

**CONSTITUTION OF
THE BIDGEE HAVEN HOSTEL MANAGEMENT COMMITTEE
(Adopted by Council ** December 2021)**

1. NAME

The name of the Committee shall be the Bidgee Haven Hostel Management Committee (herein called the "Committee")

2. OBJECTIVES

The Committee is formed to provide forward planning direction, management oversight and recommendations subject to the direction of the Council of the Shire of Balranald (herein called the "Council") in the operation of Bidgee Haven Hostel for the Aged. (The Hostel)

3. COMPOSITION

The Committee shall be appointed for a 1-year term and comprise five persons being:

- i. Chairperson (Administrator)
- ii. Committee members (4)

The composition of the Committee shall be as follows:

- a. 1 Administrator – to act as the Council
- b. 4 suitably qualified members that may be appointed by Council from nominations received after advertising any vacancy comprising:
 - A person with a Financial background and qualification (CPA or similar)
 - A person with an Aged Care or related Health Administration background
 - A person with a Human Resources or similar background
 - A person with a Resident or Family connection to the Hostel

A member of the Section 355 Committee is not an employee of Council.

4. ROLE

The Committee is appointed by Council within the provisions of Section 355 of the Local Government Act with the role as set out below:

- a. To adhere to Council's policy and to implement decisions of Council and abide by Local Government Act.
- b. Oversee the Hostel's governance, financial, risk asset and general management.
- c. Support the Hostel Manager (Management consultant) (herein called "the Manager") appointed by Councils General Manager, as required, to the Hostel. The Committee's role and function shall not extend to staff operational matters and procedures.
- d. Support the Manager as required with promotion of the Hostel and specific fund raising proposals.
- e. Provide support to the Manager in the Hostel's accreditation process and in the establishment and review of policy and governance arrangements.
- f. Recommend on future development directions for the Hostel and associated capital works improvements and their inclusion in the annual budget process.

5. VACANCIES ON THE COMMITTEE

In the event of a vacancy occurring on the Committee then the Council shall appoint a suitably qualified person, to fill the vacancy provided that the Committee shall not have more than two such vacancies in any consecutive period of twelve months, and if more than two vacancies should so occur then vacancies beyond two shall be filled by Council inviting nominations in accordance with Clause 3b.

Vacancies will be filled initially from the original application process undertaken by Council to appoint committee members.

Applications for the following positions will be called in the first instance and all subsequent vacancies will be filled for the position vacated only;

- A person with a Financial background and qualification (CPA or similar)
- A person with an Aged Care or related Health Administration background
- A person with a Human Resources or similar background
- A person with a Resident or Family connection to the Hostel

This provision shall not refer to vacancies caused by the resignation of a Councillor (Administrator) appointed to the Committee.

6. EXTRAORDINARY VACANCY

An extraordinary vacancy on the Committee shall occur if a Committee member is absent without leave from the Committee for three consecutive ordinary meetings.

7. ACCOUNTS AND AUDITOR

The Hostel's accounts shall be subject to Council's internal and external audit arrangements.

The Manager shall be responsible for all operational aspects of the Hostel as well as compiling quarterly and an annual set of accounts and other matters required by the Committee, the Auditor, and the General Manager.

The Manager shall be responsible for preparation of a draft budget for referral to the Committee and then to Council's Operational Plan and Delivery Program process. The Manager shall also be responsible for compiling the annual set of accounts.

8. ROLE OF MANAGER

The Manager shall be responsible to the General Manager for the efficient and effective management of Hostel operations. This shall involve responsibility for all staff and operational aspects of the Hostel.

The Manager shall prepare reports on policy and forward planning issues for consideration by the Committee.

The Manager shall act as a channel of communications between the staff, public, and the Committee and shall be responsible for appropriate media releases.

The Manager shall also act as secretary to the Committee.

The Manager shall submit a report to Council, and the Committee, in July and January each year which will include such matters as projected financial position, list of reserves, investments, progress with capital works and maintenance programs, occupancy trends, any arrears of fees, accreditation, and any other matters of significance.

9. RECORDS SHALL BE KEPT
The Manager shall keep and make available for inspection by Council a report of all meetings held.
10. BANK ACCOUNT
Two bank accounts shall be operated. The first will be for the general operation of the Hostel – receipt of general purpose income and payment of operating costs. The second is a trust account for the receipt and dispersal of money held in trust on behalf of residents.
11. STAFFING MATTERS
The Manager has been delegated responsibility by the General Manager for the appointment of all operational employees required for the effective implementation of Hostel policies and practices in accordance with approved staffing levels.
The Manager shall report to the Committee each quarter, the staffing levels, overtime, staffing difficulties, appointment of trainees or similar and the staff to resident ratios identified by the Committee and federal legislation.
12. INSURANCES
The operations of the Committee shall be extended cover under Council's public liability policy and professional indemnity policies. Council's Accident Cover shall be extended to cover members of the Committee whilst acting in that capacity.
13. VOTING
Voting at meetings of the Committee shall be by a show of hands or by secret ballot, as the Committee determines, on each issue.
In the event of a tied vote the Chairperson shall have the right to exercise a casting vote.
14. CHAIRPERSON
The Committee Chairperson shall be the Chairperson of all meetings. In the absence of the Chairperson then the meeting shall be deferred.
15. QUORUM
A quorum at meetings of the Committee shall be Four (4).
16. OWNERSHIP OF ASSETS AND FUNDS
The Committee is legally structured as a management Committee within the general provisions of Section 24 of the Local Government Act 1993 with the role as set out in Clause 4 of this Constitution.

17. MEETINGS
Meetings shall be held on a quarterly basis unless otherwise decided by the Committee with agreement of the Hostel Manager.

Written notices shall be given by the Manager and such notice of meetings and agendas shall be given at least five days prior to the meeting.

Minutes of Committee meetings shall be forwarded to the Council, through the General Manager.

18. MEETING PROCEDURES
Meeting procedures shall be in accordance with Code of Meeting Practice adopted by Council from time to time.

19. CODE OF CONDUCT
All Committee members will comply with the Council's Code of Conduct as approved from time to time.