

HOUSING WORKING GROUP

A Working Group of Flinders Council

Local Government Act 1993 s.24

Terms of Reference

1 DEFINITIONS & INTERPRETATION

1.1 In these Terms of Reference, unless the contrary intention appears:

Act means the *Local Government Act 1993* (Tas);

Chairperson means the Chairperson of the Working Group elected in accordance with clause 3.3 of these Terms of Reference;

Council means the Flinders Council;

General Manager means the person appointed to the position of general manager of the Council in accordance with section 61 of the Act;

Member means a member of the Working Group appointed or elected in accordance with clause 3.1 of these Terms of Reference;

Meeting means a meeting of the Working Group convened in accordance with these Terms of Reference;

Municipal Area means the municipal area of the Flinders Council prescribed in accordance with section 16 of the Act;

Secretary means the person nominated by Council or the Working Group to be the secretary of the Working Group;

Simple Majority means the majority of Members present and able to vote at a Meeting;

Terms of Reference means these Terms of Reference as may be amended, varied or replaced by Council from time to time; and

Working Group means the Housing Working Party which is a working group of Flinders Council established by a resolution of Council made on 21st May 2019 (133.05.2019).

2 PURPOSE

- 2.1 The purpose of the Working Group is to investigate issues around housing availability, ascertain requirements, and formulate proposals for Council consideration, utilising recommendations listed in the Department of State Growth's Housing Analysis Report as a starting point.
- 2.2 The Working Group will achieve this purpose by consulting with key stakeholders to develop options.

3 MEMBERSHIP OF WORKING GROUP

- 3.1 The Working Group will consist of the following members who will be entitled to vote:
 - (a) Up to three (3) elected members of the Council;
 - (b) One representative from the following stakeholder organisations:
 - Department of Health
 - Department of Education
 - Flinders Island Business Inc.
 - Flinders Island Aboriginal Association Inc.
 - Hydro Tasmania
- 3.2 The following persons may attend meetings of the Working Group in a non-voting capacity:
 - (a) the General Manager;
 - (b) the Mayor;
- 3.3 Once appointed, Members will elect from amongst the membership of the Working Group a person to the position of Chairperson.
- 3.4 Council may, from time to time:
 - (a) vary the number of Members;
 - (b) remove any Member and appoint another person as a Member; and/or
 - (c) remove and replace the Chairperson.
- 3.5 All members are considered to be volunteers of Council for the purposes of the *Work Health and Safety Act 2012 (Tas)*. All members must be registered on Council's volunteer register and are required to be inducted with respect to Council's Policies and Procedures, known as the Volunteer Induction.
- 3.6 All Members must work within the parameters of, and abide by, any conditions as set out in the Volunteer Role Statements issued to each Member following their Volunteer Induction.

4 WORKING GROUP MEETINGS

- 4.1 Meetings must be held at least four (4) times in each calendar year at a location mutually agreed by the Members. Members who are unable to attend in person may participate via telephone or video conference.
- 4.2 The Secretary must give each Member at least seven (7) days' notice of each Meeting which must include an agenda of the matters to be discussed.
- 4.3 The Chairperson is responsible for conducting Meetings. Meetings must be conducted in accordance with the agenda circulated in accordance with clause 4.2 of these Terms of Reference.
- 4.4 All Working Group members, unless otherwise exempt, must declare interests under terms of section 48 *Local Government Act 1993*.

5 MINUTES

- 5.1 Accurate minutes of all proceedings of Meetings must be recorded, securely stored and delivered to the Council within fourteen (14) days of the relevant Meeting at which they were taken.
- 5.2 The minutes kept pursuant to clause 5.1 of these Terms of Reference must:
 - (a) contain the following details:
 - i. the date of the Meeting;
 - ii. the time the Meeting opened and closed;
 - iii. the place where the Meeting was held;
 - iv. attendance and apologies;
 - v. a list of all items considered at the meeting; and
 - vi. records of all actions;
 - (b) confirm the identity of the minute-taker;
 - (c) be confirmed by the Members at the next occurring Meeting; and
 - (d) be signed by the Chairperson of the Meeting at which the proceedings took place or by the Chairperson of the Meeting at which the minutes are confirmed.
- 5.3 The Working Group shall follow any policy of minute keeping and record keeping as determined by the Council.

6 REPORTS

- 6.1 Recommendations that require Council consideration are to be brought by the member Councillor to the next available ordinary meeting of Council following a Meeting.

6.2 If required by Council an annual report of the Working Group's activities must be prepared and delivered to the Council at the end of each financial year ending 30 June.

7 CIRCUMSTANCES NOT PROVIDED FOR

If any matters arises to which these Terms of Reference are silent, the Chairperson must refer the matter to Council as soon as practicable and, in accordance with s.24 of the Act, Council will determine the procedure to be adopted for addressing the relevant matter.

DATED the 6th day of August 2019