



# MERRIWA SHOWGROUND USERS COMMITTEE CHARTER

## PURPOSE AND OBJECTIVES

To make recommendations to Council on the operation and future development of Merriwa Showground.

This Committee is established to make recommendations to Council on the following functions:

1. To investigate, report and make recommendations to Council on the following matters in relation to the development of Merriwa Showground.
  - To assist in the development of an appropriate management plan for Merriwa Showground
  - To assist in liaising with appropriate bodies for the development of Merriwa Showground.
  - To assist in the development of ancillary facilities such as camping grounds, arenas etc. within Merriwa Showground
  - Any other matter that may be related to the development of Merriwa Showground
  - To assist in the development of a plan for the ongoing maintenance of Merriwa Showground.

## MEMBERSHIP OF THE COMMITTEE

1. The name of the Committee shall be the Merriwa Showground Users Committee.
2. The membership of the Committee shall be as follows:

Two (2) representative from the following organisations:

- Merriwa PAH&I Association (Show),
- Merriwa Pony Club,
- Merriwa Campdraft,
- Merriwa Show Jumping and Dressage Club,
- Any other community group that regularly uses the showground

Only one vote from each organisation will be counted for each resolution.

The Chairman is to be elected by the Committee from one of the representatives.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

## **TERM OF MEMBERSHIP**

The term of the Committee will be ongoing with elections for new office holders at the committee meeting following the Council elections (every 4 years).

## **COORDINATION**

The Committee will be coordinated by the Manager Works Delivery. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

## **MEETINGS AND QUORUM**

The committee meets every 6-8 weeks on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when four (4) members are present, with at least one (1) being a Councillor.

## **REPORTING**

Agenda items and reports for the Committee will be forwarded to the Manager Works Delivery two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for its approval. Recommendations from the committee shall be effective only after adoption by Council.

## **AGM**

An AGM will be held annually, all positions will be open for nominations.

The positions are:-

- Chair Person
- Treasurer
- Secretary

## **COUNCIL RESOLUTIONS**

Council resolved to appoint delegates to its Committees structured under Section 355 of the Local Government Act 1993 on 26 September 2016.