

Philip Street Communities and Families Precinct Advisory Group Terms of Reference

1.0 Background

- 1.1 Gladstone Regional Council (“Council”) is committed to creating healthy communities that are engaged, involved, proud and connected. Council has expressed its commitment to this goal through the development of the Philip Street Communities and Families Precinct (“the Precinct”).
- 1.2 The Philip Street Communities and Families Precinct Advisory Committee (“the Committee”) was established by resolution of Council on 2 November 2020 as an Advisory Committee to Council under the *Local Government Regulation 2012*, ss. 264-265.

2.0 Purpose

- 2.1 The purpose of the Committee is to provide Council with advice on strategic planning, management and service delivery for the Precinct.

3.0 Objectives

The Committee will advise Council on:

- 3.1 The Precinct’s progress and proposed initiatives to achieve Council’s vision for the Precinct to be a vibrant and evolving space that supports and enhances community wellbeing for all.
- 3.2 Opportunities to offer services in the Precinct to assist in improving the community’s physical and mental wellbeing and health literacy.
- 3.3 Proposals for the Precinct to create opportunities for lifelong learning and to assist children and young people and their families to transition through learning stages.
- 3.4 The Precinct’s performance on creating a sense of community connectedness, access to current information and opportunities to build social and cultural capacity.

4.0 Membership

4.1 Membership of the Committee shall be voluntary and consist of:

Council Members:

- One (1) Gladstone Regional Council Councillor
- One (1) other representative from Council

Appointed Members:

- One (1) representative from the Salvation Army (primary tenant)
- One (1) representative from the Gladstone Area Promotion and Development Limited (GAPDL)

Ordinary Members:

- Up to six (6) representatives to include one (1) representative of the region's youth, one (1) representative of the indigenous community, one (1) representative of the culturally and linguistically diverse community, one (1) representative of the senior community and one (1) representative of the disability community.

The following ex-officio representatives are entitled to attend and take part in meetings but are non-voting participants:

- The Mayor
- Committee Secretary, who will be an employee of Council.

4.2 The position of Committee Chair will be determined by the Committee.

4.3 The Committee may request Council increase or decrease Committee membership at any time through the Committee's Secretary.

5.0 Role of Members

5.1 Members of the Committee will fulfill their role by:

- Attending meetings and making a commitment to actively contribute to the activities of the Committee.
- Providing informal advice and formal recommendations to Council on matters relating to the Terms of Reference Purpose and Objectives.
- Supporting open discussion and debate and encouraging fellow members to present their views and provide advice and guidance within their area of expertise and/or experience.

6.0 Terms and Method of Membership Nomination and Appointment

6.1 Nomination for appointment to the Committee will be as follows:

- Appointment by Council / CEO for Council Members
- Written invitation and nomination for Appointed Members

- By a publicly advertised expression of interest process for Ordinary Members.
- 6.2 Ordinary Member selection will first be considered by a selection panel consisting of three (3) members appointed by the Chief Executive Officer which must consist of one (1) Council Officer and may include two (2) representatives from the community and/or stakeholder service providers. The selection panel will make a recommendation to Council on the appointment of Ordinary Members.
- 6.3 Ordinary Member appointments will be determined by Council resolution.
- 6.4 Appointments to the committee may be for a period of 24, 30 or 36 months or as otherwise determined by Council.
- 6.5 If a member does not attend at least three meetings (half the minimum number of meetings to be held per year) without prior notification of a proposed absence, their position will be considered vacant.
- 6.6 Members may resign at any time by written notice to Council.

7.0 Replacement of Members

- 7.1 If an Ordinary Member resigns within six months of appointment, the selection panel will reconvene and recommend a replacement from candidates that submitted an expression of interest from the most recent application round.
- 7.2 If a suitable Ordinary Member replacement is not available from the previous application round, an expression of interest process will be initiated.
- 7.3 If an Ordinary Member resigns within six months of the end of their term, they will not be replaced until the next scheduled expression of interest cycle.
- 7.4 Council and Appointed Members will be replaced via the method set out in Section 6.1 for these categories of membership.
- 7.5 Members may be replaced at any time by resolution of Council.

8.0 Meetings and Voting

- 8.1 The Committee will meet a minimum of six times per calendar year at dates and times determined by the Committee.
- 8.2 The Committee may elect to meet virtually through online platforms where it is required to do so, or where it is deemed appropriate or convenient.

Virtual meetings required due to a public health emergency involving COVID-19 must comply with Sections 277AA to 277F of the *Local Government Regulation 2012*.

Where virtual meetings are considered appropriate or convenient, arrangements will be made to ensure that the public has the opportunity to observe and/or participate in the meeting if invited to do so.

- 8.3 Dates and times of all meeting will be published once a year on Council's website.
- 8.4 Should a change in meeting date and/or time be required Council must be notified of the changes which will be publicly advertised.
- 8.5 Members unable to attend a scheduled meeting are required to notify the Chair or the Committee Secretary prior to the meeting.
- 8.6 Council will provide secretariat services to the Committee.
- 8.7 Other Council Officers whose work complements the work of the Committee may be invited to attend meetings on an as needs basis in an ex-officio capacity.
- 8.8 Where specialist advice is required on a specific issue and the expertise is not available within the Committee, suitable stakeholder representatives will be invited to attend meetings (as an ex-officio) on an as needs basis.
- 8.9 A quorum of voting members is required for a meeting to take place, with a quorum being a majority of Committee members, or if the number of members is an even number, one half of the number.
- 8.10 All voting members are required to identify one (1) proxy delegate to attend the meeting in their absence. Voting Members are to advise of their proxy delegate via the Committee Proxy Delegate Form. Council reserves the right to refuse a Proxy Delegate nomination.
- 8.11 Proxy votes will only be accepted where the required Proxy Delegate Form has been provided.
- 8.12 Voting at a meeting must be open and a question is decided by a majority of the votes of members present.
- 8.13 Each member present has a vote on each question to be decided, and if the votes are equal, the Chair or Presiding Member has the casting vote. If a member fails to vote, the member is taken to have voted in the negative.
- 8.14 All meetings are open to the public unless closed under the provisions of Section 254J of the *Local Government Regulation 2012*.
- 8.15 Meetings will be presided over by the Chair of the Committee, or in the absence of the Chair, the Presiding Member.

9.0 Meeting Minutes and Procedural Matters

- 9.1 The minutes of Committee meetings remain the property of Council and Council Officers will ensure that they are prepared, managed and made available to the public in accordance with legislative and corporate requirements.
- 9.2 Council requires a formal progress report from the Committee to be presented to a General Council meeting at least every six (6) months.
- 9.3 In conducting meetings of the Committee, Council Officers will ensure that Committee Members and others in attendance are made aware of and provided with relevant advice relating to meeting procedural matters contained in the *Local Government Act 2009* and *Local Government Regulation 2012* as they relate to Advisory Committees to ensure that the Committee remains compliant with its legislative obligations.

10.0 Committee Chair or Presiding Member Responsibilities

Where the Committee Chair is unable to attend a meeting, Committee members present at the meeting must determine a Presiding Officer to Chair the meeting by consensus. The Chair or Presiding Member will:

- 10.1 Formally declare the meeting open, after ascertaining that a quorum is present, welcome guest speakers and others.
- 10.2 Preside over and facilitate the meeting and conduct meetings impartially according to the Terms of Reference.
- 10.3 Ensure debates are conducted in a respectful, collaborative and culturally appropriate way.
- 10.4 Declare the result of all votes.
- 10.5 Ensure the opportunity for members to declare conflicts of interest at the beginning of each meeting or during the meeting.
- 10.6 Adjourn (when so resolved) and formally declare the meeting closed when business has concluded.

11.0 Deputations and Public Participation in Meetings

- 11.1 The Committee may receive deputations via an application process on matters pertaining to:
 - Community trends related to physical, mental wellbeing and health literacy
 - Lifelong learning
 - Social and cultural capacity
 - Emerging gaps and community changes

11.2 Deputation applications must be received by the Committee Secretary in writing at least two (2) weeks prior to a Committee meeting and must include:

- the purpose of the deputation
- those proposed to be involved in the deputation

11.3 Deputation requests will be decided by the Committee Chair and Committee Secretary.

11.4 Committee meetings may be closed to the public and other invited guests where required under the provisions of Section 254J of the *Local Government Regulation 2012*.

11.5 Non-members including invited guests and members of the public may only take part in a meeting when invited to do so by the Chair.

11.6 The Chair can elect to set aside a period of time in the meeting where public discussion is invited on issues relevant to the Purpose and Objectives of the Committee, or on matters on the meeting agenda.

12.0 Reporting and Accountability

12.1 Any Committee requests, recommendations and/or advices will be presented to Council via an Officer Report and/or through a deputation from a Committee Representative/s.

12.3 The Committee will prepare and provide a written Annual Report to the Committee's Annual General Meeting which will also be presented to Council at a General Meeting, outlining the Committee's activities, achievements, notable challenges, foreseeable opportunities and any proposed plans for the coming or future years.

Adoption Date: 16 February 2021 – Resolution GM/21/4444