

GOULBURN VALLEY HIGHWAY SHEPPARTON BYPASS ACTION GROUP

TERMS OF REFERENCE

Adopted by Resolution of Council on 17 May 2016

For Review May 2018

1. Purpose

The Goulburn Valley Highway Shepparton Bypass Action Group will provide advice to Greater Shepparton City Council (Council) on the development of the proposed Goulburn Valley Highway Shepparton Bypass (the Bypass). It has no executive function and will operate in accordance with these Terms of Reference.

2. Role of the Goulburn Valley Highway Bypass Action Group

- a. Act as an advisory committee to Council on issues related to the proposed Bypass.
- b. Provide a forum to update the community and stakeholders on the project process.
- c. Promote community participation, where appropriate.
- d. Lobby State and Federal governments to accelerate funding of the project.
- e. Initiate submissions and representations to the State and Federal governments in addition to the Goulburn Regional Partnership, where appropriate.
- f. Provide advice on marketing, branding and promotion of the proposed Bypass.

3. Action Group Membership

The membership of the Action Group shall consist of the following voting members which will be approved by resolution of Council:

- i. Chairperson (voting member);
- ii. One (1) representative (voting members) from each of the following municipalities:
 - a. Greater Shepparton City Council;
 - b. Strathbogie Shire Council;
 - c. Shire of Campaspe; and
 - d. Moira Shire Council.
- iii. Up to six (6) community representatives (voting members);
- iv. One (1) representative from the Committee for Greater Shepparton (voting member); and
- v. Up to two supporting officers (non-voting member/s).

Each organisation must resolve to nominate a representative to the Action Group. In the event that this representative is unable to attend an Action Group meeting, each organisation should nominate a second representative who can attend and vote at Action Group meetings in their absence.

Council will call for nominations from members of the community to be appointed to the Goulburn Valley Highway Bypass Action Group as community representatives and Chairperson for a two (2) year term.

Public notices will be placed in a newspaper circulating in the local area calling for nominations for the community representative and Chairperson positions. All applications will be assessed by Council. Council is not obliged to nominate candidates to all six community representative positions and will assess each nomination against the nominee's ability to fulfil the Action Group's functions as outlined in these Terms of Reference, as well as the following selection criteria:

- Communicate at a political level;
- Possess knowledge of the project history and understand the relationships between Local, State and Federal governments;
- Demonstrated experience in community representation; and
- Demonstrated commitment to the proposed Bypass.

All applications will be carefully considered by a selection panel consisting of the Chief Executive Officer, Director Sustainable Development and Manager Planning who will subsequently make a recommendation to Council. The appointment of Chairperson and community representatives will be made by a formal resolution of the Council.

If a community representative does not attend three scheduled consecutive meetings their membership may be reviewed by the Action Group, which may prompt a vacancy on the Action Group. Should a vacancy occur Council may appoint a replacement for the balance of the term.

The Action Group can invite other attendees, as deemed appropriate by the Chairperson. These attendees are free to present to the Action Group, provide input and materials, and engage in discussion but will hold no voting rights.

Council will provide appropriate support officers to the Goulburn Valley Highway Bypass Action Group.

4. Action Group Meeting Procedure

- a. A Chairperson will be elected by Council for the duration of a two (2) year term.
- b. The community representatives will be elected for the duration of a two (2) year term.
- c. The Chairperson shall take the Chair at all meetings at which they are present. If the Chairperson is not present at an Action Group meeting, voting members must appoint a Chairperson for that meeting.
- d. The Action Group's position on any issue under consideration will be made upon a majority vote by members present. In the event of an equal number of votes, the Chairperson shall have an additional casting vote.
- e. The Action Group shall have a quorum which is (half plus one) of the voting members of the Committee in attendance for the meeting to take place.
- f. Each member of the Committee must comply with the Act with respect to any conflicts of interest and all agendas for committee meetings must contain an item for consideration of conflicts of interest.
- g. The Action Group shall meet at a frequency to be determined by the Action Group.
- h. The support officer/s shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting.
- i. Minutes shall be kept of the proceedings at all meetings. These will be confirmed by the Action Group at their next scheduled meeting and kept on file by Council.

5. Action Group Conduct Principles

Action Group members are expected to:

- Actively participate in Action Group discussions and offer their opinions and views;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Act with integrity;
- Work together and speak with one voice on matters relating to the proposed Bypass;
- Attend each meeting where practical; and
- Avoid conflicts of interest and the releasing of confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989*, the definition of an Assembly of Councillors includes any meeting of an advisory committee of Council if at least one Councillor is present. Any Councillors in attendance at meetings of the Action Group are required to declare any conflicts of interest. Following the meeting, a Record of Assembly of Councillors must be completed stating:

- The names of all Councillors and members of Council staff in attendance;
- The matters considered;
- Any conflicts of interest disclosures made by a Councillor attending; and
- Whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the Assembly of Councillors Operational Procedure 37.PRO9.1 (Trim Ref: M11/51282) within 7 days of the date of the Action Group meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The Terms of Reference for the Goulburn Valley Highway Shepparton Bypass Action Group will be reviewed on a biennial basis.