



# Equine Advisory Group

## Terms of Reference



## Equine Advisory Group

### Membership

Councillors (x 2)

Deputy members (x 2)

External members (x 10)

- 2x Representatives from the Racing Industry
- 2x Representatives from the Equestrian disciplines
- 2x Representative's from the Leisure and trail riding group
- 2x Representatives from the Keeping of retired and companion horses group
- 2x Representatives from Equine businesses

Officers Responsible  
(Non-voting)

Deputy CEO / Director Community Services  
 Manager Economic Development and  
 Marketing  
 Manager Community Development  
 Manager Operations  
 Manager Subdivisions and Environment  
 Manager Health and Building Services  
 Manager Statutory Planning and  
 Compliance

Meeting Schedule

6x per year and as required

Meeting Location

Civic Centre

Quorum

As per section 5.19 of the *Local Government Act 1995* as if it was a Committee of Council.

Term of Office

As per section 5.11 of the *Local Government Act 1995*, as if it was a Committee of Council

References

Nil

## **Equine Advisory Group Terms of Reference**

### **Introduction**

The purpose of the Equine Advisory Group is to provide the Shire with advice in regards to the needs and priorities of the Serpentine Jarrahdale Equine Community and support Council in the delivery of projects to enhance the Serpentine Jarrahdale Equine Industry and Community.

The Advisory Group supports the Shire to form positive community partnerships and supports the Shire to achieve its objectives as stated in the Strategic Community Plan and the Serpentine Jarrahdale Equine Strategy.

The Equine Advisory Group is not a Committee of Council and does not have delegated authority of Council. The Advisory Group has no power to make decisions on behalf of Council.

### **Functions**

The Equine Advisory Group will:

- Advocate to the Shire on behalf of the Serpentine Jarrahdale equine industry and community, representing their needs.
- Contribute to the development, implementation and review of projects to enhance and support the Serpentine Jarrahdale equine industry and community.
- Form partnerships with and support the engagement of a broad cross-section of the Shire of Serpentine Jarrahdale equine community.
- Provide recommendations to the Council, as required, in relation to support and development of the equine industry and community in the Shire of Serpentine Jarrahdale based on stakeholder input.

### **Membership**

The Equine Advisory Group consists of a total of twelve members.

- Two (2) Councillors appointed by Council. Two deputy members will be appointed by Council who will act as appointed members in the absence of appointed members.
- Ten (10) Community members, two from each of the interest areas for horse ownership.

The tenure of members expires at each ordinary local government election.

## Chairperson

The Advisory Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Equine Advisory Group can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Equine Advisory Group is:

The Deputy Chair of the Equine Advisory Group is:

## Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Advisory Group members; and
- Extend invitation/s to attend meetings as requested by CEO, relevant Director and/or Chair.

The Shire Support Officer of the Equine Advisory Group is: Deputy CEO/Director Community Services

## Other attendees

Meetings are open to the public but may be closed at any time by the Chair, including on the recommendation of the CEO or relevant Director.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Advisory Group are invited to observe Advisory Group meetings, however they are not entitled to participate in the meeting, without the approval of the Chair, and in the event of a vote, do not have a vote.

## Conduct

Advisory Group members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair
- Agree not to make any media comment on behalf of the Equine Advisory Committee in relation to the work of the group unless approved by Council.

All Advisory Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Advisory Group was a Committee of Council.

External members of the Advisory Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Advisory Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Advisory Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

## Meetings

### Meeting Schedule

Meetings will be held every two months and as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

### Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

## **Quorum**

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

## **Order of Meetings**

Discussions at the Advisory Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.

## **Decision Making**

The Advisory Group will endeavour to reach any decision by consensus. The will provide advice as recommendations and where possible by consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

## **Cases not provided for in the Terms of Reference**

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Advisory Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the advisory Group to perform its functions.

## **Amendments to the Terms of Reference**

The Terms of Reference may be amended, varied or modified by resolution of Council.

## **Reference Documents**

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## Approval and Amendment History

<b>Reviewed/Modified</b>	<b>Reference</b>	<b>Date</b>	<b>Comment</b>	<b>Reviewed By</b>
Adopted	OCM034/02/20	17/02/2020		
Reviewed				
Reviewed				