Rowella Hall Committee – Terms of Reference

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1 ESTABLISHMENT

The Rowella Hall Committee (**the Committee**) is established by the West Tamar Council (**Council**) as a Special Committee of Council under Section 24 of the *Local Government Act 1993* (**the Act**).

2 PURPOSE

The primary purpose of the Committee is to assist and advise Council in:

- **Strategic Management**: Providing oversight and direction for the sustainable management, operation, and maintenance of the Rowella Hall as a key community asset.
- **Community Engagement**: Acting as a formal liaison between the community and Council to ensure the hall remains responsive to local needs and interests.
- **Facility Activation**: Encouraging and facilitating the broad use of the hall for social, recreational, and cultural activities that enhance community well-being.
- **Policy Compliance**: Ensuring the hall is managed in accordance with Council's strategic plans, relevant legislation (including the Local Government Act), and Workplace Health and Safety (WHS) requirements.
- **Risk Management**: Identifying and reporting maintenance requirements or safety concerns to ensure the facility remains a safe and accessible environment for all users.

3 OBJECTIVES

The specific objectives of the Committee are to:

- **Asset Maintenance & Improvement**: Identify and prioritise maintenance tasks, and recommend capital improvements to Council to ensure the hall remains fit-for-purpose and structurally sound.
- **Usage Promotion**: Develop strategies to increase the frequency and variety of hall bookings, ensuring the facility serves a diverse range of community groups and private functions.

- **Community Advocacy**: Gather feedback from residents and hall users to provide Council with informed advice on how the facility can better serve the region.
- **Operational Efficiency**: Establish clear processes for the hiring and booking of the hall, ensuring that administrative tasks are handled consistently and transparently.
- **Financial Accountability**: Manage any delegated funds or fundraising proceeds in strict accordance with Council's financial policies and reporting requirements.
- **Governance Excellence**: Conduct all meetings and decision-making processes in a transparent manner, maintaining accurate records and adhering to the established Code of Conduct.

4 MEETINGS

4.1 MEETING FREQUENCY

The Committee shall meet as determined by the Committee, but no less than four (4) times in any calendar year including one (1) Annual General Meeting, unless in exceptional circumstances.

4.2 ANNUAL GENERAL MEETINGS

The Committee is required to hold an Annual General Meeting (AGM) once per year, on a date between 1 July and 30 September, ensuring that where a Local Government Election is reasonably expected to occur in a given year, the AGM is held prior to the commencement of any Local Government Election Period.

If a person is unable to attend the AGM and wishes to nominate for the Committee, they must provide their nomination to the Secretary of that Committee with the nominees and one resident's signature, one week before the AGM date.

4.3 MEETING SCHEDULE

Before 30 November each year, the Committee shall provide to Council a schedule including the date, time and location of all proposed Committee meetings for the following calendar year, including the next Annual General Meeting, for noting at the December Ordinary Council Meeting.

Any revisions to the meeting schedule must be submitted to Council with sufficient lead time, generally five (5) working days, to ensure they are noted at an Ordinary Council meeting at least seven (7) days prior to the next scheduled Committee meeting date.

4.4 QUORUM

A quorum for any meeting of the Committee shall be an absolute majority (i.e. >50%) of the total Committee members at the time of the meeting and must include a minimum of two (2) Office Bearers and either the Councillor Committee member or their proxy.

4.5 OPERATIONAL PROCEDURES

The Committee shall determine its own procedures for Question Time and other operational activities to ensure the efficient conduct of its business.

5 COMMITTEE MEMBERSHIP

5.1 COMPOSITION

The Committee shall consist of:

- One (1) Councillor Member and one (1) Councillor proxy, both appointed by Council, and
- No less than four (4) and no more than twelve (12) Community Members who are residents of the West Tamar municipal area, appointed by Council. This cannot include Councillors not otherwise appointed as Councillor Members by Council.

5.2 APPOINTMENT OF COMMITTEE MEMBERS

Appointments to the Committee will be in accordance with the following:

- Appointed Councillor Members will be appointed by Council for a term of two (2) years concurrent with their term of office or as otherwise determined by Council,
- Community Members are to be recommended to Council for appointment at the next Ordinary Council meeting until the next Annual General Meeting of the Committee, typically for a term of approximately one (1) year.

5.3 OFFICE BEARER POSITIONS

The Committee must appoint Community members to the positions of Chairperson, Deputy Chairperson, Secretary, and Treasurer (**the Office Bearers**). At the first Committee meeting after the Annual General Meeting, one (1) Community Member shall be elected by the Committee to each vacant Office Bearer position.

The Committee shall make every effort to appoint community members to all Office Bearer positions, prioritising the Chairperson, Secretary and Treasurer positions. Where an appointment to the position of Deputy Chairperson is unable to be made, the Secretary shall absorb all functions, duties, and accountabilities of the Deputy Chairperson for the remainder of the term or until a suitable appointment can be made.

The standard term of office for all Office Bearers is two (2) years. To ensure continuity of governance and the retention of institutional knowledge, the terms of Office Bearers shall be staggered on the following cycle:

- **Odd-Numbered Years**: The positions of Chairperson, Deputy Chairperson, and Treasurer shall be vacated and open for election at the AGM held in odd-numbered calendar years.
- **Even-Numbered Years**: The position of Secretary shall be vacated and open for election at the AGM held in even-numbered calendar years.

Details of newly elected Office Bearers are to be provided to Council for noting at the next Ordinary Council meeting.

In exceptional circumstances, the terms of an Office Bearer may be reduced from two (2) years to one (1) year by a resolution of the Committee. The rotation of Office Bearers is to resume at the next opportune time.

5.4 TRANSITIONAL ARRANGEMENTS UPON INITIAL FORMATION

To establish the staggered appointment cycle detailed in Section 5.3, upon the initial formation of the Committee the following transitional terms shall apply:

- The initial Chairperson, Deputy Chairperson, and Treasurer shall serve an initial term concluding at the AGM in the first applicable odd-numbered year.
- The initial Secretary shall serve an extended initial term, concluding at the AGM in the first applicable even-numbered year following the end of the initial two-year period.
- Following the conclusion of these initial transitional terms, all subsequent appointments shall revert to the standard two (2) year term.

5.5 DISSOLUTION AND ELECTION OF COMMITTEE AT ANNUAL GENERAL MEETING

During the Annual General Meeting, the terms for all Community Members and any Office Bearers due for rotation shall conclude. An election will then be undertaken to identify new Committee members for recommendation to Council for appointment. Per Section 5.3, Office Bearers are then elected at the first Committee meeting after the AGM.

5.6 VOTING ELIGIBILITY

Only residents of the West Tamar municipal area who are present at a given Committee meeting are eligible to vote.

5.7 ABSENCE OF APPOINTED CHAIRPERSON

In the absence of the appointed Chairperson, the Deputy Chairperson shall preside over a Committee meeting. Where neither the Chairperson nor the Deputy Chairperson is present, another Committee member shall be appointed to preside over the meeting, being the Councillor Member where present.

5.8 LEAVE OF ABSENCE

A Committee member may request a leave of absence from a meeting by notifying the Chairperson in writing prior to the commencement of the meeting. Where the

Chairperson is the requestor, they shall notify the Councillor member and the Deputy Chairperson.

The granting of a leave of absence is subject to the following procedures:

- A request for a leave of absence is to be approved by a resolution of the Committee.
- A leave of absence submitted prior to a meeting may be approved during the relevant meeting, or for any future meeting for which the leave is sought.
- A leave of absence must be granted prior to the closure of the relevant meeting. A leave of absence cannot be granted retrospectively once a meeting has concluded.
- The minutes of the meeting must explicitly record whether a member's absence is an unexcused absence, an accepted apology, or a formally granted leave of absence.

5.9 ABANDONMENT OF POSITION

Where a Committee member is absent from three (3) consecutive meetings, or from three (3) of the most recent six (6) meetings, without having been granted a Leave or Leaves of Absence, the position will become vacant.

For clarity, an apology recorded in the minutes of a meeting does not constitute a Leave of Absence.

5.10 AD HOC VACANCIES

In the event of an ad hoc vacancy, i.e. a position becoming vacant due to abandonment, resignation, or inability to attend, appointments are to be undertaken as follows:

- **Councillor Member or proxy**: A new Councillor Member and/or proxy shall be appointed by Council at the next Ordinary Council meeting
- **Community Member**: A new Community Member may be elected at the next Committee meeting and recommended for appointment by Council at the next Ordinary Council meeting.
- **Office Bearer**: Election of a current Community Member to the vacant Office Bearer position shall occur at the next Committee meeting to serve out the remainder of the term. Details are to be provided to Council for noting at the next Ordinary Council meeting.

5.11 PROXY NOMINATION

Per Section 5.1 Composition, a Councillor is to be appointed by Council as proxy to the appointed Councillor Member. The nomination of proxies for Community Members is to be by a resolution of the Committee for recommendation to Council for approval.

5.12 RESPONSIBILITIES OF OFFICE BEARERS

Office Bearers hold respective responsibilities as outlined in *WT-HRM75.00 - Governance of Special Committees and WT-HRM75.01 – Financial Guidelines for Special Committees*.

6 REPORTING

The Committee is a hall management body and reports directly to Council.

Minutes of each Committee meeting, including Annual General Meetings, shall be provided to Council for presentation at the next available Ordinary Meeting of Council for consideration and noting.

The Committee has no authority to act or speak on behalf of Council unless explicitly authorised by a Council resolution.

7 FINANCE

7.1 FINANCIAL DELEGATION

The Committee has the delegated authority to incur expenses up to the limit of its available cash reserves. The Committee shall not enter into any financial commitment that exceeds its current bank balance without prior written approval from Council.

7.2 FEES AND CHARGES

The Committee must, by March of each calendar year, assess and provide to Council for endorsement the recommended fees and charges for the Hall.

8 REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed by the Committee and Council at least once every two (2) years, or following each ordinary Council election, to ensure they remain relevant and effective.

9 COUNCIL TRIGGERED DISSOLUTION

The Committee may be dissolved in its entirety at any time by a resolution of the Council.

10 APPROVAL

Approved by Council on 16 June 2026 (26/99)

Signed: ______________________

Chief Executive Officer