

# SOUTHERN GRAMPIANS SHIRE COUNCIL

## CARAPOOK HALL COMMITTEE TERMS OF REFERENCE

### 1. Background

- 1.1 By this Terms of Reference document, the Southern Grampians Shire Council (Council) establishes the Carapook Hall Committee Committee) pursuant to section 65 of the Local Government Act 2020 (the Act). The Committee is established for the management of the Community Asset known as Carapook Hall.
- 1.2 The members of a Community Asset Committee have the powers, duties and functions as contained in the Instrument of Delegation from the Chief Executive Officer under section 47(1) of the Act and set out in these Terms of Reference. These Terms of Reference set out the structure and basis on which the Committee can operate on behalf of Council.
- 1.3 These Terms of Reference are authorised by a resolution passed on *\*insert date of the Council meeting the Terms of Reference were endorsed after the Council Meeting\**.

### 2. Purpose

The Committee is established for the purpose of:

- 2.1 The management and operation of the Carapook Hall.

### 3. Objectives

The objectives of the Committee are:

- 3.1 Determine hiring fees for the hall
- 3.2 Develop a public awareness relating to the hall, designed to increase community use of the hall
- 3.3 Manage bookings for the hall
- 3.4 Identify maintenance needs, prioritise maintenance actions and provide details of remedial actions in the annual report to Council
- 3.5 Be responsible for specific maintenance of the hall and grounds
- 3.6 Ensure Council is made aware of any matters that could have an impact on the hall or its users
- 3.7 Operate, as far as possible, on a self-sufficient basis, except where Council approval is required (refer to Instrument of Delegation).

### 4. Roles and Responsibility

The role of the Committee is:

- 4.1 To exercise the duties and functions, in accordance with these Terms of References and as permitted by the Instrument of Delegation; and

4.2 Oversee the effective operation of the hall.

## **5. Delegation of Powers, Duties and Functions**

5.1 In Order to fulfil and carry out its purpose and objectives, the Chief Executive Officer may delegate to the members of the Community Asset Committee, pursuant to section 47(1)(b) of the Local Government Act 2020, the powers, duties and functions set out in the Instrument of Delegation, signed by the Chief Executive Officer on \*insert date\* and attached to these Terms of Reference.

5.2 The powers, duties and function of Council conferred on the Committee by these Terms of Reference and Instrument of Delegation must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.

5.3 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules.

## **6. Membership**

6.1 The Committee will consist of a minimum of .....and maximum of ..... community members appointed by Council.

6.2 The term of membership will be for a 12 month period.

6.3 Council officers who attend the meetings of the Committee from time to time are to provide advice and support to the Committee, and are not considered Committee members and thus, do not have voting rights.

6.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination (NB: 7.4)

6.5 Council will revise the membership and voting rights of each Committee as it sees fit.

6.6 The Committee will elect a Chairperson, Secretary and Treasurer at its first meeting.

6.7 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.

6.8 Each member of the Committee will be required to participate in Governance training, delivered by the Southern Grampians Shire Council.

6.9 Should the Committee members change during the appointed term, resulting in the Committee being able to maintain the minimum number of members, the Committee may recruit additional members as it sees fit, but must advise Council's Governance Coordinator of this change.

## **7. Meetings**

7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:

- Governance Rules
- Code of Conduct
- Relevant Council policies of which a copy will be provided to the committee

7.2 The Committee will meet \*insert frequency\* as agreed by the Committee from time to time.

- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by show of hands. Only members in attendance are entitled to vote. The Chairperson shall have a casting vote in the event of an equality of votes.

## **8. Reporting**

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Council's Governance Rules as determined by Council;
- 8.2 The Committee's discretion, as exercised from time to time;
- 8.3 Minutes of the Committee meetings must be forward to the Governance Coordinator immediately after adoption by the Committee
- 8.4 An annual report on the Committee's activities and finances must be reported to the Governance Coordinator no later than 30 August each year.

## **9. Insurance**

- 9.1 Insurance for Carapook Hall will be managed in accordance with Council policies.

## **10. Financial Responsibilities**

- 10.1 The Committee is subject to a specified limit on any financial delegation and the specified purpose for which the financial delegation may be used (refer to instrument of delegation).
- 10.2 The Committee is required to provide Council with its financials at the end of each financial year for auditing purposes.

## **11. Procurement**

- 11.1 The Committee must act in accordance with Council's procurement policy.

## **12. Creation and Dissolution**

- 12.1 By these Terms of Reference, the:

12.1.1.1 Committee is established; and

12.1.1.2 Powers, duties and functions of the Committee members, as set out in the Instrument of Delegation, are delegated.

- 12.2 These Terms of Reference:

12.2.1.1 Come into force immediately when the resolution of Council adopting them is made; and

12.2.1.2 Remain in force until Council determines to vary or revoke it.

- 12.3 The Committee must be dissolved by resolution of Council.

12.3.1.1 These Terms of Reference may be reviewed at Council's discretion from time to time.

Dated: \*insert date Terms of Reference was endorsed via Council Resolution\*