

Terms of Reference

Community Halls Advisory Committee

Version 1.1

Adopted by Council at its meeting on xxx

Minute No: xxx

Division:	Community and Natural Resources
Section:	Community and Cultural Services
File Reference:	Not applicable
Historical Reference:	Not applicable

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1. Objectives

1.1 The primary objectives of the Committee are to:

- ensure efficient and effective allocation of resources to community halls
- establish clear, consistent, inclusive and safe management practices
- improve sustainability of Community Hall management committees

1.2 To further these objectives, the Committee shall:

1.2.1 Ensure hall committees are informed about and comply with relevant government legislation and Council Policy.

1.2.2 Collect and retain documentation in accordance with legislative requirements and Council Policy.

1.2.3 Build hall committee resources through sourcing funds, preparing and submitting grants, and sharing assets.

1.2.4 Identify training and skills development requirements and opportunities.

1.2.5 Consider opportunities for joint promotion of activities and events.

2. Membership and Composition

2.1 Members shall be nominated by the relevant Community Hall management committee. Membership of the Committee shall consist of a maximum 10 members including:

- One (1) Representative from Chillingham Community Hall Committee
- One (1) Representative from Crabbes Creek Community Hall Committee
- One (1) Representative from Crystal Creek Community Hall Committee
- One (1) Representative from Doon Doon Community Hall Committee
- One (1) Representative from Fernvale Community Hall Committee
- One (1) Representative from Limpinwood Community Hall Committee
- One (1) Representative from Piggabeen Community Hall Committee
- One (1) Representative from Pottsville Beach Community Hall Committee
- One (1) Representative from Tumbulgum Community Hall Committee
- One (1) Representative from elected Council

Each hall committee will nominate up to a maximum of two alternate delegates.

2.2 Each hall committee shall have only one vote.

- 2.3 Following Council general elections, Committee membership shall be disbanded and new nominations called for all positions. Following receipt of nominations Council will appoint the new Committee.
- 2.4 Councillors (a delegate and alternate delegate) will be appointed by Council for the term of Council.
- 2.5 Two (2) Council Staff shall provide support and advice to the Committee as required but will hold no voting rights.

3. Termination of Membership

- 3.1 Should voting representatives of a participating Community Hall Committee be absent from three consecutive meetings without a reason or apologies, that Community Hall Committee will be removed from membership of the Community Halls Advisory Committee. Members will be required to attend a minimum of 50 per cent of ordinary meetings during each calendar year.

4. Election of Chairperson and Officers

- 4.1 At its inaugural meeting, the Committee shall elect one of its members as Chairperson to preside at each meeting.
- 4.2 The Chairperson shall be elected by Committee members on an annual basis in September.
- 4.3 The Chairperson shall preside at all meetings and shall ensure that the decisions of the Committee are implemented.
- 4.4 The Committee may elect a Deputy Chairperson who shall act in the absence of the Chairperson.
- 4.5 Secretariat support will be provided by Community and Cultural Services Administrative Officer, and include:
 - 4.5.1 Attending to administrative affairs on behalf of the Committee.
 - 4.5.2 Distributing information to Committee members as necessary.
 - 4.5.3 Handling all correspondence, incoming and outgoing, and ensure that it is presented to the Committee.
 - 4.5.4 Preparing meeting agendas.
 - 4.5.5 Recording the minutes of the meetings.
 - 4.5.6 Circulating minutes to Committee members in accessible formats as soon as possible following each meeting.

4.5.7 Maintaining the Outstanding Matters Report and circulating action items to delegated Committee members.

5. Meetings

- 5.1** Meetings of the Committee shall be held quarterly and at such time and place as the Committee sees fit. The minutes of the meetings shall identify the month, date, time and place of the next meeting.
- 5.2** At least seven (7) days notice shall be given to Committee members of the time and place of a meeting and agenda. The Chair shall have the right to call a Special Meeting at any time he/she deems fit provided a period of seven (7) days notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting are met.
- 5.3** A quorum at any meeting of the Committee shall comprise half of the committee members plus one (1). Discussions are to continue when a quorum is not achieved and 'Notes of Meeting' are to be presented for consideration, discussion and endorsement at the next available meeting.
- 5.4** Minutes of the Committee's deliberations and its recommendations shall be made available to Council within one month of any meeting of the Committee.

6. Sub-Committees

- 6.1** The Committee shall have the power to convene Working Groups / Sub-committees consisting of Committee members and co-opted members of the public with relevant and / or specific expertise on topics of interest to the Committee.
- 6.2** Invited guests shall not be entitled to vote in respect of any issue before the Committee.

7. Conduct

- 7.1** Committee members are required to comply with Council's Model Code of Conduct at all times.
- 7.2** The Committee may be automatically terminated through a resolution of Council. Circumstances which may lead to the Committee's termination include contravention of Council's Code of Conduct.

8. Majority Decision

- 8.1** In the event that voting is tied the Chair will hold the casting vote.

9. Training

9.1 All Committee members will be provided with induction in respect to discharge of their duties. Induction will be provided by Council staff.

10. Media

10.1 Media releases on the committee, its functions, outcomes and achievements will be managed by Council, in consultation with the Chair and / or the Committee where appropriate. Quotes from the Chair will be sought and included in media releases and other publications where relevant.

11. Alteration of Terms of Reference and Operating Guideline

11.1 The Terms of Reference may be altered or amended by Council on the recommendation of the Committee at any ordinary meeting provided due notice is given (refer to 5.2).