

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**19 November 2013**

**Agenda Item 7.3      Tatura Park Advisory Group - Terms of Reference**

**Attachment 1      Terms of Reference - Tatura Park Advisory Group ..... 157**

**TATURA PARK ADVISORY GROUP****TERMS OF REFERENCE**

*Adopted by Resolution of Council on [ insert date]*

*For Review [insert date]*

**1. Purpose**

The Tatura Park Advisory Board will advise Council on the procedures, rules, conditions of use and proposed capital works necessary for the proper management of Tatura Park (the Facility), and any specific issues which may arise from time to time.

**2. Role of the Tatura Park Advisory Group**

- 2.1 In recommending any procedures, rules and conditions of use, act consistently with the objectives of the Committee;
- 2.2 Assist Council with the resolution of conflicts with other users where these occur;
- 2.3 Convene or cause to be convened such meetings, forums, seminars or other activities as may be deemed of value by the Committee to meet or assist in meeting its objectives;
- 2.4 Liaise with the Council and its staff to ensure continuing co-operation and coordination of the Facility;
- 2.5 Not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid;
- 2.6 Publicise and promote interest in the Facility;
- 2.7 Not discuss matters discussed in camera or noted as confidential.
- 2.8 Council will consult with the Committee on matters relating to the facility prior to the commencement of any new capital works.

**3. Committee Membership**

- 3.1 The Committee shall comprise of between 5 and 10 members representative of the Tatura community and up to two councillors, appointed by resolution of the Council.

- 3.2 Community members will be appointed for a period of two years (but may be removed by the Council at any time). Removal of a committee member may result from any of the following reasons:
- A committee member is absent for three consecutive meetings without the committee's approval.
  - A committee member becomes bankrupt
  - A committee member is convicted of a serious offence, or
  - A committee member becomes incapable of performing committee duties (for example chronic illness).

A member of the Committee shall be eligible for re-election or re-nomination at the expiration of his or her period of office.

- 3.3 The term of office for appointed members will commence on appointment and cease on expiry of their two year term.
- 3.4 The Council will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News before appointing community representatives to the Committee.
- 3.5 Casual vacancies arising during a committee's term of appointment can be filled without the need to advertise. Such appointments will only be for the remaining period of the current term of the committee. Vacancies are filled in the same way as the original appointment was made. Person(s) wishing to nominate as Committee members are required to submit a completed application form to Council and the appointment will be made by resolution of Council.

#### **4. Committee Meeting Procedure**

- 4.1 The Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a 1 year term.
- 4.2 If the Chairperson is not present at a Committee meeting the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint another member as Chairperson for that meeting.
- 4.3 The Committee shall hold at least four meetings during the year on such dates determined by the Committee.
- 4.4 The minute taker 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.
- 4.5 The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal).
- 4.6 The quorum at any Committee meeting shall be a majority of members of the Committee.
- 4.7 The Chairperson shall take the chair at all meetings at which he or she is present. In the Chairperson's absence, the members present may appoint another member to chair the meeting.
- 4.8 Minutes shall be kept of the proceedings at all meetings. After confirmation of the minutes, they must be signed and certified by the chairperson of the meeting at which they are confirmed. Copies of minutes must be forwarded to Council within 14 days of a meeting.

- 4.9 Council will provide the Committee with administrative support through staff members in the Events Department.

#### **5. Committee Conduct Principles**

Committee members are expected to:

- 5.1 Actively participate in Committee discussions and offer their opinions and views,
- 5.2 Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- 5.3 Act with integrity,
- 5.4 Attend each meeting where practical, and
- 5.5 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 the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee 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* (Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

#### **7. Review**

The terms of reference for the Tatura Park Advisory Group will be reviewed on a biennial basis prior to recruitment of community members.