

18.4 UNITING VENUES SA BY-LAW

- 18.4.1 The Synod of South Australia shall establish a Uniting Venues SA (UVSA) Committee to provide oversight of the Venues, described as a camp, campsite, conference centre, retreat centre and/or outdoor education service, owned and/or operated by the Synod on behalf of the Standing Committee and/or any of its designated Sub-Committees.

The Committee will oversee the activities, programs and physical infrastructure at the following Venues at:

- a. Adare Camp and Caravan Park (incorporating Adare House, Bethany, Peter Wood Lodge / Devona Trust and Caravan Park) – 20 Wattle Drive, Victor Harbor, South Australia.
- b. Emmaus Campsite – Halbury, South Australia.
- c. Nunyara Conference Centre (incorporating Symons House and 6 Culley Avenue) - 5 Burnell Drive, Belair, South Australia.
- d. Tarooki Campsite – Main Road, Robe, South Australia.
- e. Thuruna Campsite - Government Road Tumby Bay, South Australia.
- f. Beyond Limits Outdoor Education – 5 Burnell Drive, Belair, South Australia.
- g. and other facilities and services that may be added to the responsibilities of the Committee from time to time by the Standing Committee.

MISSION OF UNITING VENUES SA

- 18.4.2 The mission of UVSA is:

To provide opportunities for exploring faith, fostering community, creative learning and leadership development through exceptional Christian hospitality.

- 18.4.3 UVSA will contribute to the mission of the Uniting Church in South Australia by optimising the potential of the Venues and related resources to achieve this mission.
- 18.4.4 The Committee will oversee camp, camping, conference and retreat facilities and services to encourage and add to the servant ministry of the Synod to:
- a. Uniting Church congregations, faith communities, Synod, Presbyteries and schools.
 - b. Other churches and their schools, state schools and such para-church and community groups which the Committee may approve provided they do not conflict with the ethos of the Uniting Church.
- 18.4.5 The Committee will be accountable to the Resources Board as a sub-committee of that Board.

MANDATE OF COMMITTEE

- 18.4.6 The responsibilities of the Committee shall be:
- a. To own, develop and promote the mission of UVSA.
 - b. To provide governance to the Venues, maintaining appropriate links, and fostering healthy interdependence between each of the Venues and between the Venues and the other activities, strategic directions and programs of the Synod to review the performance, activities and resources of all Venues in achieving the mission of UVSA and make recommendations for change where deemed necessary.
 - c. To conduct research into and formulate policies and procedures maximising the missional impact and physical development of the Venues for the Synod, Presbyteries and Congregations.
 - d. To approve new activities, services and programs that enhance the achievement of the UVSA mission.
 - e. To receive budgets and financial statements in respect of the Venues.
 - f. To develop the UVSA brand and promote the Venues both within the Church and in the general community.
 - g. To recommend to the appropriate authority the provision of loans and grants for major developments to venue facilities.
 - h. To recommend, within the terms set out by the Uniting Church in Australia Regulations and any specific requirements of the Synod, the sale or purchase of property, alterations, additions, improvement and purchase of material and/or equipment in respect of facilities. In the case of any facility no longer being required the assets may, subject to the approval of the Synod, remain within the control of the Committee and be utilised for other Venues.
 - i. To recommend a General Manager to act for and on behalf of the Committee in the general areas of management, finance, promotion, compliance and representation.
 - j. To monitor Human Resources and Work Health Safety related matters, providing guidance within the terms and conditions set out by the Human Resources and Remuneration Committee and approved Synod and Venue specific policies.
 - k. To develop long term plans for UVSA and the Venues having regard to the goals, strategy and policies of the Synod.
 - l. To provide annual report(s) to the Standing Committee through the Resources Board which includes the following information:
 - i. A statement, authorised by the Committee, outlining the overall performance of the Venues in achieving the Mission Statement as stated in by-laws 18.4.2 to 18.4.4
 - ii. Audited Financial Reports.
 - iii. Budgets for the forthcoming year.
 - iv. Long term plans (as required).
 - v. Committee membership details (as required).

- m. Other matters relating to venues which are desirable or necessary for the achievement of its Mission (paragraphs 18.4.2 to 18.4.4) or as the Synod or its Standing Committee shall determine.

MEMBERSHIP OF THE UNITING VENUES SA COMMITTEE

18.4.7 The Committee shall consist of:

- a. Up to seven (7) persons appointed by the Resources Board on the recommendation of the Committee. Appointments should include people who have specific understanding of each of the Venues and people with the relevant skills in areas such as mission, education, finance, human resources, marketing, risk and compliance, workplace health and safety, planning and property management and development.
- b. Members who understand and are committed to the Uniting Church in Australia's ethos, structure and ethics.
- c. The Executive Officer Resources who shall be an ex-officio member of the Committee.
- d. The Team Leader Mission Resourcing who shall be an ex-officio member of the Committee
- e. The General Manager Resources who shall be an ex-officio member of the Committee and act as Chairperson of the Committee.
- f. The General Manager UVSA who shall be an ex-officio member of the Committee and act as Secretary of the Committee.
- g. A maximum of two (2) persons co-opted annually to make available to the Committee specific skills and experience which would be of special value to the Committee.

The Committee may invite management and/or staff of the Venues to Committee meetings from time to time for particular reasons, but shall not allow people employed on a permanent basis as members of the Committee. Consistent with the procedures of the Synod, the Committee may fill casual vacancies for the remainder of the current year.

- 18.4.8
 - a. Members shall be appointed for a term of two (2) years.
 - b. Retiring members shall be eligible for three (3) further terms of two (2) years.
 - c. A retiring member completing four (4) consecutive terms shall be eligible for re-election after an absence of two (2) years.

DECISION MAKING

- 18.4.9
 - a. The Committee's meeting procedures shall be consistent with the Constitution, Regulations and Manual for Meetings of the Uniting Church in Australia.

- b. At the first meeting of the calendar year the Committee shall appoint a Chairperson from the members of the Committee.
- c. The Committee shall meet at least quarterly, and notice of not less than seven days shall be given of the date, time and place of the meeting.
- d. The quorum for Committee meetings will be fifty (50%) of the Committee membership plus one (1) eligible member.
- e. Each year the Committee will receive:
 - i. the Venues annual reports
 - ii. prior year audited financial results
- f. Members of the Committee may participate in meetings using audio or video communication technology as approved by the Committee.
- g. The Committee shall have the power to establish such other sub-committees and groups it deems necessary to carry out the work of the Committee.

GENERAL MANAGER

- 18.4.10
- a. The General Manager UVSA will be responsible for the strategic leadership, management, oversight and development of all aspects of the UVSA operations.
 - b. In particular the General Manager UVSA will be accountable for:
 - i. Developing and maintaining Venue policies, management systems and processes.
 - ii. To manage all Venues as separate financially sustainable entities.
 - iii. Developing and monitoring of budgets and financial forecasts in conjunction with the General Manager Resources.
 - iv. Operating within the delegations approved by the Resources Board including specific delegations involving the agreement of local venues committees
 - v. Developing the business potential of the Venues consistent with its Strategic Plan
 - vi. Developing public relations and marketing strategies and programs to maximise and leverage the use of all Venues
 - vii. Managing the risks associated with operating the Venues and ensuring compliance with all relevant legislative requirements
 - viii. Recruiting, developing and encouraging the management and staff and ensure they are trained, equipped and held accountable for achieving specific targets exercising the values of the Uniting Church within the requirements from time to time of the General Manager Resources and the policies and procedures of the Human Resources and Remuneration Committee of the Synod
 - ix. Administering the Venues in accordance with any respective Trust Deeds

- x. Reporting to the UVSA Committee, Executive Officer, Resources (or their delegate) and the Resources Board as required
- xi. Reporting and management of critical incidents including natural disasters.

LOCAL VENUE COMMITTEES

18.4.11 A Local Venue Management Committee (LVMC) will be established for Emmaus Campsite and Thuruna Campsite.

The UVSA Committee shall provide support and assistance to each LVMC to develop a cooperative strategic approach across UVSA to fulfil the Mission. The General Manager UVSA, will be an ex-officio member, working closely with each LVMC, providing leadership and influence taking into account each Venue's situation and mission context.

18.4.12 A LVMC shall:

- a. foster the mission of the Venue.
- b. promote the Venue in the local community.
- c. provide a tangible connection with the local Uniting Church Congregations and Faith Communities.
- d. adopt an appropriate governance structure (Committee Rules) in consultation with General Manager UVSA, acknowledging the Venue's situation and mission context.
- e. be responsible for the general management and maintenance of the Venue.
- f. make arrangement for the proper handling of bookings.
- g. authorise expenditure within agreed delegations.
- h. submit business plans and capital expenditure proposals to the General Manager UVSA for approval and audited financial statements for presentation to the Synod.
- i. meet at least quarterly.

APPROVED BY STANDING COMMITTEE

Dated 7 December 2019