

Responsible Officer	Chief Executive Officer		
Relevant Legislation	<i>Local Government Act 1999</i> <i>Local Government (Procedures at Meetings) Regulation 2013</i>		
Record Number	TOR202461584		
Last Reviewed	12/02/2024	Next Review	30/11/2026

1. Establishment

The Corporation of the Town of Walkersville's Walkerville Sports Club Design Committee (the **Committee**) is established pursuant to section 41 of the *Local Government Act 1999*.

Part 2 of the *Local Government (Procedures at Meetings) Regulation 2013* does not apply to this committee.

2. Functions

The key function of the Committee is to provide input into the detailed design of the Walkerville Sports Club renovation project and adjacent car parking facilities, in close collaboration with Council's Project Management Team and Council.

Council's Project Management Team consists of the Chief Executive Officer, Group Manager Finance, Group Manager Assets & Infrastructure, Group Manager Public Relations, Strategic Project Coordinator and Procurement Advisor, Di Harris (the **Project Management Team**).

3. Role of the Committee

The Committee's role is:

- 3.1 To work closely with Council's Project Management Team and Council's architect and building contractors to help guide the design direction and scope of the Walkerville Sports Club project.
- 3.2 To ensure the needs of all key stakeholder groups are carefully considered as part of the design process.
- 3.3 To ensure regular and ongoing communication with all key stakeholder groups to ensure design options/proposals meet the needs of stakeholder groups.
- 3.4 To ensure the cost of the renovation remains within Council's approved budget.
- 3.5 As required, provide advice to Council in relation to the design process/progress.

4. Authority

- 4.1 The Committee does not have executive powers or authority; the Committee has an advisory role only.
- 4.2 The Committee does not have any delegated financial responsibility or any management functions; the Committee has an advisory role only.

5. Membership

- 5.1 The Committee shall consist of eight members representing a cross-section of key stakeholder groups from across our community.
- 5.2 Membership shall include:
 - Three Sports Club representatives, nominated by the Sports Club's executive;
 - One Walkerville Primary School representative, nominated by the school's executive (optional);
 - Two community representatives, selected by Council through an expression of interest process; and
 - Two Council Members determined by Council.
- 5.3 In the event of a member vacancy, Council will consider the appointment of a new member.
- 5.4 The term of membership will be for the term of this Council.
- 5.5 Members of the Committee may be removed by Council resolution at any time.
- 5.6 Members of the Committee may resign their position at any time by giving notice of their intention, in writing, to the Chief Executive Officer.

6. Presiding Member

- 6.1 The Presiding Member of the Committee shall be a Council Member appointed to the Committee by Council.
- 6.2 The Presiding Member will hold office for the remaining term of Council.
- 6.3 The Presiding Member may nominate a Committee Member as Acting Presiding Member (Chair), should they not be able to attend a meeting.

7. Meetings

- 7.1 The Committee will meet as required.
- 7.2 The Chief Executive Officer will consult with the Committee to determine the meeting schedule.
- 7.3 Part 2 of the *Local Government (Procedures at Meetings) Regulation 2013* do not apply.
- 7.4 Meetings will be held at the Walkerville Civic & Community Centre or such other location, as determined by the Chief Executive Officer in consultation with the Committee.
- 7.5 The Chief 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.

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 If the meeting is adjourned for want of a quorum, the Chief 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.

10. Review

- 10.1 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 a Council 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.

12. 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 committee's powers, functions or duties, such a liability is attached instead to the Council.