



MAIDSTONE PARK ADVISORY GROUP TERMS OF REFERENCE AND REPORTING REQUIREMENTS

DOCUMENT TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	DOCUMENT ADOPTED	REVIEW DUE
Council	Active Communities Coordinator	Community Services Manager	XX	August 2027
PURPOSE	<p>To establish the role and functions of the Maidstone Park Advisory Group.</p> <p>The Maidstone Park Advisory Group is established to provide advice to Council regarding the strategic and long term future of the complex.</p>			
ROLES AND RESPONSIBILITIES	<p>The Advisory Group will:</p> <ul style="list-style-type: none"> • Provide input and advice on decisions and policies related to Maidstone Park; • Actively advocate on behalf of and promote Maidstone Park complex; • Work with the Council to attract funding and other resources in accordance with identified needs; • Provide a long term strategic focus on the future of Maidstone Park. 			
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. • Advisory 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 Maidstone Park Advisory Group will comprise of up to:</p> <ul style="list-style-type: none"> • Two (2) Councillors • Community Services Manager (or Nominee) • Eight (8) members with an interest in Maidstone Park (e.g. user group, Spreyton community member). 			
TERMS OF APPOINTMENT	<p>Members will be appointed by the Council following a formal expression of interest process for a two-year period.</p> <p>Failure to attend three (3) consecutive meetings without prior approval, of the Advisory 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 Advisory Group will be reviewed by Council every two years.</p> <p>CHILD SAFE FRAMEWORK</p>			

	All group members are to adhere to the Tasmanian Child and Youth Safe Organisations Framework.
QUORUM REQUIREMENTS	A minimum of 6 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 Advisory Group will generally meet bi-monthly. Meetings will generally be during business hours due to the requirement for staff attendance, at a location in Devonport or Spreyton, unless otherwise determined by the Group.</p> <p>The Group 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 Group.
CHAIRPERSON	<p>A Councillor will be elected chair of the Group. In the absence of a nomination by a Councillor, the Group will elect its own Chair.</p> <p>The Chairperson shall facilitate meetings, provide leadership, and represent the Advisory Group as required.</p>
REPORTING AND COMMUNICATION	Outcomes of the Maidstone Park Advisory Group will be listed on Council's Monthly Operational Report for noting.
ADMINISTRATION SUPPORT	Council staff will facilitate meetings and support the advisory 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 Procedures when attending meetings or delivering agreed actions. • 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.
LEGISLATION AND RELATED DOCUMENTS	<i>Local Government Act 1993</i>

ATTACHMENTS (IF APPLICABLE)	N/A		
STRATEGIC REFERENCE	4.1 Sport and recreation facilities and programs meet community needs 5.3 Council looks to employ best practice governance, risk and financial management		
MINUTE REFERENCE	XX		
OFFICE USE ONLY	Update Register Y	Training/Communication	Y
	Advise Document Controller Y	Advise HR / MCO	Y
	Management Sign Off:  Date: 28/10/2024		