



## **Cossack Advisory Group**

### **Terms of Reference**

#### **1. Establishment**

The Cossack Advisory Group was established by the Shire of Roebourne on 28th October 2013, Council resolution number- **152640**

#### **2. Scope**

The overall aim of the Cossack Advisory Group is to enable elected members and officers to work together in setting and implementing a shared vision for the historical village of Cossack.

. Members will need to demonstrate the ability to work collaboratively, be active participants and make recommendations that will inform the setting and delivery of a vision for Cossack.

#### **3. Purpose**

The role of the Cossack Advisory Group is to advise and provide recommendations to Council for consideration on a strategic direction for the development, preservation, maintenance and promotion of the historical village of Cossack. This includes providing consideration and advice on strategic projects and services that the Shire of Roebourne should prioritise for Cossack.

#### **4. Powers of the Cossack Advisory Group**

The Cossack Advisory Group does not have any powers other than the ability to make recommendations to Council in the setting and delivering on a vision for Cossack and on strategic projects and services that the Shire of Roebourne should prioritise for Cossack. Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

#### **5. Term of Committee**

The function and form of the Cossack Advisory Group will be reviewed bi annually following Council elections or earlier as determined by Council.

#### **6. Membership**

Representation to consist of:

- All Councillors are able to attend and take membership of an advisory group.
- At the October 2013 Council meeting, Council nominated Cr Hipworth and Cr White-Hartig as the initial Council representatives for the advisory group.
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- Officers
  - Director Development Services
  - Director Community Services
  - Economic Development Advisor

## **7. Meetings**

Meetings of the Group will be held at a suitable venue within the Shire once every month or as otherwise agreed and convened by the Chair.

Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Cossack Advisory Group.

## **8. Quorum**

A quorum represents a minimum of two Councillors attending the meeting.

## **9. Reporting**

Minutes shall be reported to the Shire of Roebourne at the next Ordinary Council meeting by the Director Development Services as an Information Item. Formal recommendations of the Committee requiring Council decision shall be presented as a Council report for consideration.

## **10. Delegated Authority**

There are no delegations provided to this Group.

## **11. Ethical Behaviour**

Members of the Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the Chair.

## **12. Liabilities of Members**

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

## **13. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment:	October 28 <sup>th</sup> , 2013
Initial Meeting of Advisory Group	April 16 <sup>th</sup> , 2014
Review or Amendment #1	
Review or Amendment #2	

Review or Amendment #3 Review or Amendment #4
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