



**GEORGES
RIVER
COUNCIL**

TERMS OF REFERENCE

Community and Culture Reference Group

October 2018

D18/220161

PURPOSE

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

RESPONSIBILITIES

Position	Responsibility
<i>All Reference Group Members</i>	<ul style="list-style-type: none">• Read and understand the agenda for each meeting• Be an advocate for the Community and Culture Reference Group• Have a broad understanding of community and cultural issues, the adopted Council strategies and the associated actions
<i>Chairperson</i>	<ul style="list-style-type: none">• Convenes and conducts the meeting
<i>Manager Community and Cultural Development</i>	<ul style="list-style-type: none">• Supports the Chairperson
<i>Personal Assistant to the Manager Community and Cultural Development</i>	<ul style="list-style-type: none">• Creates Agendas, Business Papers and Minutes

GENERAL

1. Membership

The Community and Culture Reference Group will comprise up to 8 community members, and the following persons are eligible for appointment:

- 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

Council staff on the Reference Group:

- Manager Community and Culture Development, or their delegate
- Coordinator Community Development, or their delegate

Community members will be appointed for up to 2 years. Members are eligible for re-appointment for an additional 2 years at the expiry of their term.

2. Delegations

The following delegations will apply to the Community and Culture Reference Group :

- The Reference Group does not have the authority to incur expenditure;
- The Reference Group does not have the authority to bind Georges River Council without approval from Council;
- The Reference Group 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 Reference Group may or may not be adopted by Council; and
- Members of the Reference Group 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 Reference Group

The Reference Group 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
- Arts and culture

PROTOCOL

4. Regularity of meetings

Every 3 months on the 3rd Tuesday of the month at 4.00pm, or as designated by the Chair of the Reference Group.

5. Chairperson

A community member nominated by the Reference Group shall chair the meetings.

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

6. Quorum

The quorum of the Committee shall be four (4) community members. Business will not be conducted at any meeting of the Committee unless a quorum is present.

7. Reporting to Council

The Manager Community and Cultural Development 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. Venue

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

9. Public Participation

The Community and Culture Reference Group is open to the public by invitation.

10. Procedural matters

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

11. 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 Reference Group. The Terms of Reference will be reviewed two years after adoption by Council.

12. Code of Conduct

Each Reference Group member shall be provided with, and agree to abide by the Georges River Council Code of Meeting Practice.