



# Terms of Reference

## HORSHAM RECREATION RESERVE ADVISORY COMMITTEE

### 1. PURPOSE

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

- Planning for the precinct that complements the local environment and represents best practice in integrated urban and recreational design,
- Prioritisation of developments, ensuring changes are coordinated and reflect the needs of the community and users of the reserve,
- Improvements to the safety of users and community members accessing the reserve
- Opportunities to maximise Club and community usage of the reserve.

### 2. RESPONSIBILITIES

The Horsham Recreation 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:

- Recommend a master plan of precinct development,
- Provide feedback regarding suggested changes or modifications to the reserve,
- Identify and report public risk issues,
- Disseminate information to user groups and people interested in the reserve.

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 Committee, if applicable.

### 3. MEMBERSHIP

The Committee shall consist of a maximum of eight people, single representatives unless otherwise identified, selected from the following groups:

- Community Representatives (2)
- Horsham City Brass Band
- Horsham City Pipe Band
- Horsham Cricket Association
- Horsham Football and Netball Club (2)
- Horsham Rural City Council, Councillor

#### 3.1 Participating Organisations

Nominated member organisations will be contacted by the Manager, Sustainability and Recreation (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 Manager, Sustainability and Recreation (or nominee) will contact the member and if required a new representative will be identified.

#### 3.4 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Committee will be submitted to Council for approval, subject to the requirements of 3 being met.

### 3.5 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.

### 3.6 Council Officer

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

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

### 3.7 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.

### 3.8 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:

- 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](mailto: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
- Notify the Committee of approved committee membership
- Publicise on Council website the agreed schedule of meetings
- Provide regular reports to Council regarding Committee recommendations
- Manage annual maintenance requirements of the reserve

- Consult with the committee prior to any proposed changes to the reserve
- Explain any decisions that impact on community usage and development of the reserve
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee;
- 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 and determine if the Committee should continue.

#### **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 a member resigns from the Committee, the requirements of Section 3.8 will be enacted and the 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 Manager, Recreation and Sustainability 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, Recreation and Sustainability, or nominee.

#### **4.7 Chairperson**

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

Voting will be by a show of hands.

A Deputy Chairperson should also be nominated and will perform the duties of the elected Chairperson if the Chairperson is absent or unable to perform their duties.

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 three times each year, generally: March, July and November.

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 five representatives being from a minimum of three nominated user groups.

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 or Deputy Chairperson shall have a second or casting vote.

## 5.3 Councillor report

The Councillor must report the key issues of each meeting to the next meeting of Council.

## 5.4 Recommendations and Actions

The Manager, Recreation and Sustainability 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.

## 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.

