

Kongwak Community Group - Advisory Committee Terms of Reference

Goal

Contribute to the preservation and enhancement of RN Scott Memorial Park, Kongwak and environs ("the Park") as a public facility.

Role of Committee

To advise South Gippsland Shire Council ("Council") on the current and long term management of the Park.

Membership

The RN Scott Memorial Park Committee ("the Committee") will have up to:

- i. 20 Community representatives, and up to:*
- ii. Two nominated Councillors.*

The Kongwak Community Group (incorporated) will nominate the names of proposed Community representatives and forward these names to Council for approval.

A member shall cease to hold office if he or she is absent from three consecutive meetings without a leave of absence with the agreement of the Chairperson.

Committee Operations

- a. The Committee will appoint the Chairperson and Deputy Chairperson for a term of two years;*
- b. Council officers will be invited to attend at least one meeting of the Committee each year to provide technical, governance advise/assistance and reports on capital works and budgets relating to the Park to ensure a smooth flow of communication between Council and the Committee;*
- c. The Committee does not have the power to direct any Council officer to undertake any work but may make recommendations to Council or its delegate through formal recommendations made by the Committee at Committee meetings;*

Proceedings

Meetings

- a. The Committee will meet at least six times per year;
Brief minutes from each meeting will be recorded. Minutes with all recommendations will be distributed to all members and appropriate staff within the following week and will be stored in a minute folder maintained by the Secretary. A copy of all minutes with recommendations and decisions will be formally provided to Council via its Council Representative. The Council representative will ensure that all recommendations are presented to a Council meeting for the consideration of Council.*

- b. The Committee can expect a response from Council to recommendations made by the Committee to the Council within 60 days of the making of the recommendations.*

Quorum

- a. A minimum of five members constitutes a quorum; and*
- b. If at any meeting of the Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will not be able to make any binding decisions. The notes from this meeting can be ratified at the next meeting, provided of course a quorum is present at that meeting.*

Voting

Matters will be resolved by a majority of the votes of members present, and the Chairperson shall have the casting vote if the votes are equal.

Role of Committee/Council

The KCG and Kongwak Hills Landcare group have permission to use the tennis club rooms for their purpose of their meetings and any annual events organized by and for the community.

The KCG will accept advisory responsibility for the Park and tennis courts and undertake to clean both the clubrooms and the barbecues.

The grounds of the Park and the buildings will continue to be maintained by Council. Council will also be responsible for cleaning and maintaining the public toilet, (including the supply of all consumables) in addition to programmed/cyclical maintenance of the Park, tennis courts and buildings, including Essential Safety Measure maintenance.

Council will provide financial support (the amount to be negotiated) per annum to be reviewed each year) to the KCG to clean the clubrooms and barbecue in the Park.

The Kongwak Community Group may act as Council's booking agent to allow other members of the local community to use the tennis club rooms. Any funds received by the Kongwak Community Group will to be accounted for in the Kongwak Community Group accounts and Treasurer's report and will be used by the Kongwak Community Group for the benefit of the local community and the Park.

Council will be responsible for all Public Liability Insurance.

Conflicts of Interest

The Committee members are to disclose any conflict of interest to the Chairperson (or nominated Councillor in the case of the Chairperson) if they consider they have an interest in any matter to be considered by the Committee. The conflict of interest may be of a direct or indirect nature. The disclosure should be made at the commencement of the meeting and the committee member should leave the meeting when the matter is being considered. The committee member may return to the meeting immediately after the matter is decided. Committee members should be guided by the Conflict of Interest legislation and guidelines as they apply to Councillors. A copy of this legislation and guidelines can be obtained from Council's Governance Officer

Confidentiality

On some occasions the Committee may deal with items of a confidential nature. Committee members are to deal with all such items and issues with confidentiality, discretion and sensitivity. If there are members of the public in attendance (that are not official members of the Committee) they should be asked to leave during such discussions

Misconduct

Council retains the right to withdraw the membership of any person found to be acting outside the interests of the South Gippsland Shire Council.

Dispute resolution and grievance procedure

Should a dispute or grievance arise in the operation of the Committee the Committee in the first instance should attempt to resolve the matter. If the Committee is unable to resolve the matter it should refer the matter to Council's Director Corporate Services who will arrange guidance and an appropriate dispute resolution process if necessary.