

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

18 October 2016

Agenda Item 6.1 Off Leash Dog Park Advisory Committee

Attachment 1 Final Draft - Off Leash Dog Park Advisory Committee 30



Off Leash Dog Park Advisory Committee

TERMS OF REFERENCE

Adopted by Resolution of Council on 18 October 2016

For Review 18 October 2018

a)

1. Purpose

The purpose of the Off Leash Dog Park Advisory Committee is to:

- Identify community need for additional off leash dog park sites including potential locations
- Provide advice to Council in relation to the ongoing functioning and performance of permanent Off Leash Dog Parks within the municipality.

2. Role of the Off Leash Dog Park Advisory Committee

The Off Leash Dog Park Advisory Committee is appointed in an advisory capacity to perform the following roles:

- make recommendations to Council on the procedures, rules and conditions of use necessary for the proper management of the off-leash park/s
- provide advice on specific issues as required
- propose capital works for Council consideration
- assist Council with the resolution of conflicts between users as they occur
- arrange meetings, forums, seminars or other activities to assist the committee in meetings its objectives
- liaise with the Council and its staff to ensure continuing cooperation and coordination of the facility
- publicise and promote interest in the facility
- act consistently with the objectives of the committee
- not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid

3. Committee Membership

The Committee shall comprise of up to ten members representative of the community and one Councillor. All members will be appointed by resolution of the Council and have voting rights.

Council will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News before appointing community representatives to the committee.

Community representatives will be appointed for a period of two years, but may be removed by the Council at any time. Vacated community positions will be subject to a public call for applications with the outgoing member/s eligible for reappointment. In the case of a casual vacancy on the committee, any appointment will be for the remainder of the term of the original appointment.

If a member does not attend a scheduled meeting of the committee for more than three consecutive meetings, membership may be reviewed by the Committee and may prompt a vacancy on the committee.

4. Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- Meetings of the committee will be held quarterly.
- The Chairperson must chair all meetings at which he or she is present. In the Chairperson's absence, the Committee must appoint an Acting Chairperson who will chair that meeting.
- At the first meeting of each year, the committee will elect office bearers to the positions of Chairperson and Secretary.
- The Committee's position on any issue under consideration will be made upon a majority vote by members present. In the event of a tie, the Chairperson will have an additional casting vote.
- The quorum at any Committee meeting shall be a majority of the voting members of the Committee (half plus one) in attendance for the meeting to take place.
- When the Committee's business involves a matter in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from that portion of the meeting. All committee members must comply with the *Local Government Act 1989* with respect to Conflict of Interest requirements.

5. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical
- e. avoid conflicts of interest
- f. refrain from releasing confidential information.

6. Assemblies of Councillors [This section only required if at least one Councillor is appointed to the committee]

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are

required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The terms of reference for the Off Leash Dog Park Advisory Committee will be reviewed on a biennial basis prior to recruitment of community members.