



Bayside Council

Serving Our Community

Arncliffe Youth Centre Working Party Terms of Reference

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Arncliffe Youth Centre Working Party Terms of Reference

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1 Background

To assist in meeting its role and responsibilities across the local government area, Bayside Council is supported by a committee (and working party) framework established to support the decision-making process.

Bayside advisory committees provide advice on strategic direction, priorities and policy principles related to the Committee function. They are to inform and monitor the development of the Delivery Program and the Operational Plans.

These particular terms of reference outline the working party's function, structure, authority and reporting requirements. For consistency of approach and understanding, they are based on the generic advisory committees' terms of reference.

2 Interpretation

For the purpose of this document:

Member means a member of the Working Party.

Council means Bayside Council.

Chairperson means the chairperson of the Working Party or Sub-Committee appointed by Council.

Mayor means the elected Mayor.

3 Working Party function

The function of the Arncliffe Youth Centre Working Party is to design and implement the management model for the operation of the Centre.

4 Status of Committee

The Working Party is an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

5 Delegations

The Working Party may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to the next convenient Council Meeting for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are to be accompanied by a report to Council from the appropriate Council officer.

The Working Party's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Group.

The Working Party does not have the power to incur expenditure, nor do they have the power to bind Council.

6 Membership

6.1 Overview

The Working Party comprises Councillors, senior staff and is supported by other Council officers.

6.2 Councillors

Council appoints Councillors to be members of the Working Party.

The remaining Councillors are welcome to attend meetings of the Working Party as observers and contribute to discussions but are not entitled to vote, unless they form part of the quorum for the purposes of clause 5.4 *Quorum*.

6.3 Senior staff

The General Manager, Director City Life, and Director City Performance are members of the Working Party. The General Manager may appoint alternates for these senior staff members.

Senior staff members are not entitled to vote.

6.4 Chair and Deputy Chair

The Chairperson of the Working Party is either the Mayor as ex-officio, or one of the Councillor members by election at the first meeting. In the absence of the Chairperson at a particular meeting the meeting elects a Chair of the meeting.

6.5 Quorum

The quorum for the Working Party is two Councillors and one senior staff member. Other Councillors present and participating in the meeting may be counted as part of the quorum, however at least one Councillor must be an appointed member of the Working Party.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

6.6 Term of office

Unless otherwise stipulated by Council, the Working Party members are appointed until the management model is resolved and implemented.

A member continues as a member of the Working Party until the next ordinary election of the Mayor, or the next general election of Council, or until the Working Party is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in Councillor membership is to be filled by Council appointment.

From time to time, Council may appoint other members to the Working Party to suit the matters under consideration.

7 Other attendance

7.1 Community representation

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of the Working Party in order to assist the Working Party in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Working Party.

7.2 Council staff

The Working Party is supported by Council officers, who provide technical advice and support, and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

7.3 General public

The Working Party meetings are not open to the public.

8 Support

8.1 Sub-committees

The Council may establish sub-committees, and appoint members and respective chairpersons to support the work of the Working Party.

8.2 Specialist support

Council provides specialist information on the areas of interest of the Working Party. Such information includes:

- Proposing strategic issues for consideration.
- Background research on issues.
- Preparation of reports on issues for consideration.

8.3 Administrative support

Council provides administrative support as determined by the General Manager to assist the Working Party in its deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

9 Meeting schedule

The Working Party meets on an as-needs basis. The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it.

The location, date and time for meetings is advised on the meeting notice, which is provided to members along with the business paper in accordance with the Code of Meeting Practice for *Council Committees*.

The form of meetings maybe face-to-face or via electronic means.

10 Meeting practices and procedures

The administrative provisions for *Council Committees*, as outlined in Council's Code of Meeting Practice apply, unless varied by these Terms of Reference.

In the event of a tied vote, the Chairperson can exercise a casting vote.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Working Party.

The minutes of each meeting are submitted to the next convenient Council Meeting with a view to the Working Party's recommendations being considered.

11 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

12 Document control

12.1 Review

The Working Party and these Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

12.2 Version history

Version	Release Date	Author	Reason for Change
1.0	10/02/2021	Coordinator Governance	New document