

# DISTRICT COUNCIL OF LOWER EYRE PENINSULA

## Cummins Homes Terms of Reference

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*“Working with our Rural & Coastal Communities”*



# TERMS OF REFERENCE: CUMMINS HOMES COMMITTEE

Version No:	2.0
Issued:	April 2016
Next Review:	June 2018

Responsibility:	Governance
Minutes reference:	C196 (1)
Related Policies/Procedures/Codes:	Code of Conduct – Elected Members Code of Conduct – Employees
Review Frequency:	Annually

## 1. Title: CUMMINS HOMES COMMITTEE

## 2. Membership:

That representation on the Cummins Homes Committee will be:

- Two (2) elected members nominated by Council as soon as practical following the local government elections with the positions to be held up to the day prior to the following local government election;
- A maximum of six (6) community members (not being current or applicants for tenancy) approved by Council selected from nominations invited for a two-year term with the term commencing from 1 July of the second and fourth years following the local government elections; and
- The position of Secretary to be nominated by Council with no fixed term.

## 3. Terms of Reference:

### Functions:

- To consider policy issues pertaining to the management and development of the Cummins Homes complex and provide recommendations to Council regarding such issues.
- To consider the conditions for tenancy of the Cummins Homes and make recommendations to the Chief Executive Officer regarding such issues.
- To meet with tenants at least once annually to discuss matters of interest such as maintenance and improvements.

### Delegations:

Nil.

### Reporting:

The Committee is to report to Council by way of minutes containing recommendations presented for adoption by Council.

## 4. Meeting Procedures:

To be in accordance with the requirements of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations, excluding Part 2 thereof. The Committee will meet on a date and at a time and venue determined from time to time by the Committee or Council and in addition to this the Committee may meet when the Secretary, in conjunction with the Committee Presiding Member, determines that there is sufficient business requiring attention before the next scheduled meeting of the Committee.



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**5. Term:**

The respective terms for the members will be:

- i. Presiding Member – to be elected by the Committee, from its membership, on an annual basis at the first meeting held after 1 June each year;
- ii. Elected Member representatives – for a term of up to four (4) years coinciding with the four yearly cycle of the local government elections,
- iii. Community representatives – for a term of two (2) years.
- iv. The timing of the invitations to nominate will occur during April of the year of the local government elections, and each two years thereafter.

**6. Presiding Member:**

To be determined by the committee in accordance with the method adopted by Council for selection of a Mayor.


**7. Council Mayor Ex Officio:**

No

**8. Register of Interests:**

The Register of Interests provisions of the Local Government Act 1999 will not apply to any non-elected members appointed to this committee.

SIGNED:

  
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CEO

Date: 13 / 04 / 2016

  
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Mayor, DCLEP

Date: 13 / 04 / 2016