

## Lady Barron Hall & Recreational Special Committee of Council - Terms of Reference

### 1. Purpose

The purpose of the Lady Barron Hall and Recreational Special Committee (hereafter referred to as 'the Committee') shall be twofold:

- 1.1. To act as advisers to Council on matters regarding the Lady Barron Hall, Holloway Park and the Tennis Court at Lady Barron, that might impact the use and enjoyment of these facilities by community members and visitors to the Lady Barron township.
- 1.2. To raise funds, and/or initiate projects, from time to time and as needed, which shall be for the enhancement of the facilities and/or for the betterment of the Lady Barron community and visitors to the town of Lady Barron.

### 2. Meetings, Agenda, Minutes, Membership, Quorum

- 2.1. The Lady Barron Hall and Recreational Special Committee (LBH&RSC) is to meet at least 4 times per year. **This may include meeting in person or via Zoom or similar online platform if some members are unavailable to attend in person.**
- 2.2. Membership will include **a minimum of five and a maximum of ten** and include at least one elected member, as appointed by Council.
- 2.3. The Committee Chair will be an elected member, as appointed by Council.
- 2.4. Council may, from time to time: vary the number of members; remove the chair or deputy chair; and appoint a chair.
- 2.5. The Committee shall appoint a deputy chair, a secretary to deal with minutes and correspondence, and a treasurer, **such positions to be reviewed annually at the Annual General Meeting.**
- 2.6. A quorum for conducting a Meeting is one more than half of all Committee members.
- 2.7. The Chair will ensure that an agenda is sent to Committee members at least 7 days prior to each meeting.
- 2.8. The Chair will ensure that minutes are recorded for each meeting. Minutes are to include: Confirmation of previous minutes; key points against each agenda item; all motions, their mover and seconder and their outcomes; date and time of meeting; names of attendees and of apologies; time the meeting opened and closed and name of minute-taker.
- 2.9. The Chair is to ensure that minutes of each Committee meeting are sent to Council's Executive Officer for inclusion in the Ordinary Council Meeting Agenda.
- 2.10. All recommendations are to be moved and seconded and recorded in the minutes. The Chair is to take all recommendations to Council for consideration via a Notice of Motion.
- 2.11. **An Annual General Meeting is to be held within six months of the end of June each year.**

### 3. Vacancies

- 3.1. A Committee vacancy is declared if a member:
  - 3.1.1. Tenders his / her resignation in writing to the Chairperson (in the case of resignation of the Chairperson, to the Deputy Chairperson);
  - 3.1.2. Dies;
  - 3.1.3. Is removed by Council; or
  - 3.1.4. Fails to attend 3 consecutive meetings without reasonable reason.
- 3.2. When a vacancy occurs, the Chair is to report this to Council's Executive Officer, who will deem the process for filling the vacancy.

#### 4. Voting

- 4.1. Voting shall be by simple majority. An abstention is viewed as a vote against. A drawn vote is considered lost.
- 4.2. Observers at special committee meetings may be approved by a majority of members but may not vote.
- 4.3. The General Manager and / or the Mayor may attend Special Committee meetings in an ex officio capacity.

#### 5. Financial

- 5.1. This Committee may fundraise and hold a bank account, as approved by Council, therefore must have its books audited annually.
- 5.2. The Treasurer is to keep a full account of all expenses and revenue and report this to each meeting of the Committee.
- 5.3. Any use of Committee funds is at the discretion of the Committee.
- 5.4. This Committees may apply for grants, under the auspices of Council, but any grant application must be approved by the General Manager.
- 5.5. The collection of gym fees and maintenance of gym equipment remains the responsibility of Council.

#### 6. Other

- 6.1. When it comes to the Committee's attention that maintenance is required to buildings and / or equipment, the Committee will provide Council with a list of maintenance needs in advance and / or at least by May and November of each year.
- 6.2. All non Councillor committee members are viewed as volunteers of Council for the purposes of the *Work Health and Safety Act 2012 (Tas)*. All such members must be registered as Council volunteers and are required to complete Volunteer Induction.
- 6.3. From time to time the Committee can utilise community volunteers to assist with projects and events.
- 6.4. At each Committee meeting, the Chair is to request Committee members to indicate if they have a pecuniary interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, as required by Part 2 of Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015.

- 6.5. Council will hold community members exempt from pecuniary interest as per Section 52(3) of the *Local Government Act 1993*.

## **7. Legislation**

*Local Government Act 1993*

Local Government (Meeting Procedures) Regulations 2015

## **8. Responsibilities**

The responsibility for this procedure rests with the General Manager.

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