



Robe Marina Advisory Group

TERMS OF REFERENCE

Version Control:

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|-----------|---------------------|-----------------------------|
| Version 1 | Adopted by Council | 13/01/2009 Res No. 188/2009 |
| Version 2 | Reviewed by Council | 14/09/2010 Res No. 035/2011 |
| Version 3 | Amended by Council | 14/12/2010 Res No. 117/2011 |
| Version 4 | Adopted by Council | 12/03/2013 Res No. 210/2013 |
| Version 5 | Adopted by Council | 12/11/2013 Res No. 152/2014 |
| Version 6 | Adopted by Council | 25/11/2014 Res No. 183/2015 |
| Version 7 | Adopted by Council | 13/01/2015 Res No 270/2015 |

1. Title and Objectives

- 1.1 The **Robe Marina Advisory Group** is established to provide advice to Council and the Marina Manager on matters that relate to the operation of the marina facility.
- 1.2 The Advisory Group shall continue to operate at the discretion of Council.

2. Role & Tasks

The Advisory Group's role is to provide advice to Council and the Marina Manager in relation to:

- The promotion of the marina
- Works to enhance the marina and surrounds
- Identify funding opportunities
- Maintenance of the marina facilities
- Berth pricing and sales
- And any other relevant issues

The Group is to act as a conduit for communication between users of the Marina and Council.

3 Membership

- 3.1 The membership of the Advisory Group shall consist of:

Two - Elected Members of Council

Two – Community Representatives

One – Representative of the professional fishers berth holders

One – Representative of the recreational fishers berth holders

- 3.2 The Presiding Member shall be elected by appointed by Council from one of the Elected Members of Council appointed to the Group.
- 3.3 The representative of the professional fishers berth holders and the representative of the recreational fishers berth holders may nominate a proxy to attend meetings in their absence.
- 3.4 The two community representative members shall have a proxy to attend meetings in their absence.
- 3.5 The two Elected Members of Council shall have a proxy to attend meetings in their absence.

- 3.6 The Advisory Group may invite persons whom have special skills and knowledge about the marina and marine matters to attend meetings to provide advice and information.

4. Election and Appointment Of Members

4.1 Appointment of Members

Members of the Advisory Group shall be appointed by a resolution of Council from within the elected member group and from nominations received from the community and representative bodies.

4.2 Terms of Office

The term of office for committee members shall be for a period not exceeding the term of a council. Council shall make new Advisory Group member appointments as soon as practicable after each general election of Council.

4.3 Removing Members

4.3.1 A member [apart from an appointed elected member] may resign from the Advisory Group at any time by providing written notice to the Presiding Member.

4.3.2 The Advisory Group may at any time provide advice to Council on the removal of a member of the Advisory Group but observe the principles of natural justice and respectful of their rights.

5. Authority

- 5.1 The Advisory Group has no delegated authority to expend or commit Council funds.

6. Reporting to Council

- 6.1 The Advisory Group must report to Council after each meeting by way of providing a copy of its notes to the next ordinary meeting of Council.

7 Meetings

- 7.1 Meetings of the Advisory Group shall be held at a time and place determined by the Advisory Group.

7.2 Notice of Meetings

A notice of meetings is to be provided to each Advisory Group member.

7.3 Agendas

A meeting agenda is to be provided to each Advisory Group member.

7.4 Notes of Minutes

Notes of the meeting shall be kept and shall record any advice made to Council from the Advisory Group.

Meeting notes will be reported to Council at its next Ordinary Meeting.

7.5 Representations

The Presiding Member of the Advisory Group may make representations to Council and other organisations on behalf of Council on the request or approval of Council.

7.7 Chairperson

The Presiding Member will assume the role of Chairperson for all meetings except where that person is an apology in which case the Advisory Group will appoint a chairperson for that meeting.

7.8 Quorum

The Advisory Group's quorum shall be half the number of members plus one.

8. Council Staff Support

The Advisory Group will be supported by Council staff to provide accounting and administrative support, together with technical and works support where agreed.

9. Finance

9.1 A report of the financial transactions of the Marina shall be reported to the Advisory Group at each meeting

9.2 The spending of funds is subject to authorization and approval of Council's Chief Executive within approved delegations.

9.3 Receipting, purchasing and tendering shall be conducted in accordance with Council's adopted policies and procedures.

10. Liability of Members

10.1 No civil liability attaches to a member of an Advisory Group of Council for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the Member's or Advisory Group's powers, functions or duties.

10.2 All members of the Advisory Group shall be inducted as volunteers of Council and shall read, sign and abide by Council's Volunteer and Work Health and Safety Policies.

11. Dissolution

The Advisory Group may be wound up at any time at the discretion of Council by Council resolution.

12. Interpretation

12.1 In this Charter, unless the contrary intention appears:

“member” means a member of the Advisory Group in the singular or plural.

“The Act” means the Local Government Act, 1999;

“Group” means the Robe Marina Advisory Group as established by Council;

13. Review of Terms of Reference

13.1 These Terms of Reference may be reviewed from time to time at the discretion of the group with any alterations or amendments presented to Council as a recommendation for consideration and adoption.

13.2 In any event Council will undertake a review of these Terms and Conditions as soon as practicable after a General Election of Council.