

Port Sorell Advisory Committee

TERMS OF REFERENCE

The Port Sorell Advisory Committee is a Special Committee of Latrobe Council, established under the Local Government Act 1993, for the following purposes -

- 1 To consider and make recommendations to the Council on matters relating to the good development of the Port Sorell, Hawley and Shearwater areas. Such matters may include:
 - Traffic management
 - Business/Commercial development
 - Recreational facilities
 - Foreshore and environmental matters
 - Land use planning policy
- 2 To assist with the marketing, promotion and development of the area.
- 3 To liaise with Councillors, Council Staff and Council's Community Development Officer on matters relating to the area.
- 4 The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee.
 - (i) Terms of Reference for sub-working committees are to be approved by Council upon recommendation from Port Sorell Advisory Committee.
 - (ii) The Chairperson is responsible for the proper conduct of the sub-committee.
 - (iii) The sub-committee has no delegated powers and has no authority to implement its recommendations without endorsement of the Advisory Committee and subsequent approval of Council.

The Committee, subject to Council's approval, may further develop these Terms of Reference.

To ensure maximum networking within the Port Sorell community that enables comprehensive discussion of topics at meetings of the Port Sorell Advisory Committee (and consequently recommendations to Latrobe Council), representation on the Port Sorell Advisory Committee is as follows -

- 2 Councillors
- 1 Tasmania Police
- 1 Representative nominated by Commercial/Retail interests
- 1 Representative nominated by Commercial Tourist interests
- 2 Representatives nominated from the Community
- 1 Representative nominated by Emergency Services
- 1 Representative nominated by Landcare Groups
- 1 Representative nominated by Port Sorell Bowls Club
- 1 Representative nominated by Port Sorell Garden Club
- 1 Representative nominated by Port Sorell Golf Club
- 1 Representative nominated by Port Sorell History Group
- 1 Representative nominated by Port Sorell Lions Club
- 1 Representative nominated by Port Sorell Men's Shed
- 1 Representative nominated by Port Sorell Neighbourhood Watch

- 1 Representative nominated by Port Sorell Tennis Club
- 1 Representative nominated by Port Sorell Surf Life Saving Club
- 1 Representative nominated by Rubicon Club
- 1 Representative nominated by Rubicon Senior Citizens Club
- 1 Representative nominated by Schools
- 1 Representative nominated by U3A
- 1 Representative nominated by Rubicon Probus Club
- 2 Youth Representatives

Each representative is appointed for a 2-year period. Under the Local Government Act 1993, Latrobe Council must appoint the members of the Committee.

Proxies are permitted for a maximum of three meetings a year. Proxies are to be determined by the respective community group / member identified at the time of nomination to the Committee.

Port Sorell Advisory Committee meetings coincide with Council Agenda meetings. Dates are set at the last meeting of the year.

There is no meeting in January or December.

The commencement time of meetings is 4.00 pm at the Banksia Centre.

Meeting dates have been determined to enable recommendations from the Port Sorell Advisory Committee to be considered by Council at its earliest opportunity.

The Port Sorell Advisory Committee has an advisory role only. Members, after liaising with the group or sections of the community that they represent, bring that organisation's stance on particular topics to the meeting for discussion. After due consideration, the Committee provides a recommendation to Council. Council determines whether it supports or rejects the recommendation provided by the Committee and actions the recommendations accordingly.

As with the Local Government Act 1993, representatives on the Port Sorell Advisory Committee are only able to miss **three** consecutive meetings without a Leave of Absence before a replacement is sought for their role on the Committee. This has been implemented to ensure adequate input from all member organisations and the community on matters brought before the Port Sorell Advisory Committee.

Current Standing Orders for the Committee are -

- 1 Meetings are limited to 90 minutes with an additional 15 minutes by majority consent.
- 2 For matters to be discussed, they must be included on the Agenda.
- 3 All agenda items are to be forwarded to the Minute Secretary the Thursday fortnight prior to the adopted meeting date. There is no General Business section.
- 4 As the committee is an advisory committee to Latrobe Council, the Secretary will record recommendations from all Agenda items. This will enable matters to be actioned by Council.

The Committee is responsible for appointing its own Chairman.

Council will provide secretarial support for Agenda preparation and Minute recording purposes.

Representation on this committee is voluntary.