

# Terms of Reference: Facility Management Committees



## 1. Purpose and/or Objectives

The purpose of Facility Management Committees is to:

- a) Actively engage and utilise the expertise within its community.
- b) Enable a sense of community ownership, community involvement, development and overall community wellbeing, all meeting the City of Coffs Harbour's (City) objective of a connected community.
- c) To manage each facility which includes, but is not limited to taking bookings, collection of fees, paying accounts, administration, contract cleaning, undergoing maintenance, maintaining an asset register and reviewing the Facility Business Plan.

## 2. Scope

The role of the Facility Management Committees is to care for, control and manage their applicable venue to ensure they operate effectively. There will be one committee for each of the following facilities:

- Ayrshire Park
- Toormina Community Centre
- Coramba Community Hall
- Eastern Dorrigo Community Hall & Showground
- Lowanna Community Hall
- Lower Bucca Community Hall
- Nana Glen Sport, Recreation & Equestrian Centre
- Woolgoolga Community Village

## 3. Meeting Arrangements

The minimum number of meetings to be held each year is four (4).

Record keeping is the responsibility of the Secretary and Treasurer. Agendas to be circulated 7 days prior to the meeting. Minutes to be circulated within 7 days.

## 4. Committee Composition

Minimum of five and maximum of nine voting members made up of user groups representatives and community representatives.

The Facility Management Committee will consist of the following office bearers:

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Booking Officer (where applicable)

The role of officer bearers is detailed in the City of Coffs Harbour a Facility Management Committee Handbook.

A City support staff member will be provided to assist the committee and chairperson.

### 4.1 Quorum and voting

The Quorum for Committee meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only.

## 5. Appointment

The community committee members will serve a term of four years and can renominate.

### 5.1 Attendance

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member.

## 6. Delegations and Expenditure

The Facility Management Committee is delegated to:

- a) provide a quality venue for the community and visitors;
- b) recommend to the City programs and budgets for the operation of the venue; and
- c) manage the venue on a day-to-day basis in accordance with adopted policy, procedure, program and budget.

Community Venue Management Committee members do not have delegation to speak to media.

Any decisions or recommendations outside of this Committee's delegation are to be forwarded to the City's Executive representative, through the City support staff, for tabling with the Executive Leadership Team and determination.

## 7. Review and assessment of the Committee

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report will be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

## 8. Member obligations

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.

### 8.1 Additional requirements

The powers of the Committee are regulated under Section 377 of the LGA. Committees must not:

1. Employ any individual for any reason.
2. Fix a charge or fee (your committee may make recommendations on fees or charges for use of the facility, once approved by Council is regarded as authority to charge the fee).
3. Borrow any monies without the express consent of Council.
4. Sell or otherwise part with any property under its care.
5. Call for or accept any tenders.
6. Spend any money for works, services or operations unless approved by Council (your committee may make recommendations to Council on an annual revenue and expenditure budget, once approved by Council is regarded as authority to expend such monies).
7. Pay or make any gift to any of its members.

8. Carry out any improvements to, or construct any structure on, any building or facility in its care, without the prior written consent of the City (most structures or constructions require development consent before any building or construction can commence).
9. Remove any trees without the prior consent of the City.
10. Unreasonably withhold consent for the letting of the facility to any organisation which agrees to comply with the City's requirements and which is prepared to adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
11. Contract goods and services from an entity that does not have the appropriate public liability insurance, worker's compensation and/or personal injury insurances.
12. Manage the venue outside the approved Plan of Management.
13. Act outside the rules, laws and regulations set by relevant local, state and federal authorities.
14. Allow the facility to be poorly maintained (your Committee may make recommendations to the City's Property Services Team on an annual basis).
15. Allow the facility to be a risk to the public (your Committee may seek the assistance of City's Risk Coordinator for a facility risk assessment).
16. Dispose of financial records for the previous 7 years.

Without limiting or restricting the preceding, the committee is required to:

- a) Manage the venue in accordance with the approved plan of management.
- b) Maintain the venue to the City's satisfaction.
- c) Permit authorised City officers to enter the venue at any reasonable hour for the purpose of carrying out inspections.
- d) Comply with the requirements of relevant Acts of Parliament and ancillary regulations, rules and by laws and the requirements of the relevant public authorities including the City's and to meet all charges in connection therewith.

Operational requirements include, but are not limited to:

- i. Annually submit recommended fees and budget for the venue.
- ii. Annually submit maintenance priority list.
- iii. Annually submit an updated furniture, fittings and equipment asset register.
- iv. Undertake an annual risk assessment.
- v. Reply to all booking enquiries within 48hrs, mobile phone message banks should acknowledge that bookings of the facility are undertaken by a volunteer booking officer.
- vi. Review the facility business plan every 4 years.