



COMMITTEE CHARTER

Settlement Hall User Group Sub-Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group on 21 February 225
CM Ref	CD-7/25
Due for review	At the expiry of the term of the current Council
Responsible officer	Manager Community Services



Purpose and Objectives

The purpose of the Settlement Hall User-Group Sub-Committee is to monitor the operation of the existing facility and to make recommendations to the Merriwa District Community Advisory Committee (Merriwa District CAC) on the most appropriate means of developing the Hall.

Membership

The membership of the Sub-Committee shall be as follows:

- Eight (8) members from the community

Councillors may appoint additional members to the sub-committee by resolution at a Council Meeting.

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

Chairperson

The chairperson is to be a Councillor elected by the sub-committee

Quorum

A quorum shall consist of a majority of members, including at least one Councillor.

Staff Attending

One member from Upper Hunter Shire Council (UHSC).

Roles and Responsibilities

Committee members shall make every effort to attend Committee meetings. Where a member is absent for three consecutive meetings without registering an apology, their position will be declared vacant.

No member of the Committee is able to make media or public comment on behalf of the Council at any time.

Meetings

Meetings of the sub-committee may be as required with two (2) weeks notice to be given.

Meetings shall commence at the time-resolved by the sub-committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of



hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

Agenda & Minutes

The business papers (including the Agenda and Minutes) shall be completed by a member of the committee and distributed to all members and to other persons three (3) days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to the Merriwa District Community Advisory Committee for consideration and recommendations from the sub-committee shall be effective only after adoption by Council.

Version History

Version No.	Date	CD Ref	Reason for Review
1	24/02/2025	CD-7/25	New term of Council