



# COMMITTEE CHARTER

## White Park Management & Development Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group – 18 December 2024
CM Ref	CD-100/24
Due for review	At the expiry of the term of the current Council
Responsible officer	General Manager
Department/Section	Business Services
Category	Governance



## Purpose and Objectives

To monitor the operation of the existing facility and to make recommendations to Council on the most appropriate means of developing White Park. This includes:

- To represent the views, interests and identified issues that affect the communities in their respective areas and provide strategic advice and positive input.
- To provide input on the care, control and management of White Park.
- To liaise with appropriate bodies for the development of ancillary facilities such as camping grounds, arenas etc. within White Park.
- Any other matter that may be related to the management and development of White Park.

## Membership

The membership of the Committee shall be as follows:

- Three (3) Councillors, one being the chairperson
- One (1) voting representative from the following organisations:
  - Scone Campdraft & Rodeo Association
  - Hunter Branch of the Australian Stock Horse Society
  - Upper Hunter Dressage Club
  - Scone Pony Club
  - Scone Show Jumping Club
  - Upper Hunter Beef Bonanza
  - Hunter Valley Cutting Horse
  - Hunter Stockman's Challenge
- One (1) voting representative from the community

Councillors may appoint additional members to the 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 Committee chairperson is to be a Councillor elected by the committee.

## Quorum

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



## Roles and Responsibilities

Agenda items and reports for the Committee will be forwarded to the Senior Administration Officer – Business Services two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members three (3) business days before the scheduled meeting after confirmation by the Chair of the Committee.

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 will take place quarterly. The time will be determined by the 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.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council via the Corporate Services Committee for its approval. Recommendations from the committee shall be effective only after adoption by Council.

## Venue

Meetings will be held in Scone at the Scone Administration Centre.

## Version History

<b>Version No.</b>	<b>Date</b>	<b>CM Ref</b>	<b>Reason for Review</b>
1	24/02/2025	CD-100/24	New term of Council