



Terms of Reference - Harvey Recreation & Cultural Centre Advisory Group

Advisory Groups are one way for the Shire to bring together key stakeholders to provide advice to the Shire on strategies, policies, and the needs of communities within the Shire of Harvey. The following Terms of Reference apply to the members and operations of the Harvey Recreation and Cultural Centre (HRCC) Advisory Group.

1. General Terms

- 1.1. Advisory Groups are not formal Committees of Council created under Section 5.8 of the *Local Government Act 1995*.
- 1.2. Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3. Advisory Group meetings will be held four times per year or as often as necessary to perform the objectives of the Advisory Group.
- 1.4. The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.5. The Chairperson and Deputy Chair of the Advisory Group will be a community representative selected by the Group.
- 1.6. The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.7. Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.8. Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.9. The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.10. The previous members of an Advisory Group can renominate by providing written advice to the CEO.

2. Specific Terms of HRCC Advisory Group

2.1. Role of the Group

The Harvey Recreation and Cultural Centre (HRCC) Advisory Group advises the Shire of Harvey on strategic and policy matters, ensuring the Centre's alignment with community needs and aspirations. They provide input on long-term strategic

direction, policy decisions, and infrastructure improvements, while also offering suggestions for day-to-day operations and programming. By serving as a bridge between the community and the Shire, the Advisory Group helps maintain the HRCC as a vibrant and valuable resource for the community.

2.2. Objectives of the Group

- Provide strategic advice on the development, implementation, and review of the HRCC Master Plan.
- Offer advice on policy matters affecting the HRCC, including the creation and revision of practices to enhance the Centre's operations.
- Suggest improvements for the day-to-day operations and programming to ensure the Centre runs smoothly and effectively.
- Act as a liaison between the community and the Shire, ensuring that community feedback and needs are considered in the Centre's planning and activities.
- Foster collaboration between the Shire, community members, and stakeholders to enhance HRCC offerings.

2.3. Membership

2.3.1. Shire Officers

- Director Community and Lifestyle or their delegate
- Manager HRCC

2.3.2. Community Representatives

- Up to eight community representatives. (A Chairperson and Deputy Chairperson will be elected by members on a two year basis)

2.4. Selection Criteria

- Community representatives will be selected based on:
 - Experience or demonstrated experience or expertise in areas related to recreation, culture, community engagement, or youth.
 - Members should represent a broad range of community interests and demographics to ensure diverse perspectives are included.
 - A commitment to supporting the management and development of HRCC

2.5. Term of Membership

- Community representatives will be appointed for a two-year term, with the option for reappointment.
- Membership will be reviewed periodically to ensure diversity and representation.

2.5.1. Community Representatives Nomination Process

- The Shire will publicly advertise vacancies on a biennial basis.
- Interested individuals must complete a nomination form, outlining their experience, skills, and reasons for applying.

- Nominations will be reviewed by a selection panel comprising relevant Shire officers based on selection criteria, diversity of representation, and the nominee's ability to contribute meaningfully
- Successful nominees will be formally appointed by the CEO for a two-year term.
- Existing members may renominate at the end of their term by providing written notice to the CEO.
- If a vacancy arises mid-term, the CEO may appoint a new member from previous applicants or reopen the nomination process.

2.6. Responsibilities

2.6.1. Community Representatives

- Provide strategic advice, recommend operational improvements and engage with the community.

2.6.2. Shire Officers

- Provide administrative and technical support
- Facilitate the implementation of recommendations

2.7. Meetings

- Frequency: Meetings will be held every two months. Extraordinary meetings can be called as required.
- Minutes: Minutes will be recorded and distributed to all members within four weeks of the meeting.

2.8. Code of Conduct

All members must agree to:

- Treat others with respect and professionalism.
- Maintain confidentiality of discussions.
- Act in the best interests of the community.

2.9. Conflict Resolution

If a conflict arises within the Group, the following process will be followed:

2.9.1. Addressing the Issue Informally:

- Members involved in the conflict are encouraged to address the issue directly and respectfully with one another to seek an informal resolution.

2.9.2. Facilitation by the Chairperson:

- If the conflict cannot be resolved informally, the Chairperson will mediate discussions between the parties to find a mutually acceptable solution.
- The Chairperson will ensure the discussion is conducted respectfully, focusing on the group's objectives.

2.9.3. Referral to the Director Community and Lifestyle:

- If the issue remains unresolved, it will be referred to the Director Community and Lifestyle for further mediation.
- The Director Community and Lifestyle will review the matter, facilitate discussions, and recommend a course of action.

2.9.4. Escalation to an external mediator:

- In cases where the conflict cannot be resolved through internal mediation, the issue may be escalated to an external mediator.

3. Strategic objective

The HRCC Advisory Group aligns with the following strategic objectives:

	Diversified economy A diversified economy creates a sustainable cycle of economic activity and leads to economic resilience in the face of external pressures.
	Connected communities A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well-being and belonging.
	Protected natural environment Adopting a range of management practices to protect, conserve and rehabilitate the biodiversity of the natural environment.
	Sustainable built environment Encompassing everything human-made, a sustainable built environment is one that will meet current needs while considering the needs of future generations.
	Effective civic leadership Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.