

# Terms of Reference

## Benalla Indoor Recreation Centre Redevelopment Project Steering Committee

APRIL 2024

**Document Control**

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## 1. Purpose

The purpose of the Benalla Indoor Recreation Centre Redevelopment Project Steering Committee is to:

- Ensure project success and support delivery of the *Benalla Indoor Recreation Centre Redevelopment Project* to the community.
- Ensure the design of the *Benalla Indoor Recreation Centre Redevelopment Project* is inclusive and fit for purpose.
- Represent the community and provide guidance and direction based on the community's needs.

## 2. Duties and Functions

The Benalla Indoor Recreation Centre Redevelopment Project Steering Committee has the following duties and functions:

- Provide advice, directions and requirements to help with the design and quality of the *Benalla Indoor Recreation Centre Redevelopment Project*.
- Ensure the project is achievable and in line with community expectations.
- Review, endorse and reject, recommend, shape, and influence the outcomes and scope of the design.
- Gain and provide feedback to and from community stakeholders.
- Promote collaboration, research and input from the broader community and all stakeholders.
- Make recommendations to the *Benalla Indoor Recreation Centre Redevelopment Project Control Group*.
- Adhere to Council's code of conduct and values.

## 3. Delegations

The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.

#### **4. Membership**

- 4.1 Membership of the Benalla Indoor Recreation Centre Redevelopment Project Steering Committee shall be comprised of the following members:
- Up to two Councilor representatives.
  - Up to two Community member representatives.
  - Up to three Council Officers (Community Development Coordinator, Project Manager and Open Spaces Coordinator).
  - Representatives from Hume Region Community Infrastructure, Place, Sport and Recreation Victoria and Basketball Victoria.
  - The President of Benalla Basketball Association.
  - The chair of the Benalla Indoor Recreation Centre Committee.
- 4.2 The Council will appoint Councillors representatives and invite internal and external stakeholder representatives to join the committee.
- 4.3 The members of Committee are appointed for the term of the project.
- 4.4 Meetings of the Committee will be chaired by the Project Manager.
- 4.5 The committee may seek the involvement of additional members with interests and expertise relevant to the task at hand.
- 4.6 A member of the Committee may resign from their position at any time.
- 4.7 Members are encouraged to attend all meetings of the Committee. If a member fails to attend two consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee.

#### **5. Frequency of Meetings**

Meetings will be held monthly with extra meetings scheduled as required.

#### **5. Quorum**

The quorum for a meeting will be no less than a majority of the members appointed to the committee.

## **7. Reporting**

- 7.1. The business of the committee shall be recorded in proper minutes.
- 7.2. Agendas and notes of each meeting will be distributed to all members and published on the Council's website excluding matters identified in the agenda as confidential items.
- 7.3. The committee will provide reports on its activities as required.
- 7.4. The Council will be responsible for providing administration support to the Committee.

## **8. Advice to the group**

- 8.1. The Committee may invite and obtain expert advice as required.
- 8.2. Any formal advice requested by the committee will be made available to all Committee members and, where relevant and appropriate, will be provided to the Council through meeting minutes and published on the Council's website excluding matters identified as confidential items.

## **9. Review of Terms of Reference**

- 9.1. The Benalla Indoor Recreation Centre Redevelopment Project Steering Committee Terms of Reference will be reviewed in 2026.
- 9.2. The Committee's terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.3. The Council shall consult with the Committee prior to amending the Committees terms of reference.