

Flinders Boating Special Committee Terms of Reference

Purpose

The purpose of the Flinders Boating Special Committee (hereafter referred to as 'the Committee') is to provide recommendations to Flinders Council regarding boating matters and associated infrastructure, as they apply to the Flinders Municipality.

Department Governance

File No. COM/0404

Council Meeting Date

Minute Number

Next Review Date

Review History

The first seven Terms of Reference listed below are non-negotiable and relate directly to the Terms of Reference of all Council Special Committees.

1. Meetings, Agenda, Minutes, Membership, Quorum

- 1.1. The Flinders Boating Special Committee is to meet at least 4 times per year.
- 1.2. Membership will include at least one elected member, as appointed by Council.
- 1.3. The Committee Chair will be the Mayor, (non-voting), as appointed by Council.
- 1.4. Membership will also include the following:
 - 1.4.1. Councillors as appointed by Council (1)
 - 1.4.2. General Manager, Flinders Council (non-voting)
 - 1.4.3. Infrastructure and Airport Manager
 - 1.4.4. Representative of Flinders community
 - 1.4.5. Representative of Flinders Island Business Incorporated
- 1.5. Council may, from time to time: vary the number of members; remove the chair or deputy chair; and appoint a chair.
- 1.6. The Committee shall appoint a deputy chair, & a secretary to deal with minutes and correspondence.
- 1.7. A quorum for conducting a Meeting is one more than half of all Committee members.
- 1.8. The Chair will ensure that an agenda is sent to Committee members at least 7 days prior to each meeting.
- 1.9. The Chair will ensure that minutes are recorded for each meeting. Minutes are to include: Confirmation of previous minutes; key points against each agenda item;

all motions, their mover and seconder and their outcomes; date and time of meeting; names of attendees and of apologies; time the meeting opened and closed and name of minute-taker.

- 1.10. The Chair is to ensure that minutes of each Committee meeting are sent to Council's Executive Officer for inclusion in the Ordinary Council Meeting Agenda.
- 1.11. All recommendations are to be moved and seconded and recorded in the minutes. The Chair is to take all recommendations to Council for consideration via a Notice of Motion.

2. Vacancies

- 2.1. A Committee vacancy is declared if a member:
 - 2.1.1. Tenders his / her resignation in writing to the Chairperson (in the case of resignation of the Chairperson, to the Deputy Chairperson);
 - 2.1.2. Dies;
 - 2.1.3. Is removed by Council; or
 - 2.1.4. Fails to attend 3 consecutive meetings without reasonable reason.
- 2.2. When a vacancy occurs, the Chair is to report this to Council's Executive Officer, who will deem the process for filling the vacancy.

3. Voting

- 3.1. Voting shall be by simple majority. An abstention is viewed as a vote against. A drawn vote is considered lost.
- 3.2. Observers may attend Committee meetings if approved by a majority of members but may not vote.
- 3.3. The General Manager and / or the Mayor may attend all Special Committee Meetings in an ex officio capacity.

4. Financial

- 4.1. This Committees may apply for grants, under the auspices of Council, but any grant application must be approved by the General Manager.

5. Other

- 5.1. Maintenance of boating infrastructure should be reported to the General Manager.
- 5.2. All non-Councillor committee members are viewed as volunteers of Council for the purposes of the *Work Health and Safety Act 2012 (Tas)*. All such members must be registered as Council volunteers and are required to complete Volunteer Induction.
- 5.3. At each Committee meeting, the Chair is to request Councillor members to indicate if they have a conflict of interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, as required by Part 2 of Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015.

6. Legislation

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2015

7. Responsibilities

The responsibility for this procedure rests with the General Manager.