

WB Eva Pavilion User Group Committee Charter

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Brookton WB Eva Pavilion User Group Committee, established by Council (the Shire of Brookton), pursuant to Section 5.8 of the Local Government Act 1995.

1.0 NAME

The name of the Committee shall be the Shire of Brookton WB Eva Pavilion User Group Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Brookton.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

Our vision is for the WB Eva Pavilion to be well maintained and accessible for users and well utilised by a broad range of community and private uses.

6.0 TERMS OF REFERENCE

6.1 The role of the Committee is to provide *guidance* to the Council, through its Councillor representative and the Officer of the Council serving the Committee, on the day to day management of the WB Eva Pavilion and its surrounds.

6.2 Guidance may be in the form of recommending changes in the management of the WB Eva Pavilion, in relation to the following;

- Usage
- Terms & Conditions
- Policies & Procedures
- Maintenance
- Capital Works

6.3 Management of the WB Eva Pavilion remains the responsibility of the Council, through the Chief Executive Officer or that officer's delegate.

6.4 Assisting the Council with dispute resolution and conflict between users and or uses.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 9 members consisting of the predominate regular users as follows;

- 1 x Councillor – Presiding Member
- 1 x representative of the Brookton Tennis Club
- 1 x representative of the Brookton Woman's Hockey Club (inc Juniors)
- 1 x representative of the Auskick Football (juniors)
- 1 x representative of the Brookton-Pingelly Football Club
- 1 x representative of the Brookton Cricket Club
- 1 x representative of the Seabrook Cricket Club
- 1 x representative of the Brookton Ladies Netball Club
- 1 x representative of the Brookton Playgroup
- 1 x representative of the Brookton Patchwork & Craft Group

To encourage ongoing freshness of approach and ideas, Council encourages organisations to appoint a different member representative of their group every 2 years. Groups are entitled to appoint one delegate and one proxy with only one member present entitled to vote.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil.

The Committee is either re-established or disbanded following each ordinary election of the Council, at the discretion of the Council.

8.2 Committee Meetings:

Meetings shall be held;

- not more frequently than every 3 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s) and;
- not less frequently than every 6 months.

8.3 Quorum (S 5.15 and S5.19):

The quorum for any meeting of the WB Eva Pavilion User Group Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

Decisions of the Committee, other than confirming the previous minutes or purely administrative in nature, are to be referred to the Shire of Brookton, where the CEO or his delegate will consider those recommendations before deciding on implementation or referral to Council as the officer deems appropriate.

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

8.7 Meetings

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

8.8 Public Question Time

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

8.9 Members Conduct

Members of the Committee are bound by the:

- Provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Brookton Standing Orders Local Law or governing Meeting Procedures Policy;
- Shire of Brookton Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of the Local Government or a Community Member.

Note however that community members *are not* bound to declare impartiality interests, unlike Councillors and Employees of Local Government, nor are they bound by the Rules of Conduct Legislation.

8.10 Secretary

The Chief Executive Officer or that Officer's nominee from time to time (currently the Community Services Manager) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes and serving the Committee generally.

8.11 Presiding Person

The members will appoint the Presiding Person and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to this charter, it is Council's request that the Committee elect an Elected Member to the role of Presiding Person.

8.12 Meeting Attendance Fees

The Councillor representative will be entitled to a meeting attendance fee pursuant to any fee adopted by the Council from time to time.

8.13 Amendments to the Charter

Whilst there are some limitations to amendments to the charter imposed by legislation, should it be desirable, the Committee may recommend changes to the Charter, including altering the membership to suit changing regular users from time to time, to Council as it sees fit.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council OCM February 2017 / Resolution No. 11.02.17.01