




EAST DEVONPORT WORKING GROUP TERMS OF REFERENCE AND REPORTING REQUIREMENTS

DOCUMENT TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	DOCUMENT ADOPTED	REVIEW DUE
Council	Community and Recovery Projects Officer	Community Services Manager	28 October 2024	October 2026
PURPOSE	<p>To clearly establish the role and function of the East Devonport Working Group.</p> <p>The East Devonport Working Group is established to provide advice to Council about future development of East Devonport.</p>			
ROLES AND RESPONSIBILITIES	<p>The Working Group will:</p> <ul style="list-style-type: none"> • Provide input and advice on decisions and policies related to East Devonport; • Actively advocate on behalf of and promote East Devonport initiatives; • Work with the Council to attract funding and other resources in accordance with identified needs; • Raise awareness of East Devonport's potential as a visitor attraction and business/retail hub; and • Engage residents in activities and programs. 			
EXPECTATIONS OF COMMITTEE MEMBERS	<ul style="list-style-type: none"> • Attend meeting, participate in discussions and prepare for meetings by reading the agenda and associated documentation. • Members are encouraged to become informed with Council's Strategic, Term and Annual plans. • Working Group members may from time to time be exposed to information that is sensitive or confidential in nature and it is a requirement of membership that confidentiality be observed as appropriate. 			
REPRESENTATION	<p>The East Devonport Working Group will comprise of up to:</p> <ul style="list-style-type: none"> • Two (2) Councillors • Community Services Manager (or Nominee) • Five (5) members with skills or interest in East Devonport; education, business, policy development, tourism, economic development and/or marketing. 			
TERMS OF APPOINTMENT	<p>Members will be appointed by the Council following a formal expression of interest process for a three-year period.</p> <p>Failure to attend three (3) consecutive meetings without prior approval, of the Working Group will result in termination of membership.</p> <p>Should a vacancy occur, the Council will consider appointing a new member.</p>			

	<p>The role, functions and membership of the Working Group will be reviewed by Council every three years.</p> <p>WORKING WITH VULNERABLE PEOPLE All group members are to have a current clearance and registration to work with Vulnerable People in Tasmania, so as to comply with the <i>Registration for Working with Vulnerable People Act 2013</i>.</p> <p>CHILD SAFE FRAMEWORK All group members are to adhere to the Tasmanian Child and Youth Safe Organisations Framework.</p>
QUORUM REQUIREMENTS	A minimum of 4 members is required to constitute a quorum, of which one must be a Councillor.
VOTING	<ul style="list-style-type: none"> • All members shall have full voting rights. • If a general consensus cannot be reached on an issue or action; the matter will be referred to the General Manager. • Guests invited to attend the meeting are unable to vote on any matter. • Proxies have voting rights only when the committee member is absent.
MEETING FREQUENCY AND MEETING PLACE	<p>The Working Group will generally meet bi-monthly. Meetings will generally be during business hours due to the requirement for staff attendance, at a location in East Devonport, unless otherwise determined by the Committee.</p> <p>The Committee may regulate its own proceedings.</p> <p>The notes of the meeting will include the following:</p> <ul style="list-style-type: none"> • Attendance • Apologies • Declarations of interest • A record of all actions and recommendations made by Committee
CHAIRPERSON	<p>A Councillor will be elected chair of the Committee. In the absence of a nomination by a Councillor, the Committee will elect its own Chair.</p> <p>The Chairperson shall facilitate meetings, provide leadership, and represent the Advisory Committee as required.</p>
REPORTING AND COMMUNICATION	Outcomes of the East Devonport Working Group will be listed on Council's Monthly Operational Report for noting.
ADMINISTRATION SUPPORT	Council staff will facilitate meetings and support the working group as required.
DELEGATIONS	<ul style="list-style-type: none"> • Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Advisory Committee. • Community members not associated with an organisation or corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and

	<p>Procedures when attending meetings or delivering agreed actions.</p> <ul style="list-style-type: none"> As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions. Committee members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines. The Group may at its discretion form sub-groups to assist it in meeting objectives. 			
STRATEGIC REFERENCE	5.2 Promote active and purposeful community engagement and participation			
MINUTE REFERENCE	24/201			
OFFICE USE ONLY	Update Register	Y	Training/Communication	Y
	Advise Document Controller	Y	Advise HR / MCO	Y
	<p>Management Sign Off:</p>  <p>Date: 28 October 2024</p>			