



# **Terms of Reference**

**for the**

**Yarrowonga Library Project**

**Steering Committee**

**Endorsed by Council on: 22 August 2018**

## 1. APPOINTMENT

Pursuant to its powers under the Local Government Act 1989 the Moira Shire Council (the council) has established an advisory committee to be known as the Yarrowonga Library Project Steering Committee (the Committee). These terms of reference for the committee provide guidance on its role and purpose and may be varied at the discretion of the Council.

## 2. PURPOSE

The Committee aims to inform the delivery of a new library in Yarrowonga. The Steering Committee will be consulted with and provide feedback on the Yarrowonga Library Site Masterplan and Business Case.

## 3. DEFINITIONS

In this Schedule unless contrary intention appears:

**Committee** means the Yarrowonga Library Project Steering Committee

**Council** means Moira Shire Council.

## 4. OBJECTIVES

The objectives of the Steering Committee shall be to:

- 4.1. Seek the communities feedback in relation to a new library in Yarrowonga;
- 4.2. Represent a diverse range of views in the scoping, functionality and design of a new library in Yarrowonga;
- 4.3. Work with the community, the consultants and Council Officers in developing a Feasibility Study, site concept Master Plan design and Business Case for a new library that suits both current and future needs;
- 4.4. Consult with, inform and educate key stakeholders including local businesses, relevant user groups, the Yarrowonga Town Hall Precinct and Library Project Community Reference Group and the broader community about the benefits of a new Library for the Yarrowonga Community;

- 4.5. Identify and assess opportunities for co-location of compatible services within a library
- 4.6. All efforts be made to incorporate the current uses (2018) of the community hall in the new precinct

## 5. COMPOSITION AND PROCEEDINGS

- 5.1. The Yarrowonga Library Project Steering Committee membership will be by invitation and nomination. The committee composition will be:

### **Moira Shire Council**

Councillors, 3

Management, 1

### **Goulburn Valley Regional Libraries**

Chief Executive Officer, 1

Library Staff, 1

Board Member, 1

### **Community Representation**

Community Organisation 1

Individual 2

Yarrowonga Town Hall Precinct & Library Project Community Reference Group (2)

- 5.2. Community Services Officers will attend the meetings as non-voting members who provide secretarial support.
- 5.3. The Council has the power to add further members although membership of the committee will be limited to twelve for the sake of manageability. Persons interested in becoming members of the committee can make application in writing outlining the skills and value that they would provide to the Committee for Councils consideration.

On an annual basis where the membership of the Committee is less than twelve members, Council will offer the opportunity for new members to join through publically calling for nominees. Any nominees will be considered and appointed by Council based upon the skills and value that they would provide to the Committee.

- 5.4. On the resignation of a member from the committee, the Council may appoint a replacement person through publically calling for nominees or at the discretion of the CEO may wait until the annual call for nominees.

## **6. CONFIDENTIALITY**

- 6.1. On occasions the Committee may be required to deal with a matter that has been identified as confidential in nature. Committee members are required to deal with such matters in confidence and with discretion.

## **7. CONFLICT OF INTEREST / CONFLICTING DUTY**

- 7.1. The Local Government Act 1989 is the primary source of guidance to any Councillor or Council officer on conflict of interest.
- 7.2. If a member of the Committee has a conflict of interest or conflicting duty in any matter in which the Committee is concerned, the member must disclose the nature of that conflict at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.

## **8. MEETINGS**

- 8.1. Meetings of the Committee shall be held as required to progress the objectives outlined in Section three (3).
- 8.2. The location of the meetings will be held at Moira Shire Service Centre, Yarrowonga or another suitable location as required.
- 8.3. Moira Shire Councils Councillor Representative shall be the designated chairperson. Should the chairperson not be in attendance another member of the committee may

be nominated either prior to the meeting or at the start of the meeting, depending when notification of the absence of the chairperson is given.

8.4. Moira Shire Council's Community Service Offer shall act as the committee secretary. Should the secretary not be in attendance another member of the committee may be nominated either prior to the meeting or at the start of the meeting, depending when notification of the absence of the secretary is given.

8.5. The Committee will seek to operate on a consensus basis on any matters it considers. Should a vote be necessary:

- a) Each member of the Committee is entitled to one vote;
- b) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
- c) If there is an equality of votes the motion is lost.

8.6. The Committee shall keep a record of each of its meetings and the Secretary shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

8.7. Half of the members of the Committee shall constitute a quorum at any meeting of the Committee and no business shall be transacted at any such meeting unless a quorum is present.

8.8. Where ever possible, all relevant issues and requests should be raised prior to the meeting through contacting the Secretary and included in the agenda. This includes the invitation and scheduling of guests.

8.9. All members will receive a copy of the Terms of Reference.

8.10. The Secretary will disseminate information at meetings and through minutes via email.

8.11. It is the responsibility of each committee member that they provide the correct contact details to the Secretary.

## **9. OWNERSHIP OF PROPERTY**

- 9.1. All intellectual property remains the property of the Council unless otherwise contracted to a third party

## **10. INDEMNITY**

- 10.1. The Council will indemnify members of the Committee against any action liability claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this terms of reference in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee

## **11. REVOCATION**

- 11.1. Council may at its absolute discretion revoke the membership of any member of the Committee.

- 11.2. The Council may terminate the appointment of the Committee at any time.

## **12. COMMITTEE REPRESENTATION**

- 12.1. A failure by a member of the committee to attend three meetings in succession without submitting an apology will be taken as the resignation by that member from the Committee e.