



## **Terms of Reference – Tenterfield School of Arts S355 Committee**

### **(1) ESTABLISHMENT AND PURPOSE**

Council established this Committee to provide reports and/or recommendations to the Council as required.

This committee has been formed under the Community Strategic Plan to ensure an inclusive development of council's services and outcomes for the Tenterfield School of Arts as per lease

This committee is to deliver services as per the Lease and to ensure that the community, tourists and interested persons or groups have access to the Museum, the Cinema and Theatre areas.

The committee shall support the volunteers and make provisions within the budgetary process to provide enhancement that supports local interest and tourism attraction.

### **(2) FUNCTIONS AND RESPONSIBILITIES**

This Committee has management oversight of the delivery planning and strategy, financial, business, and infrastructure operations as permitted under the Lease excluding the Council operated Library or any Commercially leased area or commercial event or activity.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

#### **Governance**

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the Tenterfield School of Arts premises as developed under the Lease or in conjunction with the National Trust.
- Report against Councils Community Strategic or Delivery Plans
- Monitor and act on risks
- Identify areas of support for volunteers and council / volunteer interaction

#### **Economic**

- Prepare an annual volunteer budget that provides support to the opening, operation and delivery of services excluding the budget items required under the Lease that are considered by the Joint Committee

- Prepare and review Master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration
- Recommend Information and Communication Technology to advise the community on education or display developments
- Discuss methods to improve business process, efficiency, and communication to the community.

#### Infrastructure

- Identify and assist in business cases for the individual major capital expenditure projects (project development)
- Identify Grant and other applications for financial support for the development and delivery of new programs
- Review post-project reports for performance reporting and business improvement purposes
- Prepare and review major projects, plans and milestones

### **(3) REFERRALS OF MATTERS**

This Committee may refer any strategic item to the Council for consideration and/or action.

### **(4) COMMITTEES**

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

The chair of a subcommittee shall be a member of the Committee.

### **(5) MEMBERSHIP AND TERMS OF OFFICE**

This Committee shall comprise:

- Two (2) Councillors of Tenterfield Shire Council
- Three (3) Community members that are a member of an Approved Association or alternatively have a strong interest in achieving educational and tourism outcomes across the broader community.
- The Community members shall not be a member of the Joint Committee under the Lease to ensure the separation of roles and legal requirements.

Total membership – 5 (Council will provide the staff nominated secretary).

Persons acting in these roles will have membership of the Committee for the duration of the acting period. The acting period of this committee will cease as at the next election of the full Council unless re-established by Council following such election.

## **(6) RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on either a standing or ad hoc basis.

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Any Councillor or senior staff member of Council

## **(7) CHAIRS**

The Chair will be an elected Councillor.

The chair will ensure the minutes are available and action list updated and reported at the next meeting.

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

## **(8) SECRETARIES**

The Committee Secretariat shall be an officer of Council appointed by the General Manager.

## **(9) QUORUMS**

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting *may* be adjourned until such time as the Chair may determine.

## **(10) CONFLICTS OF INTEREST**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

## **(11) MEETINGS**

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. Committee meetings will be held once every 3 months (4 times per year) and relevant reports prepared. Meetings can be held at a higher frequency as requested by the members.

Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who

are entitled to vote on the resolution other than those on an approved leave of absence.

### **(12) OBSERVERS AND VISITORS**

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

### **(13) AGENDAS AND MINUTES**

Agendas and associated documentation will be distributed three working days prior to the meeting, via email.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than five working days prior to the forthcoming meeting.

Committee records are subject to the Records Act and therefore must be retained in accordance with the Council's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the General Manager. All committee documentation shall be retained in the Council's primary electronic records management system.

Minutes are to be prepared for each meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next meeting.

### **(14) REPORTING**

This Committee reports to the Council and /or General Manager (Responsible to forward all minutes to Council for determination).

All Minutes from a Committee meeting shall be placed before a meeting of the Council. Council will consider all recommendations made by the Committee; however, it may accept or reject any recommendation.

No rights of appeal shall be provided for or to the committee as to a decision made by the Council.

### **(15) FINANCES**

This committee does not have any finances. No member of the committee can commit to any financial expenditure.

All decisions to expend monies of Council shall be presented to Council as a recommendation.

Council has the discretion to accept or reject any recommendation of the committee and to determine the timing of all expenditure as part of its annual budget, its 4 years and 10-year Long Term Financial Plan.

## **(16) EVALUATIONS AND REVIEW**

To ensure this Committee is fulfilling its duties, and IP&R reporting requirements, it will:

- Provide Council with a quarterly report as to activities, numbers of persons or groups accessing the areas managed by this Committee
- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council and
- provide any information the Council may request to facilitate its review of the committee's performance and its members.

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