



Terms of Reference

HORSHAM RACECOURSE RESERVE ADVISORY COMMITTEE

1. PURPOSE

The Horsham Racecourse Reserve Advisory Committee ('the Committee') has been established to provide advice and recommendations on:

- User arrangements – scheduling and coordinated use of resources, including usage of the Reserve;
- Improvements to the safety of users and community members accessing the Reserve;
- Maintenance requirements of a general nature;
- Opportunities for improvement of the Reserve;
- Opportunities to maximise community usage of the Reserve.

The Committee will:

- Disseminate information to users of the Reserve regarding grant opportunities; (and)
- Provide a forum for the sharing of information between Horsham Rural City Council and permanent user groups of the Reserve.

2. RESPONSIBILITIES

The Horsham Racecourse Reserve Advisory Committee is an Advisory Committee of Council and has been established under the framework of the *Local Government Act 1989*, S3 (1) 'definition' and S76AA 'Assembly of councillors'.

The Committee is empowered to do the following:

- Identify and report public risk issues;
- Report damage to facilities and recommend maintenance;
- Suggest upgrades and improvements to the Reserve;
- Identify and encourage other user groups to access the Reserve and surrounds.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee. This includes recommendations regarding the expenditure of funds allocated to the Reserve, if applicable.

Council has been appointed by the State as the Crown Land Committee of Management for the Crown Land Reserve, known as the Racecourse Reserve: Part of Crown Allotment 5B Section 5, Parish of Horsham and Township of Horsham.

The Racecourse Advisory Committee shall provide advice and recommendations for the designated Reserve with the exception of the playground, Kindergarten and Maternal and Child Health Centre located at the corner of Bennett Road and Natimuk Road, and the Horsham Skate Park Complex. As depicted in **Appendix 1**.

3. MEMBERSHIP

Committee membership shall consist of a maximum of 12 people, who shall be single representatives unless otherwise specified:

- Horsham Rural City Council, Councillor
- Community Representatives; (2)
- Central Park Tennis Club
- Horsham and District Racing Club Inc
- Horsham Racing Centre Club
- Horsham and District Kindergarten Association
- Horsham Harness Racing Club
- Horsham Netball Club
- Horsham Urban Fire Brigade
- Horsham Soccer Club
- Horsham West Ladies Bowls Club

3.1 Participating Organisations

Nominated member organisations will be contacted by the Chairperson (or nominee) and invited to identify a representative for the Committee.

3.2 Selection

Community members will be selected through an application process, advertised in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of committee membership and reasons for nominating for the Advisory Committee.

If the number of applications does not exceed the number of vacancies, the Council's delegated Officer will approve nominations. In the event of more than the required number of applicants for the available positions, nominations will be forwarded to Council for determination.

3.3 Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named user groups. Alternative representatives are entitled to vote if the main representative of the user group is not present.

If a named representative is unable to attend three or more consecutive meetings, the Chairperson will contact the member and if required a new representative will be identified.

3.4 Specialist advice

Individuals and groups may be invited to attend Advisory Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

3.5 Council Officer

A Council Officer, (Manager of Sustainability and Recreation, or delegate) will attend all meetings.

Council Officers are not members of the Advisory Committee and shall not vote.

3.6 Term of Office

Membership shall generally be for a term of two years.

A meeting shall be held in November, of each second year, when Committee membership shall be declared vacant.

Members may apply for re-nomination to the Committee for a second or subsequent term.

3.7 Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within two months of the end of the term of the Committee, (four years) the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Nominate a council staff member as the delegated principle contact person for the committee;
- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the confirmed and signed copy of the minutes is forwarded to council@hrcc.vic.gov.au;
- Ensure a Council officer or delegate is present at all committee meetings, wherever possible;
- Advertise in local newspapers and on Council's website for nominations for community representatives;
- Publicise on Council website the agreed schedule of meetings;
- Notify the Committee of approved committee membership;
- Provide regular reports to Council regarding Committee recommendations;
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee;
- Manage annual maintenance requirements for the Reserve;
- Explain any decisions that impact on community usage and development of the Reserve;
- Where appropriate, engage with the Committee in the development of proposals to improve the Reserve;
- Assist with identifying funding opportunities;
- Respond to requests/letters from the Committee within 15 working days;
- Provide the Committee with a list of designated Officers authorised to be the contact person for specific matters or concerns;
- Provide additional support as required to ensure the effective operation of the Committee;
- Each four years or earlier if required, review the function and purpose of the Committee.

4.2 Committee

The Committee will:

- Identify an elected Chairperson and Deputy Chairperson to be the liaison person between the Committee and Council;
- Develop a schedule of Advisory Committee meetings and notify the Council representative;

- Distribute information to their member organisations and user groups;
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes;
- Actively participate in activities that support the achievement of the Purpose of the Committee.

4.3 Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If the member of the Committee misses three consecutive meetings without explanation the Chairperson will contact the member to determine if they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled by a nominee from the same representative/user group.

4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

4.5 Conflicts of Interest

Conflicts of interest must be declared.

In the event of a conflict of interest, the declaration must be recorded in the minutes.

4.6 Media

The Chairperson is empowered to be spokesperson for the activities of the Committee.

In the absence of the Chairperson, the nominated council staff member, principle contact person is empowered to be the spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Manager, Sustainability and Recreation, or nominee.

4.7 Chairperson

All members of the Horsham Racecourse Reserve Committee are eligible to be elected to the position of Chairperson.

Voting will be by a show of hands.

The Chairperson is elected for a one year term and is eligible for re-election if that person re-nominates and is accepted for a second or subsequent term on the Committee.

5. OPERATING PROCEDURES

5.1 Meetings

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will be held quarterly.

Additional, special meetings may be called as required. Committee members must be provided with two days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

5.2 Quorum and Decision Making

The quorum is a minimum of seven members of the committee.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson shall have a second or casting vote.

5.3 Reporting to Council

The minutes of the committee will be prime method of reporting to council, with additional reporting via the councillor representative or principle contact person on an as needs basis.

5.4 Recommendations and Actions

The Director Technical Services will authorise actions within his/her delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval, as required.

6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings. The report shall consider:

- The Committee's achievements;
- The Purpose and Responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue;
- Any other relevant matter.

6.1 Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee following a review at any time during its operation.

7. RESPONSIBILITY

Responsible Officer: Director Technical Services

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	18 July 2016	Council	• New Terms of Reference

Appendix 1

Racecourse Reserve

