

ASCA Industry Board Working Group

Terms of Reference

Working Group

City liaison

(Reports to the ASCA Executive Committee)

Role / Purpose

The purpose of the Working Group will be to develop a strategic plan on how the ASCA Industry Board can best engage with cities.

This includes a framework for adoption to support a thought leadership position when engaging with cities around the agreed pillars of:

1. Public safety
2. Transportation
3. Citizen engagement
4. Energy management
5. City platform

Term

The Term of Reference is effective from 1 March 2017 and will be reviewed on an ongoing basis as deemed warranted by the Executive Committee.

Roles and responsibilities

To be expanded based on input and feedback, but as a start:

The advisory group is accountable for:

1. Fostering collaboration
2. Removing obstacles to the ongoing success of ASCA
3. Maintaining at all times the focus of the group on the agreed scope, outcomes and benefits
4. Monitoring and managing the factors outside the group control that are critical to its success.

The membership of the advisory group will commit to:

1. Attend all scheduled advisory group meetings (where practically possible)
2. Wholeheartedly champion the workgroup within and outside of work areas

3. Share all communications and information across all advisory group members and ASCA in general
4. Make timely decisions and take action so as not to hold up the advisory group.

Members of the advisory group will expect:

1. That each member will be provided with complete, accurate and meaningful information in a timely manner
2. To be given reasonable time to make key decisions
3. To be alerted to potential risks and issues that could impact ASCA as they arise
4. Open and honest discussions without resort to any misleading assertions.

Meetings

All meetings will be chaired by Cameron McNeill. If not available, a proxy will be nominated.

A meeting quorum will be four (4) members of the advisory group.

Decisions are made by consensus. If not possible then the advisory group Chair will make the final decision.

Meeting agenda minutes will be provided by the Chair and include:

1. Preparing agendas and supporting papers
2. Preparing meeting notes and supporting papers.

Meetings will be held fortnightly as we develop this stream, with a view to assessing regularly.

If required subgroup meetings will be required outside of these times at a time convenient to subgroup members

Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by advisory group members.