

## BUSSELTON SETTLEMENT ART PROJECT STEERING COMMITTEE

\* *Proposed for re-establishment on 14 October, 2015.*

### Terms of Reference

#### 1. Introduction

The Council of the City of Busselton establishes a Busselton Settlement Art Project Steering Committee under the powers given in Section 5.8, 5.9(2)(d) and 5.17(1)(c) of the *Local Government Act 1995*.

The Council appoints to the Committee those persons whose names (*shall*) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, 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 Instrument.

#### 2.0 Name

The name of the Committee shall be the Busselton Settlement Art Project Steering Committee.

#### 3.0 Objectives

- 3.1 To oversee the commissioning of sculptures proposed under the "Busselton Settlement Art Project" as approved by the Council.
- 3.2 To provide for the disbursement of funds, as approved by the Council, for use by the fundraising group for the purposes of raising the necessary funds for the "Busselton Settlement Art Project".
- 3.3 Other activities from time to time as approved by the Council.

#### 4.0 Membership

1 Elected Member shall be appointed to the Committee

Councillor

1 Deputy elected member shall be appointed for the Committee

Councillor

7 Community Members shall be appointed to the Committee

Deputy Members may be appointed as required

1 representative of the CEO shall be appointed to the Committee

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

#### 5.0 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*.

#### 6.0 Meetings

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

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 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.

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

6.4 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.

#### 7.0 Quorum

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.

#### 8.0 Delegated Powers

The Busselton Settlement Art Project Steering Committee is delegated authority to:

- a) approve the disbursement of funds as approved by the Council in its annual budget for the purpose of raising funds for the project.

## 9.0 Conditions

The budget provided by the Council shall be used for fundraising events and initiatives, including the marketing and promotion of such events and initiatives.

## 10.0 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 21 October, 2017.

## 11.0 Amendment to the Terms of Reference

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

## 12.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

<b>History</b>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 June, 2013	C1306/139