 Members will elect a Deputy Presiding Member.
- 5.4 On behalf of the Reference Group, the Presiding Member may invite internal or external persons to attend any part, or all of, a meeting to provide advice and assistance as required.
- 5.5 Recommendations from the Reference Group will be reported to the Planning and Development Committee.
- 5.6 In addition to the relevant provisions of the Local Government Act 1995, Reference Group Members will cease to be a Member, if they:
 - Resign from the Reference Group.
 - Fail to attend 3 consecutive meetings without submitting an apology.
 - Resign from Elected Office or employment with the Town of Cambridge.
 - Breach confidentiality, or the Code of Conduct.
- 5.7 Meetings shall be held monthly, or as required, at the discretion of the Presiding Member.

6. Role of Presiding Member:

The Presiding Member will:

- 6.1 Schedule meetings and provide notification to all Reference Group Members.
- 6.2 Liaise with the Town of Cambridge's Administrative representatives.
- 6.3 Chair and guide meetings according to the agenda and time available.

7. Administrative Support:

The Chief Executive Officer and/or his/her nominee will provide administrative support and advice to the Reference Group as follows:

- 7.1 Issue meeting notices.
- 7.2 Prepare agendas, including all necessary documentation required for discussion or comment.
- 7.3 Distribute agendas not less than 72 hours prior to the meeting.
- 7.4 Prepare and distribute Minutes within 10 working days of the meeting.

8. Delegation:

The Reference Group is an advisory group only. In accordance with the status of similar groups, the Reference Group does not have delegated decision making powers, and will report its recommendations through the Community and Resources Committee for ultimate consideration by the Council.

9. General:

Neither the Reference Group nor its individual Members will direct Town of Cambridge Staff, nor incur or approve any expenditure. Staff participating in Reference Group meetings may however take general instruction, provide administrative support to, and information for, the Reference Group, provided the requests do not impact on Council resources or inhibit or prevent Staff from performing their regular duties. Any tasks requiring a major commitment from Staff must be approved by the Chief Executive Officer or Council.

The Chief Executive Officer shall determine the appropriate level of Staff involvement in the Reference Group's work.

On completion of the Project, the Reference Group will cease to exist.