

Furneaux Health Community Special Committee of Council Terms of Reference

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The Flinders Council Furneaux Health Community Special Committee has been established under Section 24 of the Local Government Act 1993, and was ratified by Council >Date<

The following Terms of Reference were approved by Council on >Date<

1. Purpose of Committee

The primary purpose of the Furneaux Health Community Special Committee of Council (the Committee) is to support and lobby for the broad health and wellbeing needs of the community.

2. Principal Roles of the Committee

To act as a conduit for the health based concerns of residents of the Furneaux region of Tasmania and Flinders Council (the Council) so to the assist Elected Members (Councillors) of the Council in Council decisions relating to the health and wellbeing of the community.

It will do this by:

- Identifying the health needs of the Furneaux region;
- Identifying service priorities;
- Suggesting possible, practicable and locally appropriate strategies to meet health needs and bring awareness to the community.

3. Constitution

The Committee is a Special Committee of the Council, established pursuant to Section 24 of the *Local Government Act 1993*.

The procedures for the conduct of meetings of the Furneaux Health Community Special Committee shall be as per the *Special Committees of Flinders Council Meeting Rules*. (Refer to Appendix)

The Committee may seek information from the General Manager to perform the functions required.

Unless otherwise directed by the Council, or identified in these Terms of Reference, the Committee will not have executive powers in regard to its findings and recommendations.

The Committee will make recommendations to the Council for its approval.

4. Membership

The Special Committee shall consist of the following:

Office Bearers

- Chairperson – Elected member of Council and;
- Deputy Chairperson

Nominated members of the community appointed by Flinders Council.

Committee membership is formally appointed by the Council and will consist of not less than eight (8) members. A quorum will be five (5) members, which must include a Councillor.

Committee member terms will be up to the duration of 4-years. Special Committee positions are deemed vacant and all members will be nominated at the first Committee meeting held post Council's confirmation of Special Committees of Council which will subsequently be decided by the new Council 3 - 6 months post the local government elections.

Nominated members are then to be formally appointed by Council.

The Chairperson will be appointed by the Council.

The composition of the Committee will be reviewed every four (4) years coinciding with the Local Government Elections.

The Committee will consist of a minimum of eight (8) members drawn up as follows:

- a) Maximum of two (2) local government representatives;
- b) Six (6) to a maximum of twelve (12), community representatives, where possible, representing all major population centres and interest groups or service providers of the Furneaux region;
- c) Council staff (ex officio).

It is anticipated that community representatives will have:

- Good communication skills and the ability to disseminate information;
- The ability to assist in strategic planning;
- Broad community networks;
- Demonstrated capacity, as verified by community involvement to encourage practices and behaviours that will advance the health and well being of the Furneaux region community.

Flinders Council may, on occasion, vary membership numbers.

Council may at any time reject a nominated member, remove, reappoint an appointed member, or appoint another member in his/her stead.

All Committee members are considered Volunteers of Council as they are essentially undertaking work for the Council and as such are automatically covered by Flinders Council's insurance for personal injury and public liability only while conducting the business of Council. This definition of *Volunteer* is taken from the *Work Health and Safety Act 2012*. All Committee members will be registered on Council's Volunteer register and will be required to be inducted on Council's Policies and Procedures, known as the *Flinders Council Volunteer Induction*.

All Flinders Council volunteers are to work within parameters and abide by any conditions as set out in their individual Volunteer Role Statements issued to them after their Volunteer Induction.

5. Special Committee Membership Vacancy

Once a Special Committee vacancy is known by Council, nominations are solicited by Council via an advertisement in the Flinders Island News and via the Council website. Nominations received and accepted by Council are then put forward to the Special Committee for consideration. The Special Committee must then put forward to Council a recommendation for a formal appointment to be made at an ordinary meeting of Council.

6. Absence from Office

The office of any member can be deemed vacant by Council if they are absent from (3) consecutive meetings of the Special Committee.

7. Meetings

The Committee will meet not less than six (6) times a year. The Committee will hold additional meetings as and when required in order to fulfil its duties. Any two members of the Committee or the General Manager may request a meeting at any time.

Reasonable notice will be given of the meetings to all members of the Committee.

The General Manager and a minute taker can attend Committee meetings.

8. Meeting Responsibilities

Chairperson (and Deputy Chairperson)

The Chairperson of the Special Committee shall be an elected member of Council. The Chairperson is responsible for:

- Ensuring regular meetings of the Committee are held and that all members are advised of the meetings;
- Correspondence;
- Drawing up an agenda for the meetings;
- Presiding over the meeting to ensure adequate discussion/debate of all agenda items and any new business;

- Orderly conduct of the meeting;
- Control of the voting process.

Deputy Chairperson

The Deputy Chairperson of the Special Committee may temporarily stand in the Chairpersons position in his/her absence and may take on the responsibilities of the Chairperson as required.

Minute Taker

The Minute Taker of the Special Committee is a Council appointed staff member who provides administrative support to the Chairperson and is responsible for:

- Sending out meeting notices – Date, time, meeting place.
- Preparing agendas in consultation with the Chairperson.
- The recording and distribution of accurate minutes to Special Committee members. Minutes are to detail, attendance, points of discussion and decisions made.

Non - Office Bearing Special Committee Members

Responsibility to provide meetings with feedback from the local community and to contribute to constructive discussion on all agenda items and with regard to Point 1. and 2. of this document - Purpose and Principal Role of the Committee.

9. Sub-committees / Liaison groups:

- a) The Committee may establish sub-committees for specific projects that align directly with the purpose of the Committee;
- b) Any sub-committee must include at least one (1) member of the Committee and shall be chaired by a member of the Committee. The chairperson of a sub-committee shall report the operations of the sub-committee to the Committee meetings.

10. Reporting

The Chairperson will report to the next Ordinary Council Meeting following a Committee Meeting, on the outcomes of the Committee Meeting.

The Committee minutes are to be confirmed by the Committee and then presented to Council for acceptance as soon as is practicable and within (14) days after a meeting has been conducted.

Definitions

In these Terms of Reference:

"Special Committee" means Flinders Council Furneaux Health Community Special Committee appointed by the Council under Section 24 of the Local Government Act 1993. (Tasmania)

"Council" means Flinders Island Council.

"Chairperson" means the Chairperson of the Special Committee who shall be an elected member of Flinders Council and appointed as Chairperson of the Special Committee by Flinders Council.

"Deputy Chairperson" means the Deputy Chairperson of the of the Special Committee elected at the Annual General Meeting of the Special Committee and formally appointed by Flinders Council.

"General Manager" means the General Manger of Flinders Council.

"Nominated Member" means a person who has been nominated to fill a vacancy for the Special Committee.

APPENDIX

Special Committees of Flinders Council Meeting Rules

1. The appointed Chair of the Special Committee is to run all meetings. (In the case the appointed Chair is unavailable a person arranged by the appointed Chair is to Chair the meeting and ensure the appointed Chair receives a report of the meeting in writing.)
2. Minutes are required to be recorded for all Special Committees of Council Meetings including Annual General Meetings. The minute taker must be indicated at the conclusion of all minutes.
3. Minutes must contain the following details:-
 - Date of meeting, time opened and place
 - Attendance and apologies to be recorded
 - Confirmation of previous minutes – this must be moved & seconded with names being recorded
 - Agenda items
 - Other Business
 - Time the meeting closed
4. **ALL** recommendations are to be moved and seconded and recorded in the minutes.
5. **ALL** minutes are to be forwarded to executive.assistant@flinders.tas.gov.au for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the minutes. (Unconfirmed Minutes will be noted by Council and Confirmed Minutes will be accepted.)