

Terms of Reference for the Curra Community Hall Community Reference Group



ROLE OF THE COMMUNITY REFERENCE GROUP

- Identify community needs for the hall and strive to ensure the facility is managed in the best interests of the community;
- Provide suggestions in regard to potential events and activities at the hall;
- Contribute ideas on hall operational matters to support the effective functioning of the hall (e.g. booking systems, cleaning);
- Promote hall events, initiatives and programs through members' networks and take an active role in encouraging participation and volunteering at such activities;
- Provide recommendations on the future management structure of the hall, including the timing and process for appointing an independent Hall Committee.

Constraints on the Role of the Reference Group

The Reference Group does not have the power to:

- Expend moneys on behalf of Council
- Commit Council to any arrangement
- Direct Council Officers in the performance of their duties

MEMBERSHIP PROTOCOL AND EXPECTATIONS

Membership

The Community Reference Group shall consist of no more than (10) members. Membership comprises of:

- **Chairperson:** Manager – Community Partnerships, Gympie Regional Council
- **Community Representation:** Seven (7) community representatives (with a maximum of 3 representatives per community group)
- **Council Officers:** Facilities Officer; Community Development Officer

Membership Criteria

Community membership appointment to the Reference Group will be based on:

- Experience in working with the community and/or community groups;
- Being a resident of the Gympie Regional Council local government area;
- Being a member of a group that hires the hall;
- Understanding of key issues and needs of the Curra community and surrounds.

Appointment of Members

Members will be sought through an Expressions of Interest process, which will be publicly advertised. Members will be selected based on their ability to support the Role of the Group and suitability against the membership criteria listed above. Council may also seek and appoint community members to address identified gaps in representation (e.g. young people, hall user groups). Following the closure of nominations, an assessment panel consisting of the Chairperson and Director of Corporate and Community Services will be convened to select representatives to fill vacancies.



Principal Responsibilities of the Reference Group

- To attend Reference Group meetings as required
- To undertake agreed tasks as determined at Reference Group meetings
- To work with Gympie Regional Council or external parties in relation to events or initiatives

Insurance

Council's personal accident and public liability insurance will be extended to cover Community Reference Group members and other volunteers attending meetings and other activities which have the prior approval of the Chairperson.

TERM

The Community Reference Group will be established in March 2018 and will meet as required on a continuing basis until otherwise determined by resolution of Council.

Community member appointments will be for a one year term, with capacity to re-nominate for a further term.

A community member may resign at any time in writing to the Chairperson. Members may be removed in accordance with this Terms of Reference.

Gympie Regional Council reserves the right to discontinue the Reference Group at any time under the following circumstances:

- it is deemed that the group is not effectively undertaking its role as outlined in this Terms of Reference;
- the Reference Group is no longer required due to a change in Council direction or the appointment of a dedicated hall committee.

OPERATIONAL MATTERS

Meetings Frequency and Chair

The Reference Group will meet on a monthly basis from March 2018 – September 2018 for the initial establishment phase, then every two months thereafter. An indicative meeting schedule will be developed by group members following their appointment, with the final schedule communicated to all members by the Chairperson.

The Chairperson (or his/her Council delegate) will preside as chairperson at every meeting of the Reference Group.

Secretariat

Gympie Regional Council will be responsible for the secretariat functions of the group, including requests for agenda items, preparing and distributing agendas and minutes, and distributing relevant documentation for consideration.

Meeting Quorum

A quorum shall consist of a 4 community members and 1 Council officer.



Meeting Protocol

Members must ensure their conduct at meetings contributes to the success and effectiveness of the Reference Group. Members must abide by the following:

- respect the right to involvement and views of other members;
- participate openly and honestly and not make improper use of information or their position;
- not engage in any conduct, or behave in any manner, which may discredit the Reference Group (both within and outside the meeting).

Meeting Attendance

Notice of each Reference Group meeting shall be given to each Reference Group member at least seven (7) days in advance unless impractical to do so by reason of an urgent matter requiring a meeting to be held more promptly.

Where unable to attend a scheduled meeting, it is expected that a member will advise the Chairperson/secretariat of their inability prior to the meeting (via phone or email).

Council may remove members of the Reference Group if they fail to meet the meeting protocol of the Reference Group, miss 3 or more meetings without prior explanation or if they are convicted of criminal behaviour.

Conflict of Interest

It is acknowledged that with a community reference group of this nature conflicts of interest may exist for individual members and may arise throughout the life of the Reference Group. As such, a member must declare any potential, perceived or actual conflict of interest at the commencement of their appointment as a member of the Reference Group.

New and/or additional potential conflicts of interest must also be declared at the commencement of each scheduled meeting or as soon as possible following awareness of such conflict and prior to the discussion of any items for which the conflict may exist. If a conflict of interest exists the member must not take part in the discussion of that item or excuse themselves during that discussion.

Reporting

The Chairperson is responsible for communicating information and advice provided by the Reference Group back to other relevant Council Officers and Council meetings.

MEDIA

Community Reference Group members must not make any public statements on behalf of the Reference Group or statements relating to the views or involvement of other members in the Reference Group. Council has responsibility for media liaison for the Community Reference Group.

REVIEW

Council may review and amend these Terms of Reference at any time.

