

Pasadena Community Centre Community Advisory Group Terms of Reference

Endorsed {date}

1. Establishment of the Pasadena Community Advisory Group (PCAG)

The City of Mitcham Council (Council) establish a group to be known as the Pasadena Community Advisory Group (the **Group**) for the purpose of enabling the voice of the community to be heard, advising the Manager of Community Connection, or nominee on development of activities and facilities which can be made available for residents at the Pasadena Community Centre.

The group seeks to maintain trust through open communication and encourage further commitment from council to develop the space into one which best suits the needs of the local community. The primary focus of the Group is to be advisory in nature, rather than that of decision making.

2. Delegation

The Group is delegated with the power to adopt its own minutes as a true and accurate record of proceedings.

3. Membership

3.1 The Group shall consist of the following members:

- Up to twelve (12) community members.
- The Manager of Community Connection, or nominee.

3.2 Community representatives will be selected by the Manager of Community Connection (or nominee) with the advice of the Manager of the Centre, on a merit basis, as a result of an Expression of interest. Administration will seek to ensure a broad cross section of the community is represented through the selection process.

3.3 Membership shall consist of individuals that are diverse through age, gender, culture, language, ability/disability, ethnicity, education, employment status, and

experience.

- 3.5 The Presiding Member (Chair) of the Group shall be the City of Mitcham's Manager of Community Connection, or nominee.

4. Meeting Times

The Group shall hold its first meeting at a date and time to be determined in consultation with the Presiding Member; but not less than twice a year; and shall meet thereafter as determined by the Group.

5. Meeting procedures, minutes and documents

- 5.1 The Group shall conduct its meetings in accordance with Part 3 of the Local Government (Procedures at Meetings) Regulations 2013.
- 5.2 The Group shall act at all times in strict accordance with relevant legislation (being the Act and the Meeting Regulations) and with written policies, guidelines and protocols of the Council which are relevant to the Group in the performance of its functions.
- 5.3 Ordinary meetings of the Group will be held at the Pasadena Community Centre or at such other places as the Presiding Member may, from time to time determine.
- 5.4 A quorum for a meeting of the Group shall be half plus one member(s) of the Group.
- 5.5 All advice of the Group shall be made on the basis of a majority of the members present.

6. Meeting cancellation

- 6.1 After considering advice from the CEO or delegate, the Presiding Member of the Group is authorised to cancel the respective committee meeting if it is clear that there is no business to transact for that designated meeting.
- 6.2 Members are to be advised as soon as possible and not less than 24 hours before the scheduled meeting. Advice of the same must be posted on Council's website.

7. Members liability

- 7.1 No civil liability shall attach to a member of the group for an honest act or omission in the exercise performance or discharge or purported exercise, performance or discharge of the members or group functions or duties. A liability that would but for

the foregoing attach to a member of the group, attaches instead to the Council.

8. Conduct and disclosure of Interests

- 8.1 Members of the Group must comply with the conflict of interest provisions of the Local Government Act 1999, in particular Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- 8.2 Members of the Group must comply with the Code of Conduct for Council Members and Chapter 5 Part 4 of the Local Government Act 1999 relating to Conduct and Disclosure of Interests.

9. Secretarial resources

- 9.1 The Project Manager (or nominee) will provide secretariat services to the Group to enable it to adequately conduct its meetings
- 9.2 In the event the Project Manager is unavailable the Presiding Member will appoint a Member of the Group as Minute Secretary for that meeting.

10. Reporting requirements

- 10.1 The minutes of the Group will be provided to all Council Members for information and made available for inspection on Council's website, at Council's Civic Centre and libraries.
- 10.2 All - recommendations of the Group (with the exception of those decisions made under delegated authority) will be referred to Council as recommendations of the Group.
- 10.2 All advice provided by the Group will be referred to the Manager/ Co-ordinator and may be referred to Council.

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