GEORGES RIVER COUNCIL

TERMS OF REFERENCE: Community Development and Services Advisory Committee

2017

DOCUMENT ADMINISTRATION

Document Owner	*Director Community and Culture*
Related Documents	*Georges River Council Code of Meeting Practice, 2017* *Terms of Reference – Community and Culture Standing Committee*
References & Legislation	*Local Government Act 1993 and related Regulations*
Document Identifier	*D17/170952*

PURPOSE

The Terms of Reference set out the role, responsibilities and structure of the Advisory Committee.

RESPONSIBILITIES

Position	Responsibility
All Committee Members	• Read and understand the agenda for each meeting • Be an advocate for the Community Development and Services Advisory Committee • Have a broad understanding of community and cultural issues, the adopted Council strategies and the associated actions
Chairperson	• Convenes and conducts the meeting
Director	• Supports the Chairperson
Administration Officer	• Creates Agendas, Business Papers and Minutes

GENERAL

1. Membership

The Community Development and Services Advisory Committee will comprise voting members, as follows:

- Councillor (Chairperson)
- Councillor
- Representative of local Community Organisation – NGO sector
- Representative of local Community Organisation – Health sector
- Representative of local Community Organisation – Education sector
- Representative of Local Area Command Police
- Representative from Council's Aboriginal Reference Group
- Representative from Council's Multicultural Reference Group
- Representative from Council's Access and Inclusion Reference Group
- Representative from Council's Youth Advisory Committee

Non-voting members include:

- Director Community and Culture, or their delegate
- Community Development staff, as required
- Administration Officer

2. Delegations

The following delegations will apply to the Community Development and Services Advisory Committee:

- The Committee does not have the authority to incur expenditure;
- The Committee does not have the authority to bind Georges River Council without approval from Council;
- The Committee may make recommendations to Council on all relevant business presented before it;
- Such recommendations will be presented to Council in a report prepared by nominated Council Officers;
- Recommendations made by the Committee may or may not be adopted by Council; and
- Members of the Committee are not permitted to speak to the media or social media in the guise of a representative of Council unless approved by the General Manager.

3. Matters considered by the Committee

The Advisory Committee will advise on matters relating to community capacity building, social inclusion and cultural development, monitor the changing needs of the community and provide recommendations on how Council is to address these needs.

Matters will include, but not be limited to, the development and implementation of Council's programs, policies, services and facilities in the areas of:

- Multicultural services
- Aboriginal services
- Aged services
- Youth services
- Access and inclusion
- Community safety

PROTOCOL

4. Regularity of meetings

Every 2 months on the 3rd Tuesday of the month at 4.00pm or as designated by the Chair of the Committee.

5. Chairperson

A Councillor (either nominated by Council or appointed by the Committee) shall chair the Committee meetings.

The Chairperson shall convene the Community Development and Services Advisory Committee meetings.

If the designated Chair is not available, then the Chair will designate an acting Chairperson who will be responsible for convening and conducting that meeting.

6. Quorum

The quorum of the Committee shall be five (5) voting members. Business will not be conducted at any meeting of the Committee unless a quorum is present.

7. Reporting to Council

The Director Community and Culture shall prepare and circulate meeting agendas and minutes of all meetings. The minutes and associated recommendations of each meeting shall be submitted to the Community and Culture Standing Committee for consideration, prior to Council for adoption.

8. Voting

Each Committee member appointed as a voting member shall be entitled to one (1) vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus when possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour.

9. Venue

The venue shall be determined by the Director Community and Culture, in consultation with the Chairperson.

10. Public Participation

The Community Development and Services Advisory Committee is open to the public.

11. Procedural matters

In relation to any procedural matter, the ruling of the Chair shall be final. Committees operate in accordance with Council's Code of Meeting Practice.

12. Variation of the Terms of Reference

These Terms of Reference may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of the Committee. The Terms of Reference will be reviewed 6 months after adoption by Council.

Version control and change history

Version	Amendment Details	Document Owner	Period Active
1.0	*Complete new version no previous version was referenced or amended*	*Director Community and Culture*	*October 2017*