

# Ulverstone Wharf Precinct Advisory Committee OPERATING GUIDELINES AND CHARTER

## 1 Introduction

The Ulverstone Wharf Precinct was built by the Council to host community events that build on our 'sense of place' and exhibit the richness and diversity of our community.

The Council is committed to working with the community to ensure the Wharf Precinct provides for the community as planned and to guide future developments in this space.

To achieve this, in 2014 the Ulverstone Wharf Precinct Advisory Committee was established to assist the Council in ensuring the Wharf Precinct is host to a calendar of events complementary to the space. This document provides the Operating Guidelines and Charter to the Committee.

## 2 Role

The role of the Ulverstone Wharf Precinct Advisory Committee is to assist the Council in ensuring that the Wharf Precinct spaces value-add to community by:

- . acting as an advisory body to the Council;
- . providing a formal link between the community, the Wharf Precinct spaces sub-committees and the Council;
- . supporting the sub-committees in their endeavours;
- . encouraging and promoting greater community use of the spaces;
- . ensuring opportunity for all to make use of the spaces;
- . utilising the skills, knowledge and creative energy of community members, and
- . maintaining a year-round calendar of events.

## 3 Relationship to Council

- . The Committee has been established as a representative group to advise the Council.

- . The Council will coordinate Committee meetings and manage agendas and minutes for each meeting.
- . Relevant Council staff will attend Committee meetings as required.

#### **4 Committee membership**

- . Members will be based within Central Coast and will comprise:
  - one Councillor;
  - one representative from the Live@theWharf sub-committee;
  - one representative from the Cradle Coast Farmers Market Inc. Committee;
  - one representative from Leven Regional Arts;
  - one representative from Pier01;
  - one representative from Pedro's Restaurant;
  - three community representatives with no affiliation to the community groups listed above, including a representative of 'youth' in community;
  - a minute taker (to be resourced by the Council).
- . The General Manager (or her/his representative) will be the Chairperson at any meeting of the Committee.
- . Committee members will be appointed through an expression of interest process from the community groups listed above and community members. If there is a shortfall of suitable applicants, the Council may appoint community members to fill the positions.
- . Council staff and/or other guest speakers may attend Committee meetings at the request of the Committee or the General Manager.

#### **5 Committee meetings**

- . Meetings are to be held in a regular venue, on a fixed day, e.g. first Tuesday, second Wednesday, on a bi-monthly basis.
- . Meeting day/times may be varied by agreement at a Committee meeting.

## **6 Discussion**

- . The Chairperson is to control the meeting by working through the agenda and facilitating discussion.

## **7 Decisions**

- . A resolution is passed by a majority of votes taken by a show of hands.
- . Only members of the Committee can vote.
- . No quorum is required at a meeting as the function of the Committee is to provide input into Council decision making.
- . The Chairperson must ensure clarity regarding resolutions by either voting on specific resolutions or recording consensus decisions made.
- . Items requiring further information or deliberations may be held over until the next meeting. These items can be noted in the minutes as “deferred”.

## **8 Recording actions arising in the minutes**

- . The minute taker must ensure that all actions arising are recorded (NOTE: not all discussion needs to be recorded in the minutes).
- . Only issues discussed at a Committee meeting can be included as a formal action.
- . Any allegations against individual Council staff members, Councillors or community members must not be recorded in the minutes, but must be made in writing to the General Manager. If a complaint cannot be submitted in writing for any reason contact the General Manager by phone or in person.

## **9 Business allowed at Committee meetings**

- . The Committee will not consider matters of personal, private or party political nature.
- . The Committee will make it clear in any correspondence to outside agencies that they are not expressing an official Council view.

- . The Committee will operate with an awareness of their obligations to abide by defamation and libel laws both in discussions at meetings and in the recording of minutes. Derogatory references towards any person must not be made either verbally or in writing.

**10 Distribution of minutes and agenda**

- . The typed minutes and agenda are to be posted/emailed to all members listed on the Committee mailing list. Copies will also be sent to the Council.

**11 Media protocol**

- . The Mayor and General Manager are the principal spokespersons for the Council. Members of the Committee shall not make statements to the media.

## **Ulverstone Wharf Precinct Advisory Committee CHARTER**

### **Responsibilities of the Council**

The Committee can expect the Council to:

- . Listen to the issues raised in Committee meetings and respond promptly to address them where practicable.
- . Consult directly with the Committee where a proposed major event is related to the community spaces at the Wharf Precinct.
- . Advise the Committee of any consultation the Council is undertaking in relation to the Wharf Precinct.
- . Respond promptly to individual complaints raised through Committee meetings.
- . Treat all Committee members in accordance with the Council's Customer Service Charter.
- . Provide the Committee with a clear indication of decisions made in relation to matters referred for consultation to the Committee and the considerations that informed the decision.
- . Clearly indicate when the Council is providing information only to the Committee (e.g. a decision has been made) and when the information is being presented in the form of consultation with the Committee prior to a decision being made.
- . Clearly indicate to the Committee who has decision making power in relation to issues, e.g. the Council, State Government.
- . Make Council staff available to attend Committee meetings as required or requested.
- . Adhere to the Committee's Charter.

### **Responsibilities of the Committee**

The Council can expect the Committee to:

- . Provide timely feedback about proposals for Wharf Precinct projects.
- . Clearly indicate whether feedback provided to the Council reflects the view of a meeting or a personal opinion.
- . Recognise that information provided by the Committee will be considered by the Council along with other forms of input (e.g. from other groups, local residents who do not attend Committee meetings, government departments etc.).
- . Recognise that the Council is the decision making body and that decisions may or may not accord with the expressed wishes of the Committee.
- . Seek the input of Council Departments and other relevant agencies before undertaking Wharf Precinct projects to ensure legislative compliance.
- . Treat Council staff with respect when they attend Committee meetings.
- . Work collaboratively with other community groups and agencies to ensure a broad base of support from other groups in the community.
- . Adhere to the Committee's Charter.