



**GEORGES
RIVER
COUNCIL**

**TERMS OF REFERENCE
Community and Culture
Standing Committee**

DOCUMENT ADMINISTRATION

Document Owner	<i>Manager, Office of the General Manager</i>
Related Documents	<i>Georges River Council Code of Meeting Practice, 2019 Georges River Council Code of Conduct, 2019</i>
References & Legislation	<i>Local Government Act 1993 and related Regulations</i>
Document Identifier	<i>D19/128725</i>

PURPOSE

The Terms of Reference set out the role, responsibilities and structure of the Community and Culture Standing Committee.

RESPONSIBILITIES

Position	Responsibility
<i>All Committee Members</i>	<ul style="list-style-type: none">• Read and understand the agenda for each meeting, prior to each meeting• Be an advocate for Community and Culture Standing Committee• Have a broad understanding of infrastructure issues, the adopted Council strategies and the associated actions
<i>Chairperson</i>	<ul style="list-style-type: none">• Conduct the meetings of the Community and Culture Standing Committee
<i>Director</i>	<ul style="list-style-type: none">• Convene the meetings and support the Chairperson of the Community and Culture Standing Committee
<i>Executive Assistant</i>	<ul style="list-style-type: none">• Create and circulate Agenda and Minute documentation for the Community and Culture Standing Committee

GENERAL

1. Membership

The Community and Culture Standing Committee will comprise of a minimum of four (4) and a maximum of ten (10) Councillors.

Non-voting members include:

- Director Community and Culture
- Manager Communications and Customer Service
- Manager Community and Cultural Development
- Manager Library Services
- Manager Children's Services
- Executive Assistant to the Director Community and Culture

Note: The Community and Culture Standing Committee membership is reviewed annually and resolved by Council.

Note: The Mayor is an ex-officio member of the Community and Culture Standing Committee.

2. Delegations

The following delegations will apply to the Community and Culture Standing Committee:

- The Community and Culture Standing Committee does not have the authority to incur expenditure;
- The Community and Culture Standing Committee does not have the authority to bind Georges River Council without approval from Council;
- The Community and Culture Standing 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 Community and Culture Standing Committee may or may not be adopted by Council; and
- Members of the Community and Culture Standing 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 Community and Culture Standing Committee will consider matters including but not limited to:

- Community Services and Facilities
- Community Grant Programs
- Community-based Policies
- Council-managed Child Care
- Library Services
- Major Events
- Customer Service
- Procurement and Tenders

PROTOCOL

4. Regularity of Meetings

Monthly on the 2nd Monday of the month, at 6.00pm.

5. Chairperson

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

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

6. Quorum

The quorum of the Community and Culture Standing Committee shall be the majority of voting members of the normal membership of the Committee.

If a quorum is unable to be achieved, the Committee may co-opt a Councillor(s) to achieve a quorum. A co-opted Councillor will be considered a member of Community and Culture Standing Committee and will have voting rights for the meeting at which they are co-opted.

Business will not be conducted at any meeting of the Community and Culture Standing Committee unless a quorum is present.

7. Attendance and Participation at Committee Meetings by Non-Member Councillors

Councillors who are not members of the Community and Culture Standing Committee may attend a meeting where a quorum is present and may, at the invitation of the Chairperson, sit with the Committee Members and participate in discussion on any item of business on the agenda.

Councillors who are not members of the Community and Culture Standing Committee will not have any voting rights at meetings they attend, unless that have been co-opted in accordance with Clause 6 of this document.

8. 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 Council for adoption.

10. Voting

Each Community and Culture Standing Committee member appointed as a voting member shall be entitled to one (1) vote in respect to any matters before the Committee.

The Community and Culture Standing Committee shall aim to make decisions by consensus when possible, however if voting on a motion put to a meeting of the Committee is equal, the Chairperson of the meeting shall have a casting vote as well as an original vote.

11. Venue

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

12. Public Participation

The Community and Culture Standing Committee is open to the public.

Public participation is in accordance with Section 3 of Council's Code of Meeting Practice.

13. Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

The Community and Culture Standing Committee shall operate in accordance with Section 1 of Council's Code of Meeting Practice.

14. Variation of the Terms of Reference

The Terms of Reference may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of the Community and Culture Standing Committee.

15. Order of Business

The Order of Business of the Community and Culture Standing Committee will be in accordance with Schedule 3 of Council's Code of Meeting Practice.

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active
1.0	<i>Complete new version no previous version was referenced or amended</i>	<i>Executive Manager, Office of the General Manager</i>	<i>July-2017</i>
2.0	<i>Minor amendments to Clauses 8 and 10</i>	<i>Acting Executive Manager, Office of the General Manager</i>	<i>March 2018</i>
3.0	<i>Minor amendments to Clause 1 and 6</i>	<i>Acting Executive Manager, Office of the General Manager</i>	<i>October 2018</i>
4.0	<i>Revision and amendments following adoption of a new Code of Meeting Practice</i>	<i>Manager, Office of the General Manager</i>	<i>June 2019</i>