

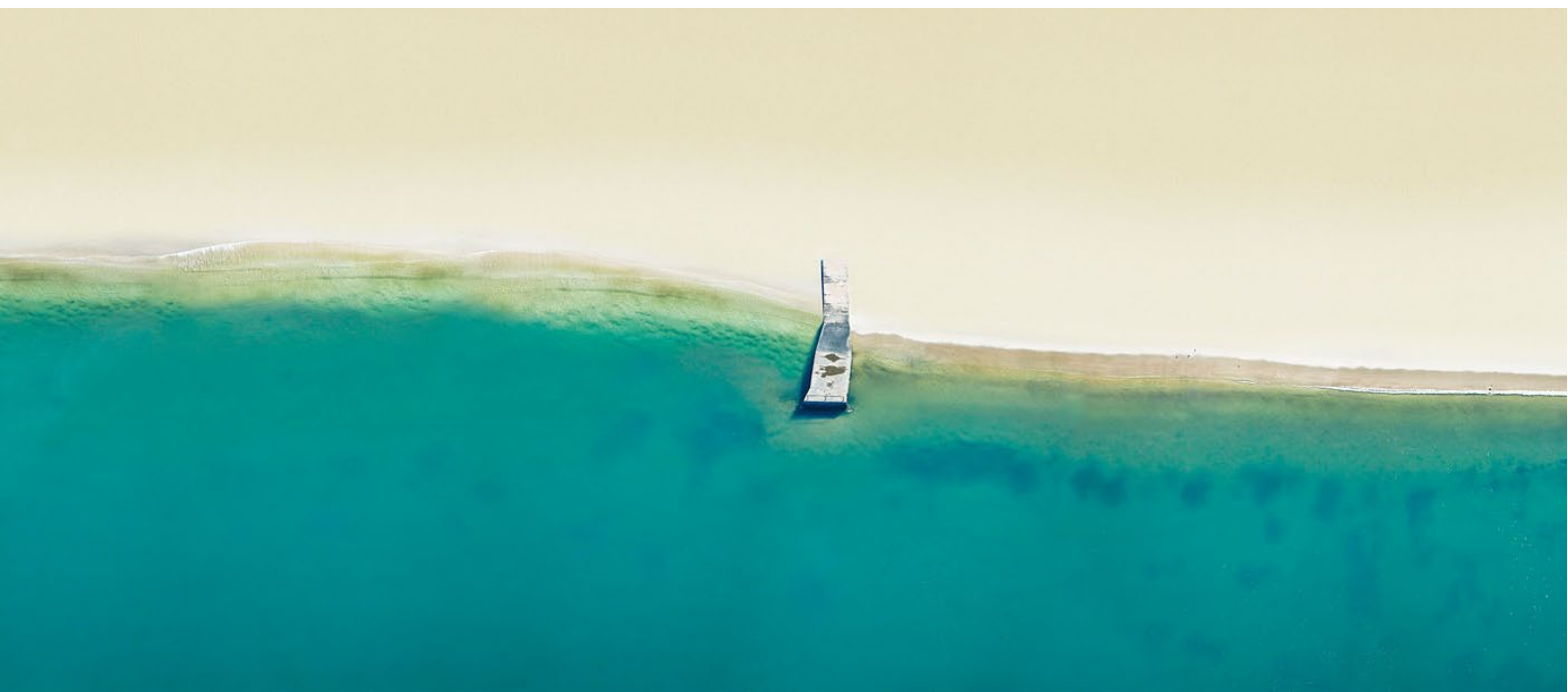


**Bayside Council**

Serving Our Community

# **City Services Committee Terms of Reference**

**February 2022**



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# 1 Purpose

To make recommendations to Council in relation to matters falling within the responsibility of the City Services Advisory Committee.

To support the success of Council's Integrated planning and reporting framework goals and objectives through the provision of strategic direction and informed decision making.

The Advisory Committee provides advice on strategic direction, priorities and policy principles related to the Committee function. The terms of reference outlines function, structure, authority and reporting requirements of the Advisory Committee.

The objective/function of the City Services Advisory Committee is to consider all issues relating to City Services. The Committee shall have responsibility for consideration of all matters/issues related to all functions that fall within the respective directorate including including but not limited to the following: -

Community strategic plan, social planning (community and recreational needs and analysis), community development, community information, Children's services, family day care, long day care, school vacation care, aged, disability, multicultural, youth services, community arts and entertainment, sport and recreation planning and development, healthy and active lifestyle initiatives, review of access issues, accessibility, youth policy, ensuring a high quality of life for older persons and the provision of advice and support in planning and development of facilities to meet the needs of an ageing population, positive healthy ageing, disseminating information to encourage older people to take an increasingly active role in their area and to live an independent, full, and healthy lifestyle, facilities management; beaches and leisure facilities, regulation and enforcement; tourism and economic development; communication protocols, community engagement opportunities, website design and functionality, community participation, community satisfaction monitoring and assessment, community events program, community planning and development, Aboriginal and Torres Strait Islander Services, cultural diversity, community arts and cultural planning, life-long learning initiatives, history and heritage, community health and safety, community capacity building, community and sporting facilities utilisation, recreational, civic recognition, community recognition, community facility marketing opportunities and customer service.

The role of the City Services Advisory Committee includes but not limited to related to the following functions: -

- Services
- Aboriginal/Indigenous
- Community Safety
- Events
- Women; Seniors; Children's' Services
- Public Art
- Sport & Recreation (including Arncliffe Youth Centre Working Party)
- Library
- Cultural & Linguistically Diverse (CALD)

## 2 Interpretation

For the purpose of this document:

*Member* means a member of the City Services Advisory Committee.

*Committee* means City Services Advisory Committee.

*Council* means Bayside Council.

*Chairperson* means the chairperson of the City Services Advisory Committee or Sub-Committee appointed by Council.

*Mayor* means the elected Mayor.

## 3 Status of Committee

City Services Advisory Committee is an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

## 4 Delegations

City Services Advisory Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

## 5 Membership

### 5.1 Overview

City Services Advisory Committee comprises Councillors only as members with the attendance of the Respective Director, General Manager and any other nominated Council officer.

### 5.2 Councillors

Council appoints the number of Councillors to be members of an Advisory Committee. As per Council resolution (Min No.2022/034) this Advisory Committee is to consist of 7 Councillors.

All other Councillors are welcome to attend meetings of an Advisory Committee as observers and contribute to discussions but are not entitled to vote.

### 5.3 Chair and Deputy Chair

**The Chairperson** is the Mayor, otherwise, if the Mayor does not wish to be the chairperson of a committee, either

(a) a member of the committee elected by the council, or

(b) if the council does not elect such a member, a member of the committee elected by the committee.

The Deputy Chairperson – Council to elect a member of a committee as deputy chairperson of the committee or if the council does not make the election, the committee may elect a deputy chairperson.

## **5.4 Quorum**

The quorum for the City Services Advisory Committee is **four (4)** member Councillors present (i.e., half the total members plus one).

All Councillors that are not members of this Advisory Committee be appointed as alternate members to fill quorum in times when a quorum can't be achieved due to absences or conflicts of interest.

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

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

## **5.5 Term of office**

City Services Advisory Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

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

# **6 Other attendance**

## **6.1 Community representation**

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of the City Services Advisory Committee in order to assist the Committee 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 Committee.

## **6.2 Council staff**

City Services Advisory Committee is supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

City Services Advisory Committee is serviced by the respective divisional Director.

## **6.3 General public**

City Services Advisory Committee meetings are open to the public. However, if

confidential matters are before the Advisory Committee, members of the public will be requested to leave the meeting whilst the Advisory Committee is in Closed Session.

Members of the public who wish to make representations on an item listed on the Agenda to the Advisory Committee can address the Advisory Committee via Public Forum at the Advisory Committee meeting. Public Forum will be held as per Council's Code of Meeting Practice.

## 7 Support

### 7.1 Sub-committees

The Council may establish sub-committees; and appoint members and respective chairpersons to support the work of Advisory Committees.

### 7.2 Specialist support

Council provides specialist information on the areas of interest of Advisory Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

### 7.3 Administrative support

Council provides administrative support as determined by the General Manager to assist Advisory Committees in their 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.

## 8 Meeting schedule

City Services Advisory Committee normally meet once a month on the **first Wednesday of the month at 6.30pm** (except during the summer recess) at the Botany Town Hall.

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 and notification provided in accordance with Council's Code of Meeting Practice.

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

## 9 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

Where possible, or otherwise approved, the meetings of City Services Advisory Committee will be held the second Wednesday of the month (except during the summer recess).

The proceedings of each meeting are recorded in minutes of the meeting, including but not limited to those present, apologies, conflict of interests, public forum and recommendations on matters before the Committee.

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

## 10 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.

## 11 Document control

### 11.1 Review

The Committee and this Terms of Reference will be 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.

### 11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	11/02/2022	Cathryn Bush	New document
1.1	23/2/2022	Cathryn Bush	Adopted by Council with minor modification