

# ASCA MEMBER REFERENCE GROUP

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Author: J Sankar  
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## Background

Digital Transformation is happening everywhere. Urban places have become complex ecosystems that are challenging to manage in timely cost-effective ways. Today, most of the world's populations lives in urban places forming a variety of communities with similar and competing needs.

**The Australian Smart Communities Association (ASCA)** represents smart communities, these are communities that believe technology can improve the liveability and productivity of urban places. ASCA is a government member-centric not-for-profit community entity. ASCA deliberately focuses on addressing community needs by fusing innovative technologies, processes, talented people, data and information to deliver a more vibrant, sustainable and resilient world for all.

ASCA supports communities through national conferences, study tours, webinars and thought leadership articles. ASCA can leverage local resources with practical member experience. As ASCA membership grows, members intend to engage more regularly with each other. The proposed group will focus on practical aspects of smart digital transformation in communities from a technical, process, policy, and data management perspective. It is not an industry, commercial or political body.

ASCA proposes an inaugural Reference Group to commence for 2023 as a pilot exercise as follows.

## Reference Group Objectives

1. To **inform the board** and members on emerging digital transformation and technology trends and outcomes.
2. To **advise on Australian community issues and needs**, including consulting ASCA members in member surveys.
3. To **identify good practices** for members to use technology to identify and report on business value-based outcomes.
4. To **identify strategic partners** of benefit to ASCA and its members.
5. To **enhance ASCA's value proposition** for members.

## Reference Group Scope

1. To **scan, map and track ASCA member issues** and allocate time at regular meetings to discuss topics which can then be shared as member insights to current members via the ASCA portal (abstract/summary on public facing page)
2. To **review emerging Smart Cities Standards** and share practical feedback.
3. To **survey members** annually via a workshop to agree on the top 10 issues smart communities face that requires an industry or government response.
4. To **support the National ASCA Conference** in reviewing and supporting the Program with themes, topics, speakers, or referrals to recommended speakers.

5. To **adopt a thematic focus on topics of member interest** and prepare short reports or thought leadership opinion pieces (e.g., net zero practices smart communities can adopt today) for members.
6. To **offer advice** when requested by the ASCA board.

## **Reference Group Governance**

### **1. Reference Group Lead**

- a. The Leader for the Reference Group is the Vice President by default.
- b. If another board member wishes to lead, the Vice President can delegate accordingly as long as the decision is supported by the majority of all ASCA Reference Group members and the majority of all ASCA Board members.
- c. The Group Lead will be supported by Delos Delta to schedule meetings, take minutes and follow up on agreed actions.

### **2. Reference Group Purpose**

- a. The Reference Group provides advice and guidance to ASCA members, to the ASCA Board and to the broader Australian and International community.
- b. The Reference Group does not have the authority to make legally binding decisions.

### **3. The Role of the ASCA Board**

- a. To review and approve the Reference Group Terms of Reference and any proposed changes over time.
- b. To review and approve the Reference Group Deliverables on an annual basis.
- c. To approve any resources (in-kind or funding) requested.
- d. To resolve any Reference Group member code of conduct breaches or broader group issues formally escalated.

### **4. Reference Group Member Eligibility**

- a. Members of the Reference Group must be fully paid current ASCA members.
- b. Members of the Reference Group must have completed an expression of interest proforma.
- c. Members must adhere to the Reference Group Member Code of Conduct; any breaches will result in a verbal then written warning followed by expulsion if not resolved by a majority vote.

### **5. Reference Group Member Selection**

- a. The ASCA board will select members.
- b. Selection preference will be in the order of gold, silver, and bronze member types.
- c. If less than 15 member requests are received, selection will be determined by the ASCA board review of expressions of interest
- d. If more than 15 members apply, the board will vote.

### **6. Reference Group Membership code of conduct**

- a. Reference Group membership duration is one year as an initial pilot.
- b. Post pilot
  - i. Member duration is two years.
  - ii. Members can be re-elected up to three times.
  - iii. In exceptional circumstances members can be elected for over three terms.
- c. Members must declare any conflicts of interest at each meeting.
- d. Members must demonstrate respect for others and their views and where possible seek consensus.
- e. Members must attend 80% of all planned meetings.

- f. Members must agree on activities and deliverables to complete annually.
- g. Members must treat each other with respect and take care to protect confidentiality, with any information released to members or the public requiring the approval of the ASCA board.
- h. Members agree any new Intellectual Property that is created is owned exclusively by ASCA and will be provided to ASCA members via a royalty-free perpetual licence. Any Background IP must be acknowledged and referenced.

**Reference Group Resources**

- 1. ASCA will provide a Board member to report on progress and handle any board requests.
- 2. ASCA will support up to 15 members to participate. Members will be limited to one representative member organisation from as wide a geographical spread as possible.

**Reference Group Meeting Format**

- 1. Meetings to be held in March, May June, Sept, Nov each year.
- 2. Meetings will be held in hybrid mode via MS Teams or in person where members can meet together.
- 3. Meetings will be up to 3 hours to allow the team to report and work on activities. Breaks will be provided.
- 4. The date and time of Meetings will be confirmed by members.
- 5. Where possible members are encouraged to join together from a local location, social catchups afterwards are encouraged.

**Reference Group Deliverables**

- 1. Deliverables will be determined by the Reference Group at its first meeting. Deliverables will be aligned with the Reference Group Scope of Work

<b>Deliverable description</b>	<b>Start and End dates</b>	<b>Owner</b>	<b>Participants</b>	<b>Outcomes</b>	<b>ASCA member benefits</b>
TBA					