

## Whitemark Community Gym Special Council Committee Terms of Reference

### Purpose

The purpose of the Whitemark Gym Special Council Committee is to support, assist and make recommendations to Flinders Council regarding the management and operation of the Whitemark Community Gym.

<b>Department</b>	Governance	
<b>File No.</b>	CDV/0702	
<b>Council Meeting Date</b>	12 December 2018	
<b>Minute Number</b>	332.12.2018	
<b>Next Review Date</b>		
<b>Review History</b>	255.10.2017	12 October 2017
	75.04.2018	19 April 2018

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The first seven Terms of Reference below are non-negotiable and are included in the Terms of Reference of all Flinders Council Special Committee Terms of Reference

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

- 1.1. Whitemark Community Gym Special Council Committee) is to meet at least 4 times per year. Meetings may take place in-person, via telephone, an online conferencing platform or a combination of these.
- 1.2. The Committee must have a minimum of five (5) members, including at least one elected member, as appointed by Council.
- 1.3. The Committee Chair will be an elected member, as appointed by Council.
- 1.4. Council may, from time to time: vary the number of members; remove the chair or deputy chair; and appoint a chair.
- 1.5. The Committee shall appoint a deputy chair, a secretary to deal with minutes and correspondence, and a treasurer.
- 1.6. A quorum for conducting a Meeting is one more than half of all Committee members.
- 1.7. The Chair will ensure that an agenda is sent to Committee members at least 7 days prior to each meeting.
- 1.8. 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.
- 1.9. 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.

- 1.10. 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. Vacancies

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

## 3. Voting

- 3.1. Voting shall be by simple majority. An abstention is viewed as a vote against. A drawn vote is considered lost.
- 3.2. Observers may attend Committee meetings if approved by a majority of members but may not vote.
- 3.3. The General Manager and / or the Mayor may attend Committee meetings in an ex officio capacity **but may not vote**.

## 4. Financial

- 4.1. **The collection of gym fees and maintenance of gym equipment and premises remains the responsibility of Council.**
- 4.2. **This Committee may fundraise and hold** a bank account, as approved by Council, therefore must have its books audited annually.
- 4.3. **The Treasurer is to keep a record of all income and expenditure and provide a report to each Committee meeting.**
- 4.4. **Use of Committee funds is at the discretion of the Committee. However, any purchase that may result in a capital asset, depreciation or maintenance must first be approved by the General Manager.**
- 4.5. This Committees may apply for grants, under the auspices of Council, but any grant application must be approved by **the General Manager**.

## 5. Other

- 5.1. When maintenance is required to buildings and / or equipment, the Committee should **note such details in their meeting minutes and forward a copy of this to Council for their attention.**
- 5.2. 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.

- 5.3. At each Committee meeting, the Chair is to request Councillor members to indicate if they have a conflict of 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. Legislation**

*Local Government Act 1993*

Local Government (Meeting Procedures) Regulations 2015

## **7. Responsibilities**

The responsibility for this procedure rests with the General Manager.

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