

KURANDA COMMUNITY PRECINCT ADVISORY COMMITTEE

Terms of Reference 2019

1. Intent

- 1.1. To advise Council on the future development of the Kuranda Community Precinct.

2. Scope

- 2.1. The Terms of Reference apply to the Councillors, Committee members and staff of the Mareeba Shire Council.

3. Purpose, Responsibilities and Powers of the Committee

- 3.1. This Committee is an advisory committee to Council under Section 265 of the *Local Government Regulation 2012*.
- 3.2. The Committee provides information and advice to Council regarding the future development of the Precinct with the aim of increasing community utilisation and ownership of the facility.

4. Functions of the Committee

- 4.1. The Committee will Provide advice to Council on the future development of the Kuranda Community Precinct, with reference to the *Kuranda Community Precinct Strategic Plan* and *Kuranda Community Precinct Master Plan* which are reflective of the community's aspirations for the site.
- 4.2. The Committee will make recommendations to Council on strategies to encourage increased community usage of, and involvement in the Precinct.

5. Membership

- 5.1. Up to six members are appointed by the Mareeba Shire Council, on a voluntary basis.
- 5.2. The Committee may, from time to time, seek the advice of persons with specialist knowledge and invite them to attend a meeting.
- 5.3. Members:
- 5.3.1. Chairperson - a Council-appointed member of the community.
 - 5.3.2. Councillors - two Councillors will be appointed to the Committee. One Councillor is a representative serving as Deputy Chair and the second Councillor is the proxy.
 - 5.3.3. Council-appointed community members with broad connections in the Kuranda community.
 - 5.3.4. The Senior Community Wellbeing Officer, Mareeba Shire Council or delegated representative, providing administrative support and acting as a conduit between the Committee and Council.

6. Conditions of Membership

- 6.1. The Kuranda Community Precinct Committee will operate in accordance with the *Mareeba Shire Council Handbook for Advisory Committees*.

- 6.2. Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties and not apply improper use of information, in accordance with the *Mareeba Shire Council Code of Conduct*.
- 6.3. Members are to exercise common courtesy on all occasions.
- 6.4. Members are to work collaboratively towards the purpose of the Committee.
- 6.5. The Council may remove an appointed member from office:
 - 6.5.1. For misconduct; or
 - 6.5.2. For failure or incapacity to carry out the duties of his or her office satisfactorily.
- 6.6. The office of an appointed member becomes vacant if the member:
 - 6.6.1. Dies; or
 - 6.6.2. Resigns by written notice to the Committee; or
 - 6.6.3. Is removed by the above clause.
- 6.7. Members may not nominate proxies or representatives to attend meetings in their absence.
- 6.8. Members are to comply with the *Mareeba Shire Council Handbook for Advisory Committees*, *Mareeba Shire Council Code of Conduct* and other relevant Council policies and procedures.

7. Committee Term

- 7.1. The Committee is appointed for the term of three years but is subject to review by council at any stage.
- 7.2. The Committee may be renewed with the same membership at the end of the three-year term or public nominations called for positions.

8. Meeting Schedule

- 8.1. Meetings of the Committee are to be held at least annually, and the Minutes of each meeting are to be recorded and submitted to Mareeba Shire Council.
- 8.2. Committee meetings are held when items of business must be addressed but are generally held on the second Friday of the month. The frequency of meetings may be changed as required.

9. Conduct of Meetings

- 9.1. Meetings will be conducted in accordance with the requirements of this policy document.
- 9.2. A quorum will be 50% of the total number of committee members, of which at least one must be a Mareeba Shire Council Councillor.
- 9.3. If after fifteen minutes have elapsed from the advertised time of the meeting without a quorum being present, the meeting will be abandoned. The chairperson is to reconvene the Committee as convenient, but no later than the next scheduled meeting date.
- 9.4. Observers are allowed by approval of the Chair.

- 9.5. An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the Committee must disclose the nature of the interest to the Committee. Such a disclosure must be recorded in the minutes of the meeting.

10. Reporting

- 10.1. The Kuranda Community Precinct Advisory Committee will provide updates to Council by submitting reports when required.
- 10.2. The Committee's advice and recommendations will be recorded in the meeting Minutes and presented for Council consideration and assessment in a report.

11. Record-keeping

- 11.1. Minutes of the Committee meeting will reflect decisions, actions and recommendations to Council.
- 11.2. Resolutions will be reached preferably by consensus, otherwise by majority with The Chair having the casting vote.

12. Confidentiality

- 12.1. Approved Minutes are open to the public and published on Council's website.
- 12.2. Members should be aware that all written material associated with the Committee is subject to the *Freedom of Information Act* and may be made available to the public.

13. Media

- 13.1 All media inquiries and requests for comment by members must be directed to Mareeba Shire Council, unless otherwise agreed.

14. Administrative Support

- 14.1. Mareeba Shire Council will provide administrative support for the operation of the Committee.
- 14.2. The Senior Community Wellbeing Officer, or other officers, are council employees and take instructions from the appointed Manager and not from Advisory Committee members.

15. Evaluation of Committee Performance

- 15.1. The Committee will undertake an assessment of performance against the Terms of Reference at an agreed time.

This policy document is to remain in force until otherwise determined by Council.

Responsible for Review: Director, Corporate and Community Services.