

Instrument of Delegation by the Council

Port Phillip City Council

Instrument of Delegation

to

a Special Committee

by

the Council

**Terms of Reference
Port Melbourne Family and Children's Hub Committee
July 23rd 2007**

Policy Statement

The committee, subject to the responsibilities set out in these terms of reference, will manage and operate the Port Melbourne Family and Children's Hub.

Policy rationale

Port Phillip Council (COPP) encourages community capacity building through the facilitation of community governance. Council(COPP) also supports the partnership approach to service provision, which has resulted in the need for this committee to be established as a committee of council. The promotion of Community connectedness through community Hubs is also a major objective of Council.

Objectives

To create a community 'hub' for the families of Port Melbourne in the grounds of the Port Melbourne Primary School which will:

- Provide a venue for the establishment of family and children's services and community meeting space at the Port Melbourne Primary School.
- Engage the local community in the planning, design and delivery of local family and children services and activities in Port Melbourne.
- Support community participation in, and ownership of these services and activities.
- Enhance the utilisation of the Hub building by the local community.
- Reduce the social isolation experienced by families in Port Melbourne.
- Enhance the ability of disadvantaged families and children in the Port Melbourne neighborhood to participate in community life.
- Create pathways for Port Melbourne families into the Port Melbourne Primary School.
- Provide opportunities to increase the connections amongst residents in Port Melbourne.

Responsibilities

The purpose of the Committee is to provide community management of the Port Melbourne Family and Children's Hub to meet the needs of the local community.

It will be the responsibility of the Committee to:

- Develop and periodically review the strategic direction for the Hub.
- Promote the Hub and its objectives.
- Develop and operate guidelines of use for the facility.
- Develop and operate booking and hiring procedures, including Expressions of Interest and Core User Agreements.
- Manage and monitor finances:
 - Develop annual budget.
 - Monitor income and expenditure.
 - Raise income through rental of the facility.
 - Apply for grant funding and undertake fundraising activities where appropriate.
 - Expend income raised as required.
- In partnership with City of Port Phillip and the Port Melbourne Primary School, ensure that the building is kept clean and well maintained.

Committee Structure

The Committee is constituted as a Special Committee of Council (CoPP) in accordance with Section 86 of the Local Government Act 1989.

The proceedings of the Committee are subject to the requirements of the Local Government Act 1989.

The Committee shall consist of no less than eight and no more than twelve members as follows:

Core User Representatives (four to six members):

It is a requirement of Hub Use that all "Core Users" (those that have a permanent, ongoing booking) nominate a representative on the Hub Committee.

The following Core Users will be represented on the Committee

- Port Melbourne Toy Library.
- Southport Playhouse Occasional Childcare Service.
- Inner South Community Health Service.
- Community Playgroups. (One representative will be nominated to represent all of the community playgroups operating from the Hub)

New Core User Groups can nominate Representatives to be appointed by the Committee as they commence usage of the Hub.

Other Members

- Port Melbourne Primary School Council Representative.
- Three local Community Representatives.
- Port Melbourne Primary School Principal (non voting).
- City of Port Phillip – Representative as appointed by senior council officer (non voting).

The Committee can co-opt local community members to form working groups as required.

Port Phillip Council will ratify the initial appointments of the committee members as proposed by the current Port Melbourne Hub Steering Group.

Each member will be appointed for one year after which time the Committee will consider and make new appointments. Nominations will be accepted from the City of Port Phillip, Port Melbourne Primary School, Current 'Core Users' and the Port Melbourne Community.

A quorum for the Committee shall be a majority of appointed members at any time.

Committee Roles

The following positions may be determined by the Committee from the voting members:

- Chairperson
- Secretary
- Treasurer
- Fundraising Coordinator
- Booking Officer

(The Fundraising Coordinator and Booking Officer do not have to be members of the Hub Committee, but will be appointed by the Committee)

Principal Officers

Chairperson

The Chairperson's overall responsibilities are:

- To chair all general meetings of the committee, ensuring a quorum.
- To ensuring effective control of Committee meetings.
- To work with the secretary to make sure that the minutes are an accurate record of the meetings.
- To make sure that the Committee has clear goals, and to delegate tasks so that these goals can be achieved.
- To liaise between the committee and outside bodies.
- To act as a representative of the committee as required.

If the chairperson is not present at a meeting of the committee, the members must appoint a chairperson for that meeting.

The Secretary:

- Prepares the agenda, in consultation with the Chairperson.
- Sends out agenda and notices of the date, time and place for each committee meeting to committee members. Also posts a meeting notice on the Hub Community Notice board.
- Keeps minutes of meetings and of decisions made and distributes to members.
- Deals with correspondence.
- Keeps official documents of the committee including policies, correspondence and any other documentation regarding the operations of the committee.

The Treasurer:

- Records income and expenditure.
- Prepares reports on income, expenditure and cash flow of the committee and reports on a quarterly basis to the committee.
- Keeps records of all receipts and payments.
- Prepares a financial statement at the end of the financial year.
- Reports when necessary to funding and regulatory bodies.
- Liaises with the booking officer and City of Port Phillip finance staff to generate invoices for Hub use.

The Fundraising Coordinator

Will co-ordinate the work of a Fundraising Sub-Committee to plan and organize fundraising activities. Members of the community can be co-opted to form a Fundraising subcommittee.

The Bookings Officer

Will accept and process Annual Expressions of Interest forms.

Will prepare Core User agreements to be presented to the committee for signing.

Will accept and process casual bookings, in line with the conditions of use for the Hub.

Meetings

Meetings will be open to the public.

The Committee will determine the time and place of the meetings.

The Committee will determine the frequency of the meetings.

Notice of meetings and Agenda will be circulated to members three clear working days prior to the meeting and posted on Port Phillip Online.

Secretary to prepare Agenda – members to contact with items for inclusion.

Decision-making will be by a show of hands. Each member of the Committee who is entitled to vote is entitled to one vote. Each member of the Committee present at a meeting must vote. A resolution is determined by a majority of the votes. If a vote is tied, the Chairperson has a second vote.

The Committee cannot make any decision regarding any matter that is not within its delegation.

Minutes

All meetings are to be minuted. The Secretary will distribute minutes to members, and forward a copy to the Statutory Functions Unit at City of Port Phillip to be placed in a register, which is available for inspection, by the public. The minutes are to be submitted to the next meeting of the Committee for confirmation and must be signed by the Chairperson once they are confirmed.

Reporting

The Committee will report to City of Port Phillip in December each year, outlining the activities of the Committee and reporting against its objectives.

In this report the committee can recommend changes to the Terms of Reference to Council.

Administration

The Committee will be provided the following support from City of Port Phillip –

- Establishing a line account on the committee's behalf.
- Accepting monies for bookings at the Hub.
- Accepting deposits.
- Refunding deposits.
- Raising invoices.
- Paying invoices.

Spending Authorities

The Committee can only expend or contract to the extent of the funds available through its revenue raising activities.

PORT PHILLIP CITY COUNCIL

INSTRUMENT OF DELEGATION

PORT MELBOURNE FAMILY AND CHILDREN'S HUB COMMITTEE

Pursuant to sections 86(3) and 88 of the *Local Government Act 1989* ("Act"), Port Phillip City Council ("Council") delegates to the special committee established by resolution of Council and known as the "Port Melbourne Family and Children's Hub Committee" ("the Committee"), the powers, duties and functions set out in the Terms of Reference (dated 23rd July 2007) included in the accompanying Schedule, and declares that:

- 1 this Instrument of Delegation is authorised by a resolution of Council passed on 23rd July 2007;
- 2 this delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force for a period of five years from the date of the Council resolution, or until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
- 3 the Committee is not authorised by this Instrument to:
 - 3.1 enter into any contracts, or incur any expenditure, for an amount which exceeds any funding provided by council; and
 - 3.2 exercise the powers which, by force of section 86 of the Act, cannot be delegated as follows:

3.2.1 this power of delegation;

3.2.2 to declare a rate or charge;

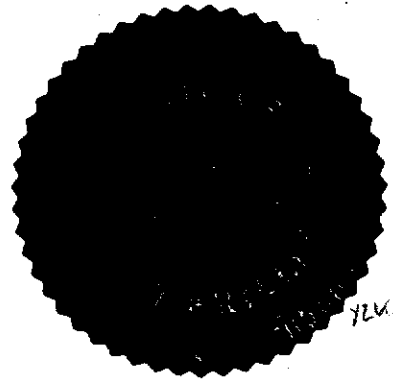
3.2.3 to borrow money;

3.2.4 to enter into contracts for an amount exceeding an amount previously determined by the Council;

3.2.5 to incur any expenditure exceeding an amount previously determined by the Council;

3.2.6 any prescribed power.

The **COMMON SEAL** of the **PORT PHILLIP CITY COUNCIL** was affixed hereto
In the presence of:



.....
(Executive Director, Organization, Systems and Support)

27 . 7 . 07 .

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Date