

TERMS OF REFERENCE

SCHOOL PRINCIPALS LIAISON COMMITTEE

August 2022



PREAMBLE

Working with community groups and organisations is a great strength of Hunters Hill and together with our local schools, we will act to improve our local facilities.

Facilitating meetings between school principals and Council representatives helps build social networks and cohesion.

1 NAME OF THE COMMITTEE

The name of the committee is: the School Principals Liaison Committee (**Committee**).

2 STATUS AND COMMENCEMENT OF THE COMMITTEE

The Committee is an Advisory Committee of Council constituted to achieve the objectives and perform the functions stated hereunder. The Committee has no decision-making powers but can make recommendations to Council in relation to matters referred to it.

The Committee commences on appointment of the first members of the Committee by resolution of Council.

3 DEFINITION

“School” for the purposes of this Terms of Reference encompasses education institutions within or the Hunters Hill local government area or suburb of Gladesville (shared between Hunters Hill and Ryde local government areas).

“Principal” – a governing or presiding officer of a school or college (or delegate).

4 OBJECTIVES

The objectives of the Committee are to provide a liaison mechanism with local schools and associated organisations to develop relationships and share information.

5 FUNCTION

The functions of the Committee are to:

- a) Provide advice and feedback on education and youth matters in the Municipality.

c) Provide advice to Council on the development and direction of education and youth initiatives, projects, programs and events.

6 MEMBERSHIP OF THE COMMITTEE

6.1 Members, Chair and Secretary:

Twelve (12) members comprising:

- Mayor (as Chair).
- One alternate Councillor delegate.

School and associated organisation representatives:

- One representative from the following schools:
 - Hunters Hill Public School
 - Boronia Park Public School
 - Villa Maria Catholic Primary School
 - Hunters Hill High School
 - Riverside Girls High School
 - St Joseph's College
 - Marist Sisters' College
 - Gladesville Public School
 - Giant Steps Sydney
- One Gladesville Police youth representative.

The General Manager shall nominate a suitably qualified Council Officer to attend Committee meetings as standing invitee to provide technical advice and assistance.

Volunteers and other advisors may attend the Committee meetings from time to time by invitation of the Committee for the purpose of consultation but are not entitled to vote. Non-member Councillors may attend the Committee meetings at any time but are not entitled to vote.

The General Manager shall appoint a Council Officer to provide secretarial support to the Committee (the **Secretary**).

All members of the committee must acknowledge and abide by their responsibilities under [Hunter's Hill Council's Code of Conduct](#).

6.2 Selection Criteria

Representatives of the Committee external to Council shall be appointed by the organisation they are representing.

An external representative must not be a currently serving Councillor.

6.3 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

6.4 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

6.5 Removal of Member

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

7 MEETING PROCEDURE

7.1 Quorum

The quorum is a majority of the members of the Committee who are entitled to vote.

7.2 Decisions

Decisions will be made by a majority of members present and voting.

7.3 Frequency

The Committee will meet not less than twice a year and more frequently as required.

7.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated as standing invitee advisor by the General Manager, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager

generally not less than 3 business days prior to the date of the next meeting by the Secretary.

Meetings may be held by using any technology or combination of technologies and in person attendance which permits each person participating in the meeting to communicate with every other person participating in the meeting.

8 REPORTING

The discussions and resolutions of the Committee will be recorded in minutes kept by the Secretary.

The Secretary will prepare and circulate minutes of meeting to all members within a reasonable time after each meeting.

Following each meeting the Secretary, in consultation with the Chair, provide a summary report outlining the main discussion topics, including the minutes and resolutions for consideration by Council.