

TERMS OF REFERENCE

VOLUNTEER WORKING GROUP

ESTABLISHMENT

Council at its meeting on Wednesday, 27 January 2013 resolved (minute: OC19)

"That a Volunteers Working Group be formed, and the Terms of Reference be prepared and presented to the March Our Community Committee Meeting."

The Our Community Committee at its meeting 20 March resolved (minute: OC24):

That Broken Hill City Council Report No. 78/13 dated February 22, 2013, be received and carried under delegation.

That the Volunteer Working Group terms of reference be amended to increase the councillor membership to three (3).

That Council's representatives be Councillor Browne (Chairperson), Councillor Richards and Councillor Turley.

PURPOSE

The Volunteers Working Group ("the Working Group") is responsible for providing advice and recommendations to the General Manager for progressing and driving the sustainability of volunteering in the City of Broken Hill.

More specifically, the Working Group will provide advice and recommendations on:

- Recognition of Volunteers in the City of Broken Hill
- Promoting Volunteerism in the City of Broken Hill and the Broken Hill Unite brand
- Identify opportunities such as grant funding

TERM

The term of the Working Group will conclude at the Local Government General Elections or at the discretion of the General Manager in consultation with the Mayor, having taken into account the need for the Working Group, internal priorities and available resources.

MEMBERSHIP

The Working Group shall consist of the following membership:

- Four (4) Councillors appointed by Council (one as chair)
- One (1) staff member, Community Development Co-ordinator or their representative as minute taker.
- Community representatives, as determined by the Working Group

MEETING TIME & LOCATION

Meetings of the Working Group will be held at Council's Administration Building, 240 Blende Street, Broken Hill.

Meetings will be held on an ad-hoc basis, with meetings being called by way of meeting request.

Meetings will generally be held over the lunchtime period.

RECORD KEEPING:

An Agenda and relevant information will be circulated to members of the Working Group in the week prior to the meeting.

An Action List will be maintained and circulated following each meeting of the Working Group

TRIM Container: 13/26

CONTACT:

Community Development Co-ordinator, Rachel Merton

Telephone: (08) 8080 3321

Email: rachel.merton@brokenhill.nsw.gov.au