

## COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE

\* *Not proposed for re-establishment.*

### Terms of Reference

#### 1. Introduction

The Council of the City of Busselton establishes a Community Resource Centre Management Committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the *Local Government Act 1995*.

The Council appoints to the Committee those persons whose names appear in section 5 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October 2015, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

#### 2. Name

The name of the Committee shall be the Community Resource Centre Management Committee.

#### 3. Purpose

The Busselton Community Resource Centre (CRC) is constructed on Reserve 41445, which is vested in the City of Busselton designated for "Parking and Community Purposes." The primary purpose of the centre is to provide affordable accommodation for charitable and not-for-profit organisations to carry out their day-to-day administration activities. This is in keeping with the City's strategic objective to provide appropriate and accessible community resources in appropriate locations that meet community needs.

The CRC was primarily funded by the Lotteries Commission of WA and the City is obligated to ensure the CRC is managed in a manner which complies with the requirements of a grant agreement entered into on 20 September 2010. The grant agreement includes a requirement that the CRC be used for benevolent and charitable purposes and that only not-for-profit organisations or the City itself be allowed to lease space within the building.

#### 4. Objectives

Specifically the objectives of the Committee are to:

1. Assist in the development and review of Operational Guidelines for the CRC;  
and
2. To provide an ongoing reference group which will:
  - (i) assist the City of Busselton generally with the management of the CRC;

- (ii) assist the City of Busselton to manage compliance with Operational Guidelines;
- (iii) enable lessees of the CRC to raise concerns or issues;
- (iv) hear, and if necessary, address complaints and issues raised by non-lessee users of the CRC;
- (v) provide a forum to consult on future applications to lease premises in the CRC; and
- (vi) review the financial performance of the common areas of the CRC in accordance with the Council approved budget and make recommendations to Council on future budget needs.

## 5. Membership

2 Elected Members shall be appointed to the Committee:

Councillor Grant Henley  
Councillor Coralie Tarbotton

1 Deputy Elected Member shall be appointed to the Committee

Councillor Tom Tuffin

The CEO or his appointed delegate shall be appointed to the Committee

Sharon Woodford-Jones

3 Representatives of Lessees of the CRC shall be appointed to the Committee

Mrs Ev Brand  
Mrs Kyla Clark  
Mr Mike Hair

1 Deputy Lessee Representative shall be appointed to the Committee

Mr Michael Cassanet

1 Community Member shall be appointed to the Committee

Mr Glen Lohr

Other persons (or representatives of organisations) may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

## 6. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Busselton Standing Orders Local Law.

## 7. Meetings

The Committee shall meet at least twice annually, and shall report to Council on an annual basis as a minimum.

7.1 Notice of meetings shall be given to members at least 7 days prior to each meeting.

7.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

7.3 The Presiding Member shall ensure that minutes of meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

7.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

## 8. Quorum

The Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

## 9. Termination of Committee

Termination of the Committee shall be:

- (a) in accordance with the Local Government Act 1995; and
- (b) at the direction of Council, not exceeding 17 October, 2015.

## 10. Amendment to the Terms of Reference

This document may be altered at any time by the Council.

## 11. Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

<b>History</b>	
9 October, 2013	
12 October, 2011	C1112/404