

<b>Approval Date</b>	17/07/2023
<b>Classification</b>	Terms of Reference
<b>Responsible Officer</b>	Group Manager Public Relations & Community Services
<b>Relevant Legislation</b>	<i>Local Government Act 1999</i>
<b>Record Number</b>	TOR202356647
<b>Last Reviewed</b> 20/03/2023	<b>Next Review</b> 30/06/2025

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### 1. Establishment

The Corporation of the Town of Walkerville Community Committee (the **Committee**) is established pursuant to section 41 of the *Local Government Act 1999* (the **Act**).

### 2. Functions

The overarching function of the Committee is to:

- 2.1 Organise fundraising initiatives to provide events, activities and services that benefit the Town of Walkerville community;
- 2.2 Donate surplus funds to registered charities identified by the Committee, subject to Council approval;
- 2.3 Ensure its activities broadly reflect the aspirations and intentions of Council's Strategic Plan.

### 3. Role of the Committee

The Committee's role is to:

- 3.1 Identify opportunities for the enhancement and benefit of the community.
- 3.2 Initiate and deliver fundraising activities that support a range of social (non-political) endeavours that directly benefit people in the community.
- 3.3 Ensure that all fundraising activities are self-funded (all costs must be covered).
- 3.4 Apply for grants as and where appropriate.
- 3.5 Seek corporate and private sponsorships to support the Committee's activities.

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3.6 Liaise and engage with members of the broader community, local schools and organisations, which have an interest in community wellbeing and engaging collaboratively with the Committee on its fundraising activities.

Donate funds and/or establish relationships with charitable groups that reflect the overarching purpose of the Committee.

## 4. Authority

4.1 The Committee has no authority to act independently of Council. The Committee is authorised by Council to undertake work to efficiently and effectively meet the objectives described by its role and Terms of Reference.

4.2 The Committee is authorised to expend funds from those monies raised by the Committee for the purpose of delivering upon the functions and role of the Committee. Approval for any expenditure outside of this must be obtained from Council.

4.3 Details about all monies raised and expended must be reported to Council on a quarterly basis.

4.4 Pursuant to s 41(7) of the Act, the Committee may seek to establish a sub-committee for a specific purpose. In doing so, the Committee must determine and recommend a sub-committee Terms of Reference to Council for consideration and endorsement at the time of sub-committee's establishment.

## 5. Membership

5.1 The Town of Walkerville Community Committee shall consist of the Mayor (as standing member), three (3) Elected Members and three (3) Community Members.

5.2 Community Members of the Committee must be residents or ratepayers of the Town of Walkerville.

5.3 Elected Members shall be appointed to the Committee by way of Council resolution and will hold office until the conclusion of the 2026 Local Government Elections.

5.4 Community Members will be appointed to the Committee, by Council resolution following recommendation from the Committee, for a maximum of two (2) years. They will be eligible for reappointment to the Committee at the conclusion of their term.

5.5 If an appointment is made within 18 months of a General Election, the Committee Member must be appointed to hold office until the conclusion of the Council term.

5.6 At the time of a vacancy of a Community Member on the Committee the Executive Officer of the Committee will undertake an "expression of interest" process to determine community members who have an interest in serving on the Committee.

5.7 All applications received will be submitted to the Committee, which will then review and provide a recommendation to Council as to the appointment to the Committee for endorsement.

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- 5.8 Members of the Committee may be removed by Council resolution at any time.
- 5.9 Members of the Committee may resign their position at any time by giving notice of their intention, in writing, to the Presiding Member and Executive Officer.
- 5.10 Any Councillor who is not a member of the Committee can be called upon by the Chief Executive Officer (or nominee) to act as proxy as and when required.

## 6. Presiding Member

- 6.1 The Presiding Member will be appointed by vote of the Committee and formally endorsed by resolution of Council.
- 6.2 The Presiding Member will hold office for a term of two (2) years. They may be reappointed at the conclusion of their term.
- 6.3 The Presiding Member may nominate a Committee Member as Acting Presiding Member (Chair), should they not be able to attend a meeting.
- 6.4 The role of the Presiding Member is to:
  - 6.4.1 Oversee the conduct of meetings;
  - 6.4.2 Ensure that all Committee Members have an opportunity to participate in discussions in an open and responsible manner; and
  - 6.4.3 Call the meeting to order and move the debate towards finalisation when a matter has been debated to a point that a recommendation can be made.

## 7. Meetings

- 7.1 The Committee will meet at least four (4) times per annum.
- 7.2 Committee meetings will be conducted in accordance with the Local Government (Procedures at Meetings) Regulations 2013 and the Town of Walkerville *Code of Practice – Access to Council Meeting, Council Committees & Council Documents*.
- 7.3 Meetings will be held at the Civic and Community Centre or such other location as determined by the Executive Officer.
- 7.4 The Presiding Member will consult with the Executive Officer prior to the scheduling any Special Meetings to ensure that the costs of administering the Committee are monitored and contained.
- 7.5 Access to agendas, minutes and other documents associated with the Committee will be provided in accordance with the Town of Walkerville's Code of Practice – Access to Meetings and Documents.
- 7.6 The Executive Officer is the delegated authority to vary the meeting date, time and place of meetings, in consultation with the Presiding Member.

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- 7.7 The Executive Officer will allocate appropriate administrative support to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements.

## 8. Voting

- 8.1 Each member of the Committee at a meeting will have one vote per matter considered.
- 8.2 In accordance with regulation 27 of the Local Government (Procedures at Meetings) Regulations 2013, the Presiding Member will have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 8.3 In the event of a tied vote, the matter will be referred to the Council for deliberation.
- 8.4 Any staff attending Committee meetings will not have voting rights.

## 9. Quorum

- 9.1 A quorum for the Committee will be ascertained by dividing the total number of members of the Committee by two (2), ignoring any fraction resulting from the division and adding one.
- 9.2 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- 9.3 If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- 9.4 If at the expiration of 15 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Presiding Member or, in the absence of the Presiding Member, the Deputy Mayor or, in the absence of the Deputy Mayor, the Committee Executive Officer, will adjourn the meeting to a specified day and time.
- 9.5 If the meeting is adjourned for want of a quorum, the Committee Executive Officer will record in the minutes the reason for the adjournment, the names of any Members present and the date and time to which the meeting is adjourned.
- 9.6 If the meeting is adjourned to another day, the Chief Executive Officer must:
- 9.6.1 give notice of the adjourned meeting to each Member setting out the date, time and place of the meeting; and
- 9.6.2 give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the Council.

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## 10. Review

- 10.1 The Committee shall review its Terms of Reference within the first 12 months of a General Election to ensure that it is operating at maximum effectiveness.
- 10.2 The Council may at any time vary these Terms of Reference, or the Committee may recommend variations to the Terms of Reference to Council.

## 11. Sitting Fees

- 11.1 Where an Elected Member, who is not the Mayor or Deputy Mayor, has been appointed as the Presiding Member of the Committee they shall be paid a sitting fee in accordance with Section 6.6 and 6.7 of the Town of Walkerville's Elected Member Allowances & Benefits Policy.
- 11.2 Members of the Community and other Elected Members sitting on the Committee shall not be paid a sitting fee.

## 12. Logo

- 12.1 The Committee may nominate a logo, which must be endorsed by Council.
- 12.2 The logo can only be used for the purpose of promoting the Committee itself and/or its associated events and initiatives.
- 12.3 The logo can only be published on:
- 12.3.1 Committee marketing materials and collateral (i.e. flyers and posters).
  - 12.3.2 Clothing (i.e. t-shirts or hats) that are only to be worn at Committee events or initiatives by:
    - Committee Members;
    - Administration; and
    - Authorised volunteers of the Committee.
- 12.4 Each use of the logo must be approved by the Committee's Executive Officer in writing prior to any promotion.
- 12.5 The logo can only be used in its endorsed form and must not be edited in any way, unless authorised by the Group Manager Public Relations & Community Services.

## 13. Liabilities of Members

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the Member's or Committees powers, functions or duties, Such a liability is attached instead to the Council.