

Proposed New Committees Terms of Reference

CULTURE AND COMMUNITY STRATEGIC ADVISORY COMMITTEE TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: City Services

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Liveable Maitland

Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.

Vibrant Maitland

Working together to create opportunities for growth, work, and participation.

FUNCTION:

To provide advice, guidance and expertise on the development of strategies in relation to arts and cultural opportunities, community belonging, wellbeing and local identity.

PURPOSE:

1. To provide advice on the development of cultural and community strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
2. To provide advice and guidance on policies that support the progress and development of arts, culture and learning to make Maitland a culturally rich and vibrant community;
3. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
4. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

MEETING SCHEDULE:

Quarterly on the **XXXX** of the month, commencing at 5.30pm.

MEMBERSHIP:

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: First Nations arts and culture, community, social or cultural planning, education or lifelong learning, community or cultural development, arts (visual, performance, music, creative writing, digital or other), or creative industries.

CHAIRPERSON: The Mayor or Mayor's nominated delegate

DEPUTY CHAIRPERSON: One member appointed by the Committee

QUORUM: A quorum is constituted by attendance of at least five (5) members

MEETING AGENDAS, REPORTS AND MINUTES:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).

VOTING:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

COMMITTEE TERM:

The term of appointment for advisory committee members will be for the term of the Council.

SPORT, RECREATION AND LEISURE STRATEGIC ADVISORY COMMITTEE

TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: City Services

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Liveable Maitland

Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.

FUNCTION:

To provide advice, guidance and expertise on the development of strategies in relation to sport, recreation and leisure.

PURPOSE:

1. To provide advice on the development of sport, recreation and leisure strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
2. To provide advice and guidance on policies that support the progress and development of sport, recreation and leisure to make Maitland a culturally rich and vibrant community;
3. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
4. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

MEETING SCHEDULE:

Quarterly on the **XXXX** of the month, commencing at 5.30pm.

MEMBERSHIP:

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: First Nations sport, recreation or leisure, sport, recreation or leisure planning, physical education, open space planning, sport, recreation or leisure development.

CHAIRPERSON: The Mayor or Mayor's nominated delegate

DEPUTY CHAIRPERSON: One member appointed by the Committee

QUORUM: A quorum is constituted by attendance of at least five (5) members

MEETING AGENDAS, REPORTS AND MINUTES:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
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VOTING:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

COMMITTEE TERM:

The term of appointment for advisory committee members will be for the term of the Council.

ENVIRONMENT AND SUSTAINABILITY STRATEGIC ADVISORY COMMITTEE

TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: City Planning

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Sustainable Maitland

Working together to commit to environmental stewardship and community resilience, centred around strong connections to nature and ensuring our communities thrive.

FUNCTION:

To provide advice, guidance and expertise on the development of strategies in relation to the environment and sustainable development.

PURPOSE:

1. To provide advice on the development of environmental and sustainable development strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
2. To provide advice and guidance on policies that support the progress and development of valuing our natural environment and building sustainable and resilient communities;
3. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
4. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

MEETING SCHEDULE:

Quarterly on the XXXX of the month, commencing at 5.30pm.

MEMBERSHIP:

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: environmental science, environmental management, resource management, sustainable development, natural environments, biodiversity, circular economy, climate change, ecology, or floodplain management

CHAIRPERSON: The Mayor or Mayor's nominated delegate

DEPUTY CHAIRPERSON: One member appointed by the Committee

QUORUM: A quorum is constituted by attendance of at least five (5) members

MEETING AGENDAS, REPORTS AND MINUTES:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
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VOTING:

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COMMITTEE TERM:

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CITY PLANNING AND DESIGN STRATEGIC ADVISORY COMMITTEE TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: City Planning

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Liveable Maitland

Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.

Vibrant Maitland

Working together to create opportunities for growth, work, and participation.

FUNCTION:

To provide advice, guidance and expertise on the development of strategies in relation to city planning, urban design and economic development that will ensure Maitland is more resilient, productive, liveable and sustainable.

PURPOSE:

1. To provide advice on the development of land use planning, urban design and economic development strategies to ensure Maitland grows in a sustainable way – socially, economically and environmentally;
2. To provide advice on the development of strategies that provide clear direction for planning and managing rural and environmental land in the Maitland LGA;
3. To provide advice and guidance on policies that support well managed growth leading Maitland to be a more resilient, productive, liveable and sustainable place to live;
4. To provide advice and guidance on good planning and urban design that will guide the growth and renewal of Maitland as a centre and its neighbourhoods, whilst ensuring identity and community values are maintained; and
5. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

MEETING SCHEDULE:

Quarterly on the **XXXX** of the month, commencing at 5.30pm.

MEMBERSHIP:

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: urban and regional planning, heritage, architecture, urban design, land economics, or engineering.

CHAIRPERSON: The Mayor or Mayor's nominated delegate

DEPUTY CHAIRPERSON: One member appointed by the Committee

QUORUM: A quorum is constituted by attendance of at least five (5) members

MEETING AGENDAS, REPORTS AND MINUTES

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
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COMMITTEE TERM:

The term of appointment for advisory committee members will be for the term of the Council.

PROPERTY ADVISORY PANEL TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: Corporate Finance

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Vibrant Maitland

Working together to create opportunities for growth, work, and participation.

FUNCTION:

To provide advice, guidance and expertise on strategic property matters.

PURPOSE:

1. To provide advice on the development of strategies related to Maitland City Council landholdings;
2. To investigate, consider and provide advice on the acquisition of land and buildings for strategic purposes;
3. To investigate, consider and provide advice on the disposal of Council land and buildings that are surplus to the city's needs and do not meet investment benchmarks;
4. To provide advice on the reclassification of Community or Operational land; and
5. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

MEETING SCHEDULE:

1. Quarterly on the **XXXX** of the month, commencing at 5.30pm.
2. Additional meetings may be scheduled by the General Manager or Chairperson.

MEMBERSHIP:

1. Mayor (or nominee)
2. Four (4) Councillors
3. External Industry Expert
4. General Manager (non-voting)
5. Director City Services (non-voting)
6. Director City Planning (non-voting)
7. Executive Manager Finance (non-voting)

CHAIRPERSON:

The Mayor or Mayor's nominated delegate

DEPUTY CHAIRPERSON:

One Councillor appointed by the Committee

CONFIDENTIALITY:

1. Given the potential commercial implications, items of Committee business remain confidential unless confirmed otherwise by the General Manager;
2. Unless otherwise resolved by the Committee, all meetings of the Property Committee will be closed to the general public.
3. Prior to attending a meeting, any guests invited must sign a Deed of Confidentiality document and agree to abide by the terms of Council's Code of Conduct relating to confidentiality.

QUORUM: A quorum is constituted by attendance of at least five (5) members

MEETING AGENDAS, REPORTS AND MINUTES:

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