



Community Development Special Interest Group

Terms of Reference

September 2008

1. Introduction

These Terms of Reference have been established to guide the operations of the Community Development Special Interest Group. This document should be read in conjunction with the *LGPro Special Interest Group Guidelines April 2008*.

2. Role & Purpose

The Community Development Special Interest Group will be of interest to local government professionals who are working within, or have responsibility for, the planning and delivery of community development activities.

The Group's meetings and activities will have a strategic focus. The Group will appeal to those with a passion for solving problems, exploring new ways of doing things, exercising creativity, and achieving results. A willingness to challenge assumptions and tip sacred cows, while not compulsory, is recommended!

The Group's objectives are to:

1. Influence community development policy and practice through:
 - An ongoing dialogue with the State Government, particularly the Department of Planning & Community Development (DPCD). This dialogue will take place both directly and through LG Pro.
 - Provision of an opportunity for specific community development issues to be addressed, and for successful projects/programs to be showcased.
2. Provide an opportunity for cross-disciplinary meetings and/or workshops, which may be held in partnership with other SIG's, on matters relating to community development.
3. Through the above activities, provide a professional development opportunity and needs identification.

4. Membership

Membership of the Group is open to Council officers who have an interest in, are working within, or have responsibility for, the planning and delivery of community development activities.

5. Meetings

The SIG will convene approximately two meetings and two special events each year, with

topics, dates and times to be determined by the Committee.

6. Convenor

The Convenor is the leader of the Special Interest Group, and is elected/appointed by the membership every 12 months. Convenors must be LGPro members.

The role of the Convenor is to:

- Provide a leadership role in terms of encouragement and involvement in keeping the group operational;
- Be the contact point for the group and its activities;
- Ensure arrangements are in place for planning of topics, times, dates and venues for meetings;
- Convene and ensure arrangements are in place for the meetings to be Chaired and appropriately recorded;
- Ensure co-ordination and liaison with LGPro office on issues, notices for meetings, content of meetings, venues and catering arrangements;
- Maintain contact with other SIGs through regular LGPro convenors meetings at least twice per year.

7. Conflict Resolution

Any dispute regarding the activities or operations of the Special Interest Group should be discussed at a full meeting of the Group. Notice of this discussion should be given in advance through the agenda.

It is expected that in most cases, a resolution will be achieved through discussion that represents a consensus position among the Special Interest Group members. Such a resolution should be documented in the minutes and accepted by all members.

Where a consensus position cannot be reached, Group members may vote to resolve the dispute. In the event of a tie, the Convenor may exercise a casting vote. Any Group member may declare a conflict of interest and abstain from voting.

8. Contact

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