

Benalla Riverine Parklands

Advisory Committee

Terms of Reference

May 2019

Reviewed: May 2019
Next review due: May 2020

Benalla Riverine Parklands Advisory Committee

1. The committee

- 1.1. The Benalla Rural City Council ("Council") has resolved to appoint an Advisory Committee ("Committee") to advise Council on strategic advice on existing, proposed and future activities in the parklands surrounding Lake Benalla. The Benalla Rural City recognises that the riverine parkland is an iconic local attraction that benefits residents and visitors in many ways.
- 1.2. The committee will:
 - 1.2.1. Advise the Council on the preservation, restoration, environmental protection and ecologically sensitive development of the riverine parkland.
 - 1.2.2. Assist the Council in the strategic planning for the Benalla Riverine Parklands including providing advice on policies, plans, development works, activities, assets and risk management functions.
 - 1.2.3. Advise the Council on opportunities to capitalise on the social, health and economic contribution the area makes both directly and indirectly to the local community.
 - 1.2.4. Engage with the community and advocate to the Council on its behalf in the best interest for the use of the lake and surrounds.
- 1.3. The Advisory Committee has no delegated powers to act on behalf of the Council or commit the Council to any expenditure unless resolved explicitly by the Council.
- 1.4. The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

2. Membership

- 2.1. The Council has resolved that the Advisory Committee shall consist of:
 - 2.1.1. Representatives of the Council as determined by the Council
 - 2.1.2. Council Officers
 - 2.1.3. Representatives of the Benalla Rural City community.
- 2.2. The Committee may invite members of an organisation or the community to discuss specific issues related to that organisation.

- 2.3. The Committee may invite and appoint members of an organisation or the community to be a member of a subcommittee.
- 2.4. Any person appointed to the Committee shall hold office for a period of one year.
- 2.5. Members of the Committee shall be eligible for re-appointment for a further term at the Special Meeting of Council held in November each year.
- 2.6. A member of the Committee may resign his/her position at any time.
- 2.7. If any member fails to attend three consecutive meetings of the Committee without obtaining leave of absence that member shall be deemed to have resigned their position on the Committee.

3. Operation of the committee

- 3.1. The Committee shall elect a Chairperson.
- 3.2. The Committee may elect any subcommittees which it considers necessary to carry out its functions.
- 3.3. The role of the Chairperson shall be:
 - 3.3.1. To chair all meetings of the Committee.
 - 3.3.2. To act as official spokesperson for the Committee.
 - 3.3.3. To act as the liaison person between the Committee and Council.
- 3.4. The Committee shall submit minutes to the Council as soon as practicable after a meeting in order to be included in the Council meeting minutes, in accordance with section 80A(2) of the *Local Government Act 1989*.
- 3.5. Any subcommittee shall submit reports as required by the Committee.

4. Meetings of the Committee

- 4.1. The meetings of the Committee shall be conducted to ensure an efficient and effective working committee.
- 4.2. The quorum of an advisory committee will be not less than a majority of the members for the time being appointed to the committee, unless otherwise determined by Council.
- 4.3. The Committee will review its Terms of Reference at 12 month intervals following its establishment and refer any amendments to the Council.

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- 4.4. The Council may carry out a special review of the Committee's Terms of Reference at the request of the Committee.
 - 4.5. The Council may carry out a review of the Committee's Terms of Reference at any time.
 - 4.6. The Council shall consult with the Committee prior to making of amendments or alterations to the Committee's Terms of Reference.

5. Conduct of the Committee

- 5.1. In accordance with Section 80A(3) of the *Local Government Act 1989*, Councillors at a meeting of the Committee will disclose any conflict of interest to the meeting, and leave the meeting whilst the matter is being considered by the Committee.
- 5.2. In accordance with Section 4.8 of the Council's Staff Code of Conduct, any members of staff declare any actual or potential conflict of interest arising from the matters considered by the Committee to the Chief Executive Officer.



BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council
May 2019

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