



# **LOCKHART SHIRE COUNCIL**

**XXXXXXXXX Committee**

**Terms of Reference**

**March 2024**

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### Authorisation

Signed as an agreement between Lockhart Shire Council and Committee

Xxxxxxxx Committee

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Position	Signature	Date

Lockhart Shire Council

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Position	Signature	Date

## Forward

Lockhart Shire Council acknowledges and appreciates the valuable contribution made by members of the community who serve and support the various Section 355 Committees of Council.

As with many other organisations, Lockhart Shire Council relies on volunteers to assist with the provision of services and facilities for the community. The Terms of Reference have been developed to support those volunteers, both new and old, who contribute to the communities of the Lockhart Shire.

The operation and responsibilities of Section 355 Committees of Council have been affected by numerous legislative changes in recent times. These changes, particularly in relation to work, health and safety, risk and financial management have imposed significant increases in workload for both Council staff and Committee members.

The Terms of Reference outlines the responsibilities and duties of Council, Committees and Committee Members whilst also providing general advice to Committees to support them in meeting the objectives that Council has delegated to them.

We wish to extend the thanks of Council and the Lockhart Shire Community at large for your volunteering efforts and look forward to working with the various Section 355 Committees in making the Lockhart Shire a great place to live, work and visit.

Greg Verdon  
Mayor

Peter Veneris  
General Manager

## Council Information & Contacts

### General Information

Phone	02 6920 5305
After Hours Emergency	02 6920 5305
Email	<a href="mailto:mail@lockhart.nsw.gov.au">mail@lockhart.nsw.gov.au</a>
Website	<a href="http://www.lockhart.nsw.gov.au">www.lockhart.nsw.gov.au</a>
ABN	82 002 584 082

### Key Council Staff

Peter Veneris	General Manager
Craig Fletcher	Director Corporate & Community Services
Austin Morris	Director Engineering
Jesse Rapley	Director of Planning & Environment
Tracy Hounsell	Finance Officer
Nadine Douglas	Human Resources/Enterprise Risk Manager

### Councillors

Cr Greg Verdon (Mayor)	<a href="mailto:gverdon@lockhart.nsw.gov.au">gverdon@lockhart.nsw.gov.au</a>
Cr Peter Sharp (Deputy Mayor)	<a href="mailto:psharp@lockhart.nsw.gov.au">psharp@lockhart.nsw.gov.au</a>
Cr Andrew Rockliff	<a href="mailto:arockliff@lockhart.nsw.gov.au">arockliff@lockhart.nsw.gov.au</a>
Cr Frances Day	<a href="mailto:fday@lockhart.nsw.gov.au">fday@lockhart.nsw.gov.au</a>
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Cr James Walker	<a href="mailto:jwalker@lockhart.nsw.gov.au">jwalker@lockhart.nsw.gov.au</a>

**SAMPLE WORDING**

## **Terms of Reference**

XXXXXXX Committee

To manage the facility known as XXXXXXXXXXX including:

- The care, control and management of the XXXXXXXXXXX
- To make recommendations to Council in relation to major works and programs to maintain, improve and develop the amenity of XXXXXXXXXXX
- Documented reporting of meeting minutes.
- Financial management of Council and self-raised funds, to provide Council with all requested documentation.
- To recommend to Council the fees and charges for the use of the facility.
- Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee.
- To use such funds for repairs, maintenance and ongoing costs associated with the facility.
- Organise events within the XXXXXXXXXXX Community
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council.
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility.
- To maintain the facility to the satisfaction of the General Manager
  - Structural alterations and permanent installations would require relevant Council building and planning approval prior to commencement of work.
  - Council approval is to be obtained for major maintenance, improvements, or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager.
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Complete all repairs and maintenance of the facility and grounds, either by voluntary labour or otherwise.

***SAMPLE WORDING, (roles to be nominated)***

**Maintenance Responsibility Schedule**

Maintenance Item	Committee Responsibility	Council Responsibility
Garbage services	Ensure sufficient bins available.	Provision of bins. Collection and disposal of waste.
Building alterations	Document specific major works to Council annually.	Fund major building maintenance requirements within Council financial planning.
Services invoicing	Pay all invoices in a timely manner	
Internal contents	Regular cleaning and repair.	
Internal structures	Regular cleaning and repair.	
Fire extinguishers	Report if utilised, or repair if misused. Pay Council for inspections as arranged	6 monthly testing organised by Council and on charged to the Committee.
Floor coverings/surfaces	Cleaned and maintained	
Windows	Cleaned and maintained	
Keys and locks	Maintain in a working condition and provide Council access when required.	
Vandalism	Report to Council, incident report and photos of damage and repair if minor.	Council to lodge any insurance claims when damage is in excess of \$2000
Pest inspection	Pay Council for inspections as arranged	Inspection organised by Council and on charged to the Committee.

Fences	Maintained in a workable order	
Light globes/fittings internal and external	Maintained in a workable order	
Plumbing and fixtures	Maintained in a workable order pay for all usage maintenance	
Hygiene	Pay Council for cost of service	Replacement organised by Council and on charged to the Committee.
Buildings	Maintain all buildings in a workable order. Arrange for any repairs or maintenance. Conduct risk assessments quarterly	Provide support material to enable the committee to conduct risk assessments
Outdoor spaces	Keep clean and free of debris. Conduct risk assessments quarterly	Provide support material to enable the committee to conduct risk assessments
Toilets	Clean and maintain in a workable order.	
Playground equipment	Check and conduct risk assessment	
Insurance	Notify all users that any contents stored at the facility are not covered by Councils insurance. The user body must affect their own insurance.	Pay for all building insurance. Current excess on all claims is \$2000.00
Financial obligations	Provide Council with all required completed forms as requested	Once all financial forms and information have been submitted to Council- pay the Committee the annual subsidy.