

Tatura Park Advisory Committee Terms of Reference

1. Purpose

The Tatura Park Advisory Committee (Committee) 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 Committee

- a. In recommending any procedures, rules and conditions of use, act consistently with the objectives of the Committee.
- b. Assist Council with the resolution of conflicts with other users where these occur.
- c. 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.
- d. Liaise with Council and its staff to ensure continuing cooperation and coordination of the Facility.
- e. Not commit, or permit to be committed, any act which will render the operation of any of Council's insurance policies invalid.
- f. Publicise and promote interest in the Facility.

3. Role of Council

- a. Council will consult with the Committee on matters relating to the facility prior to the commencement of any new capital works.
- b. Council will provide the Committee with administrative support through staff members in the Economic Development Department.

4. Committee Membership

a. Composition

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

b. Appointment of Members

Community members will be appointed for a period of two years (but may be removed by Council at any time). Removal of a Committee member may result from any of the following reasons:

- i. A Committee member is absent for three consecutive meetings without the Committee's approval;
- ii. A Committee member becomes bankrupt;
- iii. A Committee member is convicted of a serious offence, or;
- iv. 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.

c. Membership Terms

The term of office for appointed members will commence on appointment and cease on expiry of their two year term.

d. Attendance at meetings

Removal of a Committee member may result from any of the following reasons:

- i. A Committee member is absent for three consecutive meetings without the Committee's approval;

e. Vacancies

The Council will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News and/or similar publication before appointing community representatives to the Committee.

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.

5. Committee Meeting Procedure

a. Agendas and Minutes

i. Standing items

Meeting Agendas should include, at a minimum:

- *Meeting attendees and apologies*
- *Acknowledgement of Traditional Owners*
- *Declarations of Conflicts of Interest*
- *Confirmation of previous meeting minutes*
- *Standing Items*
- *Actions*
- *Date of next meeting.*

The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal).

ii. Distribution

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.

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.

b. Meeting Schedule

The Committee shall hold at least four meetings during the year on such dates determined by the Committee.

c. Role of Chair

The Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a 1 year term.

Role may include, but is not limited to –

- *Chairing Meetings.*
- *Ensuring Quorum requirements.*
- *Calling and determining votes on all Committee recommendations.*
- *Managing Committee Member conduct.*

Note: Where the elected Chair is not present at the meeting, the committee will appoint one of the voting members present to perform the role of acting Chairperson for the duration of that meeting.

d. Quorum Requirements

The quorum at any Committee meeting shall be a majority of members of the Committee.

e. Voting

Council employees and Councillors do not have voting rights on Council Advisory Committees.

6. Committee Requirements

a. Committee Conduct Principles

Committee members are expected to:

- Actively participate in Committee 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;
- Attend each meeting where practical; and
- Avoid conflicts of interest and the releasing of confidential information.

b. Confidentiality

The Committee will not discuss matters discussed in camera or noted as confidential.

c. Conflicts of Interest

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 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 Committee will be reviewed every two years preferably prior to recruitment of community members.