



Southern Communities Transport Scheme Advisory Committee

Terms of Reference

1. TITLE

The “Southern Communities Transport Scheme Advisory Community” (referred to as “the Committee”) shall be a committee constituted by the City of Victor Harbor (referred to as “the Council”) pursuant to the provisions of Section 41 of the Local Government Act, 1999, as amended.

2. PURPOSE

The Committee is established for the purpose of assisting to address the needs of transport disadvantaged people by supporting a regional approach between the City of Victor Harbor and the Alexandrina Council (referred to as “the Councils”) to the planning, development and co-ordination of services.

Specifically, the role of the Committee is to:

- Advise on the operations of the Southern Communities Transport Scheme (referred to as “the Scheme”) which coordinates and brokers existing transport services, provides transport information, and provides services to transport disadvantaged people where no other appropriate services exist.
- Assist Council to meet its responsibilities as detailed in the Service Agreement between the Council and the Department for Communities and Social Inclusion.

Specific roles and responsibilities of partner Councils in relation to the operation of the Committee will be included in a memorandum of understanding.

A memorandum of understanding will also be prepared in relation to the shared services arrangement for operation of the Scheme.

3. MEMBERSHIP

- 3.1 The membership of the Southern Communities Transport Scheme Advisory Committee shall consist of one (1) staff member, and one (1) elected member from each of the City of Victor Harbor, and the Alexandrina Council, plus
- one (1) nominee from the Department for Communities and Social Inclusion
 - up to three (3) representatives of volunteers from the Scheme
 - up to two (2) interested service users or community members
 - City of Victor Harbor – Mayor – ex-officio
- 3.2 The Committee may co-opt one (1) additional person if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

- 3.3 Persons appointed under this section are referred to as “Member/ Members” throughout the Terms of Reference.
- 3.4 Current Committee Membership is as per Schedule 1 to the Terms of reference.

4. ELECTION AND APPOINTMENT OF MEMBERS

4.1 Term of Office

The term of office for representatives or nominees, with the exception of the Mayor, shall be at the pleasure of the nominating body and appointed by Council.

4.2 Vacancies

The filling of any vacancy occurring by resignation or removal of a member shall be approved by the Council.

4.3 Removing Members

The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

4.4 Leave of Absence

Any member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and clause 4.2 shall be invoked.

4.5 Appointment of Proxy Members

Each sector or body representative on the Committee may appoint a proxy representative who may attend meetings and have voting rights in the absence of the primary representative. Such proxy appointments shall be indicated to the Chairperson prior to the meeting for which such appointment is made.

5. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 5.1 The role of a Committee member is to:
- Participate in the deliberations of the Committee, with regard to the policy and business which is before it;
 - Be mindful of the objectives and policies of the Council as they relate to the business of the Committee;
 - Be aware of the Committee resources, budget and strategic plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established;
 - Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required;
 - Be mindful of the potential for a “Conflict of Interest” to occur through participation on the Committee and to declare such Interests as and when they arise;
 - Represent the nominating sector, body or organization honestly and fairly; and
 - Observe confidentiality when it is required.

6. MEETINGS

6.1 Ordinary Meetings

Ordinary Meetings of the Committee shall generally be held monthly.

6.2 Special Meetings

Special Meetings may be called by the Chairperson or at least two (2) members of the Committee at any time.

6.3 Notice of meetings

A notice of the meeting is to be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting.

The Committee shall resolve by majority the date, time and place of meetings.

The agenda for Ordinary Meetings of the Committee shall be forwarded to members of the Committee at least three (3) clear days prior to meetings.

A minimum of four (4) hours notice shall be given for any Special Meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council Office. The notice of meeting and agenda will be provided on Council's website as soon as practicable after the time that the notice of the meeting is given to members of the Committee.

6.4 Minutes

Minutes shall be kept of all meetings of the Committee. Each Committee member shall receive a copy of the minutes within five (5) days of the meeting of the Committee.

A copy of the minutes shall be placed on public exhibition at the Council's Office within five (5) days of the meeting of the Committee. The minutes will be available on Council's website as soon as practicable after the minutes are given to members of the Committee.

The minutes shall be confirmed at the next regular meeting with or without amendments.

6.5 Presiding Member

The Council shall appoint a Chair (Elected Member) to preside at all meetings of the Committee at which he/she is present and in his/her absence the appointed Deputy Chair, being an elected member from the Alexandrina Council, shall preside.

6.6 Quorum

A quorum for the Committee shall constitute four members and shall include one Elected Member from the City of Victor Harbor and one member (being staff or Elected Member) from Alexandrina Council. If at the expiration of 15 minutes from the time of commencement of the meeting a quorum is not present, the Presiding Member will adjourn the meeting.

6.7 Meeting Procedure

The procedures and protocols to be observed at the Committee meetings shall be as provided in Part 3 of the Local Government (Procedures at Meetings) Regulations 2013, unless varied by these terms of reference.

7. SUB-COMMITTEES

- 7.1 The Committee may appoint such sub-committees as it considers necessary provided that all actions of such sub-committees shall be approved or confirmed by the Committee.

8. VOTING

- 8.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 8.2 Each member of the Committee present at any meeting, shall have one (1) vote on any matter.
- 8.3 The Chairperson or acting Chairperson shall have a deliberative vote only.
- 8.4 Each member present at a meeting of the Committee must vote on all questions arising for a decision at that meeting.

9. CONFLICT OF INTEREST

- 9.1 Sections 73 – 75 of the Local Government Act 1999 refer to conflict of interest provisions. Committee members need to be aware of the circumstances under which a conflict of interest may arise and declare that interest to the membership present at the meeting.

10. STAFF

- 11.1 The Committee will be supported by staff of the Council and the Scheme.

11. FINANCE

- 11.1 A record of the financial transactions of the Scheme shall be maintained by Council's finance department and reported to the Committee on a regular basis.
- 11.3 The Committee may recommend expenditure of funds within the Council's approved budget limitations, and the business/operational/marketing plans of the Committee.
- 11.4 Any variations to the budget shall require Council's approval.

12. REPORTING

- 12.1 The Committee shall supply to the Council a copy of all Committee minutes pursuant to clause 6.4, for the endorsement of the Council.

13. AUDIT

- 13.1 The Committee must cooperate with Council's Audit Committee, established pursuant to Section 126 of the Local Government Act 1999 and must comply with the requirements within Council's Internal Control Manual.

14. GOODS, SERVICES AND CHARGES

- 14.1 The Committee may request the Council Administration issue purchase orders for the supply of goods and services which conform with the approved budget.
- 14.2 The Committee may recommend fees, rents and other charges as may lawfully be fixed by the Council.
- 14.3 Receipting, purchasing and tendering associated with the operations of the Scheme shall be conducted in accordance with Council's internal control procedures.

15. PUBLIC ACCESS

- 15.1 Meetings of the Committee shall be open to the Public.
- 15.2 The Committee may resolve to exclude the Public from attendance at the meeting if it is considered necessary to receive, discuss or consider in confidence any information or matter listed in Section 90, subsection (3) of the Local Government Act 1999.

16. LIABILITY OF MEMBERS

- 16.1 In accordance with Section 41 (12) of the Local Government Act 1999, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. However, protection under these provisions may not apply for a breach of the Council's Election Caretaker Policy.

17. DISSOLUTION

- 17.1 The Council may at any time abolish the Committee.

18. INTERPRETATION

- 18.1 Any ambiguity or difficulty in interpretation of this terms of reference shall be referred to the Council for direction.

19. ALTERATION OF THE TERMS OF REFERENCE

- 19.1 The Council may at any time, either on its own initiative or at the request of the Committee, alter, delete, or add to any provisions of this terms of reference.

20. ADOPTION BY COUNCILS

- 20.1 These are the functions and rules of the Southern Communities Transport Scheme Advisory Committee as approved by the Councils, by resolutions passed on 6 November 2006 (City of Victor Harbor) and 5 March 2007 (Alexandrina Council), and amended by the City of Victor Harbor on 11 March 2008, 10 November 2008, 18 October 2010, 29 November 2010, 28 March 2011 and 15 December 2014.
- 20.2 Administrative amendment: Change to Clause 6.7 to Local Government (Procedures at Meetings) Regulations 2013 - 16 May 2014.
- 20.3 Amended to reflect resolution of Council on 26 March 2018
- 20.4 Amended to reflect resolution of Alexandrina Council on 19 November 2018
- 20.5 Amended to reflect resolution of Council on 26 November 2018
- 20.6 Amended to reflect resolution (OC64520185) of Council on 22 July 2019
- 20.7 Amended to reflect resolution (OC6002019) of Council 26 August 2019
- 20.8 Amended to reflect resolution (OC7452019) of Council on 28 October 2019 and typographical errors in the number sequence from 9 – 21
- 20.9 Amended to reflect resolution (OC5552020) of Council on 26 October 2020

SCHEDULE 1**Southern Communities Transport Scheme Advisory Committee**

Committee Membership

November 2020

Member	Representative	Appointed	Expires
Alexandrina Council	Cr Karyn Bradford	19 Nov 2018	Nov 2022
City of Victor Harbor	Cr Marilyn Henderson	24 Nov 2020	Nov 2022
City of Victor Harbor (proxy)	Vacant		
Department of Human Services	As advised		
Volunteers from Southern Communities Transport Scheme	Colin Howard	26 Aug 2019	30 Sept 2021
Volunteers from Southern Communities Transport Scheme	Des Schirmer	26 Aug 2019	30 Sept 2021
Volunteers from Southern Communities Transport Scheme	Bob McFarland	26 Aug 2019	30 Sept 2021
Service Users/Community Members	Robert Hall	26 Aug 2019	30 Sept 2021
Service Users/Community Members	Vacant		
City of Victor Harbor – Mayor – Ex-officio	Dr Moira Jenkins	22 July 2019	Nov 2022
Staff			
Alexandrina Council	Manager Community Wellbeing		Nov 2022
City of Victor Harbor	Manager Community Services		Nov 2022

Office Bearers

Chairperson	Cr Marilyn Henderson
Deputy Chairperson	Cr Karyn Bradford