

# CHARTER

## RHODES COMMUNITY COMMITTEE

## Introduction

This charter was reviewed and adopted by Council at the Council meeting on 19 April 2022 .

The Rhodes Community Committee (RCC) is a committee of Council which has been established to strengthen communication and engagement between the Rhodes community and Council for the strategic development and improved liveability of the Rhodes peninsula (including Rhodes and Liberty Grove). The RCC is not a decision making body of Council, however it provides an instrumental role in representing and raising issues direct with Council to inform strategic planning and development.

This group is not intended to replace the normal reporting of maintenance requests and general matters through Council's customer service system.

## Background

The Rhodes Community Reference Group (RCRG) was established by Council in 2005 consolidating a number of resident advocacy and consultation groups which dated back to the 1980's. The RCRG was established when the Rhodes Peninsula was still under the planning control of the State Government. At the time it was recognised that more communication was required between all stakeholders involved in the area, on a range of issues that affected the community. When the State Government reinstated Council as the Consent Authority for the area in July 2007, the need for Council to lead the process of community building in this urban redevelopment area became even more important. Council continues to maintain a strong interest and presence in the area, with ongoing strategic planning, statutory regulation, place management, community engagement, maintenance works and new infrastructure delivery.

The Rhodes Community Committee (RCC) was formed in October 2014 after Council resolved to establish a new forum to enable strategic issues specifically related to the Rhodes peninsula to be directly discussed with council representatives. The attendees are comprised of nominated representatives of the Rhodes peninsula community (including Rhodes and Liberty Grove).

## Core Objectives

The Rhodes Community Committee has been established:

1. As an opportunity to focus on strategic matters affecting the Rhodes peninsula community
2. To provide an avenue for two way communication regarding significant or strategic matters between community representatives and Council.
3. To assist Council with connection, communication and engagement of the Rhodes Peninsula community.
4. To enable residents, businesses and other stakeholders who live, work and operate businesses within the Rhodes Peninsula (including areas within postcode 2138), to work together to enhance the liveability of the Rhodes area.

## Membership

- Two Councillors, one of which shall be the Mayor or nominee.
- The Mayor or nominee will chair the meetings.
- Upon Council's adoption of Committees at the start of a new term of Council, membership for the RCC will be for the duration of the Council term
- Each term of membership shall be a maximum of four year period aligned with the elected term of Councillors.
- Nominations for membership of the Committee will be publicly called from the Rhodes peninsula community and business representatives, and representation will be determined by Council.
- The Chair can invite observers to the meeting when an item they have requested be discussed is listed on the agenda (observers are not members of the Committee)

The following table outlines the membership and representative positions available on the Rhodes Community Committee:

Representation	Committee members
Councillors	2
Residents Rhodes and Liberty Grove Representatives	Up to 16
Business or Community Organisation Representatives	2

Council's General Manager (or representative) and Place Manager Rhodes will also attend committee meetings and provide secretariat support.

## Members Roles and Skills

- All representatives must live in or operate a business in the Rhodes Peninsula
- All community representatives must agree to their contact details being made publicly available to the areas they represent to assist members and stakeholders within the community to contact them and provide matters they would like their representative to bring to meeting agendas
- All community representatives must have a demonstrated connection to the community
- Membership of the committee aims to be representative of the current population demographics and distribution across the peninsula
- Members must demonstrate leadership and advocacy skills
- Members must have an understanding of and access to communication networks

## Participation of Council staff

Other Council Executive and/or Staff may attend meetings as required.

## Council support for the Committee

Council is responsible for providing administrative support for the meetings. This includes preparation and distribution of agendas, minutes, and other relevant information.

Council's main contact for the committee will be the Place Manager Rhodes. The Place Manager Rhodes will initiate communication on behalf of Council, maintain a record of matters requiring documentation, prepare an update for each meeting and be responsible for the minutes of the meeting.

## Media Protocol

Members of the Committee are not to speak to the media in their capacity as Committee members. All media enquiries relating to the proceedings of the committee are to be referred to the Manager of Communications at the City of Canada Bay.

## Declarations of Pecuniary Interest

A Committee member who has a pecuniary or significant non-pecuniary interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

## Declarations of less than significant non-pecuniary conflict of interests and participation in meetings.

A member of the Committee who has a less than significant non-pecuniary conflict of interest in any matter with which the Committee is concerned and who is present at a meeting of the committee at which the matter is being considered will disclose the interest to the meeting as soon as practicable.

## Code of Meeting Practice and Code of Conduct

All Committee members shall be required to act in accordance with the requirements of Council's Code of Meeting Practice and Code of Conduct.

The Chairperson may require a committee member to retract and apologise without reservation for such an act of disorderly conduct.

A member of the committee may, as provided by Council's Code of Conduct, Code of Meeting Practice and this Charter, be expelled from a meeting of the committee for engaging in or having engaged in disorderly conduct at the meeting.

If disorder occurs at a meeting of the Committee, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The Committee, on reassembling must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not.

Members must read and abide by Council's Code of Conduct, Code of Meeting Practice and this Charter. A copy can be found at [www.canadabay.nsw.gov.au/council/about-council/council-meetings](http://www.canadabay.nsw.gov.au/council/about-council/council-meetings)

## Ceasing to be a member

A person will cease to be a member of the Committee if:

- The member becomes bankrupt;
- The member resigns in writing to the Committee and Council;
- The member is absent for more than 6 months without leave from meetings of the Committee;
- Council passes a resolution to remove the member from the Committee;
- The member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Local Government Act 1993;
- A member fails to abide by Council's Code of Conduct, Code of Meeting Practice and this Charter.
- The member while holding that office is convicted of an offence referred to part 4 of the Crimes Act 1900 (offences relating to property); or
- The member becomes a mentally incapacitated person.
- Council has the right to remove any members of the Rhodes Community Committee after consultation with the Committee.
- The four year period of membership has expired.

## Meeting Timelines

- The Committee will meet quarterly.
- There may be occasions where additional meetings are called to discuss special or urgent issues or projects.

## Decision Making

- The Committee is not a decision making body of Council. The main purpose is to provide advice and represent community matters to Council which relate to the strategic development of the Rhodes peninsula.
- A quorum of Committee will be half of total membership plus one in attendance, one of whom must be a current City of Canada Bay councillor.
- Voting at committee meetings is to be by show of hands or on the voices, and the recommendation will be based on a majority of votes
- Recommendations supported by a majority of committee members at which a quorum is present is a recommendation of the committee and will be reported to council
- Should the Committee, with endorsement by the Chair elect to recommend new projects, programs or policies that are outside the current operational and delivery plans of Council, then the Chair will submit a written notice of motion for Council consideration at the next available meeting of Council. Resourcing and funding will need to be identified for Council to be able to consider any new initiatives.

## Agenda/ Minutes

- Members must submit requests for agenda items at least one week prior to the next meeting.
- The meeting agenda will clearly identify matters for discussion in the four areas of Information, Consultation, Collaboration and Proposed Initiatives
- The agenda will be circulated to all committee members, Council staff and Councillors at least one week prior to the next meeting.
- Council staff shall arrange for the minutes of each meeting to be taken and a draft circulated following the meeting.
- Once confirmed by the Committee members, minutes will be reported to the next available Council meeting
- The outcome of the council meeting will be distributed to all committee members
- The minutes as adopted by Council will be placed on Council's website