

## TERMS OF REFERENCE

### Cunderdin Community Gymnasium Committee

#### 1. Role/Purpose

The Shire of Cunderdin (Shire) shall support the Cunderdin Community Gymnasium Committee (Gym) with the operation of the gymnasium located at the Cunderdin Sport and Recreational Facility.

#### 2. Membership

Mr Aaron Cooper – President (Community Member)

Mr Burnie Daly (Shire of Cunderdin Councillor)

Mr Axel Thompson (Community Member)

Mr Eliah Berbari (Community Member)

#### 3. Roles and Responsibilities

The Shire of Cunderdin shall be responsible for;

- Holding in trust the Cunderdin Community Gymnasium funds,
- Use these funds to cover any creditor payments received in the Gym's name,
- Cover the gym in the Shire's Public Liability Insurance coverage.

The Gym Committee shall be responsible for;

- All operating expenses involved in running and maintaining the gym paid from the funds held in trust by the Shire
- Service and maintenance of gymnasium equipment,
- Membership administration including induction,
- Maintaining an asset register,
- Maintaining Memorandum of Understanding with Cunderdin Resource Centre,
- Establish and maintain Occupational Health and Safety policies for the gym,
- Development of plans to maintain and promote the output of the gym.

#### 4. Meetings

Committee will meet on a quarterly basis or as required.

#### 5. Quorum

The minimum quorum for meetings is 50% of the Committee.

#### 6. Reporting

The Gym will report to the Shire on 6 monthly basis.

#### 12. Review

The Terms of Reference shall be reviewed annually.

#### Version Control

Version No.	Version Date	Prepared by	Reviewed by	Council Resolution No. and Date
1	14/10/2022	Samantha Pimlott	Stuart Hobley	

