



TERMS OF REFERENCE

Interim Hope Vale Local Thriving Communities Advisory Committee

The following table sets out the formal terms of reference for the Committee:

Head of Power - Advisory Committee appointed by Council under Section 264 of the *Local Government Regulation 2012*.

General Purpose - The Committee shall provide advice to Council to guide its decisions relating to the implementation of the Queensland Government's Thriving Local Communities Initiative.

Membership -The Committee shall be made up of

- the HVASC Mayor,
- an appointed HVASC Councillor
- 5 Community members appointed by Council

The Committee will be chaired by the HVASC Mayor

The Committee shall appoint a Deputy Chair from one of the Committee members.

Quorum - There must be at least 4 members of the Committee present at each meeting to form a quorum, including at least two community members. Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chair shall postpone the meeting to a later date.

Appointment of Other External Members - Recruitment and appointment of community members will be managed by the CEO and endorsed by Council.

Meeting Frequency - Meetings of the Committee shall be quarterly. Additional meetings may be called as deemed appropriate provided the overall number of meetings each year does not exceed eight (8) in a financial year.

Notice of Meetings - At least once a year, Council will publish notice of the days and times when Committee meetings will be held, on Council's website. Notice will also be provided in a conspicuous place at Council's public office.

Integration of Meetings with Council's Budget and Planning Operations -The CEO, in consultation with the Mayor, will determine meeting dates for the financial year ahead. In determining meeting dates the CEO will ensure consideration is given to integrating meetings with Council's statutory and nonstatutory planning timeframes including annual budget and operational plan processes, etc.

Meeting Location - Meetings will be held in Council chambers wherever possible though meetings can be moved to a suitable alternative venue, preferably at a Council's facility, provided approval of the Chair is received and appropriate notice (at least two days) is provided to all members.

Standing Orders - For all matters not covered by these Terms of Reference, Council's Standing Orders will apply, and all Committee members will be required to abide by the Standing Orders.

Meeting Reports - The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships shall provide a secretariat for the Committee. The secretariat shall prepare an agenda and provide a copy of the agenda to all Committee members not later than two (2) business days before each meeting. The secretariat shall also prepare a report of each meeting with the report to be provided to all Committee members not later than five (5) business days after the conclusion of each meeting. All Meeting Reports will be presented to the following Council meeting for consideration.

Committee Recommendations - Recommendations at each meeting will be open with questions decided by a consensus of the members present. Non-member Councillors may attend meetings and provide input, as regulated by the Chair. It should be noted Councillors and the full Council will consider and vote upon any recommendations of the committee at a full Council meeting. (The committee has no delegated authority).

Attendance at Meetings by Employees or Other Parties and Requests for Employee Assistance - From time to time senior Council staff or other employees with specific expertise might be asked to attend Committee Meetings to present information, answer questions, provide advice etc. Where employees are required to attend meetings, they will provide full, frank and meaningful advice on all issues within their capacity. Other external parties (Government employees, service providers, contractors, consultants etc) may also be invited to meetings to provide input at the discretion of the Chair. Where information is required from employees outside of Committee Meetings, such requests will be directed through the CEO and employees will make every effort to respond in a reasonable timeframe.

Referral of Committee Recommendations - Reports of each meeting will be referred to the next available General Meeting of Council for consideration of recommendations. Council may endorse, amend or reject the recommendations as it deems appropriate by resolution. Council may refer particular recommendations back to the Advisory Committee for further consideration.

Reviews of Terms of Reference - These terms of reference will be reviewed periodically by the Committee as deemed necessary provided that they must be reviewed at least once every twelve (12) months. Minor changes to the Terms of Reference that do not alter the intent of the Committee or its structure etc. can be approved by the Committee provided the changes are referred to all Council for noting. Changes to the intent of the Committee or its structure etc. must be ratified by Council resolution. It is noted that the role of the Committee will be further defined as the State Government clarifies its LTC's initiatives.

Delegated Authority - In accordance with the constraints of the *Local Government Act 2009*, Council cannot delegate authority to the Committee.

Public Access to Meetings - All formal meetings will be open to the public, consistent with legislative requirements and normal practice at Council's General Meeting. By exception, and in accordance with the *Local Government Act 2009*, confidential matters may be considered in closed session without the public present and informative and/or deliberative workshops may be conducted if necessary, without public access.

Remuneration – Remuneration for community members of the Advisory Committee will be determined by the State Government. Councillors and Council Staff (excluding Council Staff who are appointed to the Advisory Committee as community members) will receive no additional remuneration for their role in relation to this committee.

Conflict of Interest – Councillors and community members of the Committee are required to discharge any prescribed or declarable conflict of interest in the same fashion as required under the *Local Government Act 2009*. In the event that a Community Committee member has a prescribed or declarable conflict of interest, they shall declare same to the Chair or the Mayor as soon as they become aware of the situation and the report of the meeting shall record the interest.

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