Terms of Reference

Buildings Advisory Group Committee

1. Purpose

The Buildings Advisory Group Committee ("the Committee") is established by Council to provide a structured forum for community representatives, stakeholders and Council to identify, discuss and advocate for improvements, renewal and investment in Council-owned buildings and community facilities throughout the local government area.

The Committee will support Council by:

- Identifying and prioritising community infrastructure and building needs.
- Providing community perspectives on the condition, functionality and future requirements of public buildings and facilities.
- Supporting evidence-based advocacy for funding and investment in community infrastructure.
- Promoting accessibility, sustainability, resilience and community benefit in public buildings.
- Facilitating communication between Council, government agencies, user groups and the community.

2. Objectives

The objectives of the Committee are to:

1. Represent community interests relating to public buildings and community facilities.
2. Assist Council in understanding current and future infrastructure needs.
3. Identify priorities for the upgrade, renewal and expansion of community infrastructure.
4. Support Council's strategic asset planning initiatives.
5. Advocate for funding from State and Federal Governments and other funding bodies.
6. Promote accessible, sustainable, safe and inclusive facilities.
7. Strengthen collaboration between Council, community organisations and stakeholders.

3. Functions

The Committee may:

- Review building and facility-related matters referred by Council.

- Consider opportunities for improving community infrastructure.
- Identify infrastructure priorities and advocacy opportunities.
- Review relevant asset management plans, masterplans and building strategies.
- Recommend advocacy positions and submissions for Council's consideration.
- Facilitate community engagement regarding infrastructure needs.
- Monitor progress of agreed advocacy priorities.

The Committee is advisory only and has no delegated authority to make decisions on behalf of Council.

4. Scope

The Committee's scope includes:

- Community halls and meeting facilities.
- Libraries and cultural facilities.
- Sporting and recreation buildings.
- Public amenities and community centres.
- Heritage and civic buildings.
- Council administrative buildings.
- Community infrastructure renewal and upgrades.
- Accessibility and inclusion improvements.
- Sustainability and energy-efficiency initiatives.
- Advocacy for community infrastructure funding.

The Committee will not:

- Determine Council policy.
- Consider individual development applications.
- Investigate operational maintenance requests that are managed through Council's standard customer request processes.
- Direct Council staff, contractors or consultants.
- Exercise powers delegated to Council or the Chief Executive Officer.

5. Membership

The Committee shall comprise:

- Up to three (3) Councillors, representing each ward, appointed by Council.
- Up to ten (10) community representatives appointed by Council.

- Representatives of relevant user groups, sporting organisations, community organisations and stakeholder groups, as determined by Council.
- Relevant Council officers acting in an advisory and administrative capacity.

Council will seek membership that reflects:

- Geographic diversity across the municipality.
- A broad range of community interests.
- Experience in community facility use and management.
- Knowledge of infrastructure, accessibility, sustainability, recreation, heritage or community services.

6. Appointment and Term

- Members will be appointed by Council resolution.
- Community members will normally be appointed for a term of two (2) years and may be reappointed.
- Casual vacancies may be filled by Council for the remainder of the term.
- A member may resign at any time by providing written notice to Council.
- Council may terminate an appointment where a member:
    - Breaches these Terms of Reference.
    - Breaches Council's Code of Conduct.
    - Fails to disclose a conflict of interest.
    - Breaches confidentiality obligations.
    - Fails to meet attendance requirements.

7. Chairperson

- The Chairperson shall be appointed by Council.
- The Chairperson is responsible for:
    - Presiding over meetings.
    - Maintaining orderly and respectful discussion.
    - Ensuring meetings are conducted in accordance with these Terms of Reference.
    - Endorsing agendas and meeting records.
    - Presenting Committee recommendations to Council where required.

In the absence of the Chairperson, members present may elect an Acting Chairperson for that meeting.

8. Meetings

- Meetings will be held at least quarterly, or as determined by Council.
- Additional meetings may be convened by the Chairperson where required.
- Meeting agendas and supporting documentation will be circulated prior to meetings where practicable.
- Minutes will be prepared and maintained by Council.
- Meetings may be held in person, electronically or through a combination of both methods, as determined by Council.

9. Quorum

A quorum shall consist of:

- Fifty percent (50%) plus one of the appointed membership; and
- At least one Councillor member.

Where a quorum is not present, discussion may occur; however, no formal recommendations may be made.

10. Decision-Making

The Committee will seek to operate by consensus wherever possible.

Where consensus cannot be reached:

- Recommendations may be determined by a simple majority of members present.
- Each member shall have one vote.
- The Chairperson shall have a casting vote if required.

Committee recommendations are advisory only and are subject to Council consideration and approval.

11. Reporting

The Committee shall:

- Provide advice and recommendations to Council through meeting minutes and reports.
- Report annually to Council on activities, achievements and advocacy outcomes.

- Ensure recommendations align with Council's Community Strategic Plan, Asset Management Plans and Delivery Program.

12. Member Conduct

Members must:

- Act honestly, respectfully and in the public interest.
- Comply with Council's Code of Conduct.
- Treat fellow members, Council staff and stakeholders with courtesy and respect.
- Support constructive and collaborative discussion.
- Refrain from behaviour that may bring the Committee or Council into disrepute.

13. Non-Payment of Members

Membership of the Committee is voluntary.

- Community representatives shall not be entitled to sitting fees, wages, allowances, honorariums or other remuneration.
- Members are responsible for their own costs associated with attending meetings unless otherwise approved by Council.
- Council may provide meeting facilities, administration, approved training and reimbursement of authorised expenses where approved in advance.
- Appointment to the Committee does not create an employment, contractual or agency relationship with Council.

This clause does not apply to Councillors receiving statutory remuneration or Council employees acting within their employment duties.

14. Confidentiality

Members must maintain the confidentiality of information obtained through their participation on the Committee.

Members must:

- Treat confidential, sensitive or privileged information as confidential.
- Not disclose confidential information without Council authorisation.
- Not use confidential information for personal, financial or commercial benefit.
- Comply with applicable privacy and information management requirements.

- Refer media enquiries regarding Committee business to Council's authorised spokesperson unless otherwise approved.

Confidential information may include:

- Draft reports and submissions.
- Funding applications and negotiations.
- Commercially sensitive information.
- Personal information.
- Information provided in confidence by stakeholders, community organisations or government agencies.

Confidentiality obligations continue after a person's membership ceases.

A breach of confidentiality may result in suspension or removal from the Committee.

15. Conflict of Interest

Members must act in the public interest and avoid situations where personal interests conflict, or could reasonably be perceived to conflict, with their responsibilities as Committee members.

Members must:

- Declare any actual, perceived or potential conflict of interest as soon as it arises.
- Disclose the nature of the conflict to the Chairperson.
- Ensure the conflict is recorded in the meeting minutes.
- Not participate in discussion, recommendations or voting relating to the matter unless otherwise determined by the Chairperson.
- Comply with Council's Conflict of Interest Policy and Code of Conduct.

Examples of conflicts may include:

- Financial interests in organisations that may benefit from building or infrastructure projects.
- Employment or contractual relationships with construction, engineering, architecture or property organisations.
- Property ownership directly affected by proposed infrastructure developments.
- Family, personal or business relationships that could influence decision-making.

Members must not use their appointment to obtain personal, financial or commercial advantage for themselves or any associated person or organisation.

Failure to disclose a conflict of interest may result in removal from the Committee.

16. Meeting Attendance

Members are expected to actively participate in the work of the Committee.

Members must:

- Attend scheduled meetings whenever reasonably possible.
- Notify Council or the Chairperson if they are unable to attend.
- Submit an apology in advance where attendance is not possible.
- Review meeting papers prior to meetings.

A member who is absent from three (3) consecutive meetings without an accepted apology may have their membership reviewed by Council and may be removed from the Committee.

Attendance records will be maintained by Council.

Persistent non-attendance or failure to actively participate may result in Council reviewing the member's appointment.

17. Administrative Support

Council will provide:

- Secretariat and administrative support.
- Meeting coordination.
- Agenda and minute preparation.
- Technical advice and information.
- Record keeping and reporting support.

18. Review of Terms of Reference

These Terms of Reference shall be reviewed by Council every two (2) years, or earlier if required, to ensure they remain effective and relevant.

19. Dissolution

The Committee may be amended, suspended or dissolved at any time by resolution of Council.

Initial Advisory Priorities

The Committee may consider matters including:

- Community facility renewal and upgrades.
- Sports and recreation infrastructure.
- Community halls and multipurpose centres.
- Accessibility and inclusion improvements.
- Heritage building preservation and enhancement.
- Library and cultural facility improvements.
- Sustainability and energy-efficiency upgrades.
- Disaster resilience and building renewal.
- New community infrastructure projects.
- State and Federal funding opportunities for community facilities.