



SHIRE OF  
**HARVEY**

*A Breath of Fresh Air*



## **Terms of Reference – Community Sail Training Trust 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 Community Sail Training Trust 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 Council will appoint Elected members to the Advisory Groups.
- 1.5. The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.6. Councillor members of Advisory Groups are to represent the policy position and strategic views of Council, when participating as a member appointed by the Council.
- 1.7. The Chairperson of the Advisory Group will be an Elected Member.
- 1.8. The Deputy Chairperson of the Advisory Group may be a community representative selected by the Group.
- 1.9. The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.10. Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.11. Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.12. The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.13. The previous members of an Advisory Group can renominate by providing written advice to the CEO.

## **2. Specific Terms of Community Sail Training Trust Advisory Group**

### **2.1. Role of the Group**

The Community Sail Training Trust Advisory Group's primary responsibility is to assess nominations, conduct interviews and select recipients for the Community Sail Training Program.

### **2.2. Objectives of the Group**

- Promote the Program to young people in the community.
- Encourage young people to apply to participate in the Program.
- Encourage local service clubs and other appropriate organisations to sponsor the Program.
- Review applications for participation and sponsorship from young people.
- Recommend successful applicants.

### **2.3. Membership**

#### 2.3.1 Voting members

- One Elected Member and one Deputy.
- One representative from each service club.
- The Shire of Harvey CEO or proxy.

#### 2.3.2 Non voting Shire Officers

- Director Community and Lifestyle.
- Manager Community Development.
- Community Development Officer.

#### 2.3.3 Term of membership

- Elected Members are appointed to an Advisory Group for two years.
- Community representatives will be appointed for a two-year term, with the option for reappointment.

#### 2.3.4 Selection Process for Members

- Elected Members will be appointed by Council on a biennial basis.
- Club representatives will be the Club President or their proxy.

### **2.4. Responsibilities**

#### 2.4.1. Elected Member

- Chair meetings of the Advisory Group.
- Assess applications.
- Participate in interviews.

- Select candidates.

#### 2.4.2. Shire of Harvey CEO

- Assess applications.
- Participate in interviews.
- Select candidates.

#### 2.4.3. Service Club Representatives

- Assess applications.
- Participate in interviews.
- Select candidates.

#### 2.4.4. Shire Officers

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

### **2.5. Meetings**

- Frequency: Meetings will be held as required
- Minutes: Minutes will be recorded and distributed to all members within four weeks of the meeting.

### **2.6. 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.

### **2.7. Conflict Resolution**

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

#### 2.7.1. 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.

#### 2.7.2. 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.

#### 2.7.3. 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.

2.7.4. 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 Community Sail Training Trust Advisory Group aligns with the following strategic objectives:

	<p><b>People</b> A safe, accessible and connected community where everyone has the opportunity to contribute and belong.</p>
	<p><b>Planet</b> A natural environment that is highly valued, protected and enjoyed.</p>
	<p><b>Place</b> A liveable, sustainable and well-designed built environment that is accessible to all.</p>
	<p><b>Prosperity</b> A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.</p>
	<p><b>Performance</b> A representative leadership that is future thinking, transparent and accountable.</p>