

SETTLEMENT HALL COMMITTEE CHARTER



AIM

To be constituted under section 355 of the Local Government Act, 1993.

FUNCTIONS

- The Committee is responsible for the day to day operation in the care and management of the Settlement Hall and to ensure that the facility is managed efficiently and effectively.
- To provide input into the Delivery Program and Operational Plan for the facility.
- Be responsible for maintaining the facility in good condition and complying with applicable legislation as well as Council's Access & Equity Policy. (small scale maintenance only, larger issues to be referred to Council officers)
- Be responsible for the bookings for the facility, subject to the schedule of fees and charges being approved by Council on an annual basis.
- To raise funds for the purpose of making improvements to the facility.

MEMBERSHIP

The Committee is to comprise of citizens who nominate through an Annual General Meeting nomination process and shall include interested persons and representatives of user groups if appropriate, for example from the settlement community, Upper Hunter Toybox Service staff or users, or the Livestock Health and Pest Authority member etc.

There shall be a minimum community representation of 8 residents, and one Councillor.

The Committee shall have a Council Officer delegated to assist the Committee. That officer is primarily the Merriwa Community Services Officer.

The Committee shall appoint an Executive comprising Chairperson, Deputy Chairperson, Secretary and Treasurer who are to be appointed at the Annual General Meeting.

QUORUM

The minimum in attendance at a meeting shall be half plus one of the community representation. It is not essential for the Councillor to be in attendance to hold a meeting. The council officer is not a voting member.

MEETING PROCEDURES

Council's Code of Conduct policy shall be observed by all committee members, and any conflict of interest or pecuniary interest shall be declared at the beginning of the meeting.

MEETINGS

Meetings shall be held on a needs basis, however there shall be a minimum of one meeting every year.

MINUTES

It will be the duty of the secretary to record the minutes of the committee meetings, paying special regard to the recommendations of Council.

VOTING

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).

VACATION OF OFFICE

The office of an elected member of the committee shall become vacant:

- i) Upon death.
- ii) Becomes mentally ill or is liable to be dealt with, in any way under the law relating to mental health.
- iii) Resigns membership by notice in writing to the committee or Council.
- iv) By resolution of Council.
- v) Is absent for more than three (3) consecutive meetings without an apology or the leave of the committee or Council, or.
- vi) Is convicted of any indictable offence or any summary offence is related to dishonesty.

Any such casual vacancy so created shall be filled at the pleasure and discretion of Council.

DISSOLUTION OF THE COMMITTEE

- a) The committee may be dissolved by Council at any time.
- b) The committee shall cease to hold office at the end of October each year or otherwise at the expiration of one month after the general election of the Council next following upon the appointment of the committee but shall be eligible of reappointment.

STATUS

No member of the committee shall be deemed to be or have ever been in employment of the Council by reason only of the membership of this committee.

HONORARY CAPACITY

Offices and members of the committee are honorary appointments.

COMPLAINTS AGAINST OFFICERS, MEMBERS OR EMPLOYEES

These complaints should be in writing duly signed and dated by the person or authorised representative of the body lodging the complaint, and shall be addressed to the Mayor.