

Attachment

South Gippsland Shire Council

Mossvale Park Advisory Committee

Terms of Reference 25 July 2018

1. Goal

Contribute to the preservation and enhancement of Mossvale Park and environs as a public facility.

2. Role of Committee

To guide and advise Council on the current and long term management of the Park.

3. Membership

- a) The Committee will have up to:
 - i) 12 Community representatives
 - ii) One (1) nominated Councillor
- b) Members of the Committee will be selected by Council based on nominations from interested members of the South Gippsland community following advertisements inviting nominations.
- c) In the case of casual vacancies where the number of vacancies at a particular time is less than the quorum number, new members may be appointed by Council.
- d) In the case of casual vacancies, where the number of vacancies at a particular time is greater than the quorum number, then Council will appoint new members for any or all of the positions after consultation with the Committee.
- e) Councillor Representatives will be appointed / reappointed as soon as practicable after Council elections and on an annual basis at the Special (Statutory) Council Meeting.
- f) Members may be granted Leave of Absence and replaced by secondment for the period of absence with the agreement of the Chairperson.
- g) A member shall cease to hold office if he or she is absent from 4 consecutive meetings without a leave of absence with the agreement of the Chairperson.

- h) A member may have his or her term of office revoked by Council upon request by the Committee following a resolution carried by a two thirds majority vote of members of the committee.
- i) Council may at its discretion, revoke the membership of any member or the entire Advisory Committee at any time.
- j) Council may disband the Committee at any time.
- k) Copies of resignations are to be submitted to Council.
- l) The Committee will be an active participant in the recruitment and induction of new members.

4. Committee Operations

- a) The Committee will appoint the Chairperson and Deputy Chairperson for a term of two (2) years.
- b) Council officers may be invited to attend at least two meetings of the Committee each year to provide technical, governance advise / assistance and reports on capital works and budgets relating to Mossvale Park to ensure a smooth flow of communication between Council and the Committee.
- c) The Committee does not have the power to direct any Council officer to undertake any work but may make recommendations to Council or its delegate through formal recommendations made by the Committee at Committee meetings.
- d) Council will offer training and development to the Committee as part of any training and development arranged for volunteers.
- e) Council will provide administrative and general secretarial support to the committee for formal meetings that will include the preparation and distribution of an agenda in consultation with the committee Chairperson at least seven (7) days before a Committee meeting.

5. Proceedings

5.1 Meetings

- a) The Committee will meet at least three (3) times per year.
- b) The duration of each meeting should not generally exceed two (2) hours.
- c) Meetings will follow standard meeting procedures. Council's Meeting Procedure Local Law No. 3 will be used as a guide for determining these standards.

- d) The Secretary will prepare and distribute an agenda, at least seven days before a Committee meeting. The Secretary should liaise with the Chairperson when preparing the agenda, while other Committee members may also contribute to the matters for consideration.
- e) Brief minutes from each meeting will be recorded as part of the administrative support provided by Council. Minutes with all recommendations will be distributed to all members and appropriate staff within the following week and will be stored in a minute folder maintained by Council.

5.2 Quorum

- a) A minimum of 5 members constitutes a quorum.
- b) If at any meeting of the Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will not be able to make any binding decisions. The notes from this meeting can be ratified at the next meeting, provided of course a quorum is present at that meeting.

5.3 Voting

Matters will be resolved by a majority of the votes of members present, and the Chairperson shall have the casting vote if the votes are equal.

6. Reporting

- a) In reporting to Council, recommendations should be by resolution of the Committee.
- b) Reports to Council will be co-ordinated through the Councillor Representative.
- c) Reports about Committee meetings will be made by Council's representative to the next appropriate Council meeting.
- d) The Committee will disseminate information about its activities to the broader community on a regular basis.
- e) The Committee can expect a response from Council to recommendations made by the Committee to the Council within 45 days of the making of the recommendations.

7. Term of Committee, Evaluation and Review

The Committee may be disbanded by Council at any time after consultation with the Committee.

However, Council may undertake a review of the Committee when deemed necessary by Council. The Committee will reflect upon its role and its effectiveness as part of this process and be an active participation in any review.

8. Conflicts of Interest

The Committee members are to disclose any conflict of interest to the Chairperson (or nominated Councillor in the case of the Chairperson) if they consider they have an interest in any matter to be considered by the Committee. The conflict of interest may be of a direct or indirect nature. The disclosure should be made at the commencement of the meeting and the committee member should leave the meeting when the matter is being considered. The committee member may return to the meeting immediately after the matter is decided. Committee members should be guided by the Conflict of Interest legislation and guidelines as they apply to Councillors. A copy of this legislation and guidelines can be obtained from Council's Governance Officer.

9. Confidentiality

On some occasions the Committee may deal with items of a confidential nature. Committee members are to deal with all such items and issues with confidentiality, discretion and sensitivity. If there are members of the public in attendance (that are not official members of the Committee), they should be asked to leave during such discussions.

10. Misconduct

Council retains the right to withdraw the membership of any person found to be acting outside the interests of the South Gippsland Shire Council.

11. Dispute resolution and grievance procedure

Should a dispute or grievance arise in the operation of the Committee the Committee in the first instance should attempt to resolve the matter. If the Committee is unable to resolve the matter it should refer the matter to Council's **Director Corporate and Community Services** who will arrange guidance and an appropriate dispute resolution process if necessary.