



ADELAIDE SHOWGROUND FARMERS' MARKET

HR SUB-COMMITTEE

TERMS OF REFERENCE

Purpose and aims

The Human Resources (HR) and Governance sub-committee (the **sub-committee**) is established by the Adelaide Showground Farmers' Market (**ASFM**) Board (the **Board**) to provide leadership and guidance to the Board on human resources and governance matters.

Specifically, the sub-committee's objectives are to:

Planning

- Ensure overall strategy setting and planning for the organisation is clearly documented and communicated;
- Approve draft Strategic and Business Plans for the Board's consideration;
- Design and facilitate an annual Board planning workshop.

ASFM and Board Governance

- Ensure that there is an effective Governance Manual for Board members;
- Ensure an effective Board meeting format;
- Manage the recruitment and induction of new Board members as required, including ensuring the right mix of skills on the Board;
- Ensure effective governance policies and procedures;
- Monitor and review the ASFM's Constitution annually to ensure its compliance with legal requirements and consider whether changes are required;
- Use a governance checklist to annually assess governance of the ASFM.

ASFM Employment and Performance

- Ensure the values of the ASFM are stated and understood by staff and the Board;
- Ensure that business plans are measured and reported to the Board;
- Ensure that staff are provided with a fair and safe work environment in accordance with applicable workplace legislation;
- Undertake regular review of employment arrangements and conditions, including remuneration;
- Establish and conduct an annual performance appraisal of the Executive Officer;
- Ensure that the role of the Executive Officer is clearly defined, set the boundaries for EO and Board decision-making.

Constitution of the Committee

The sub-committee will be constituted as follows:



- The Chair of the Board
- Up to 3 other persons as appointed by the Board (after the Annual General Meeting or from time to time where a position is vacant), made up of:
 - Other Board members and/or;
 - Up to 1 external person with relevant HR or governance expertise.

Role and responsibilities

Principally, the sub-committee will achieve its aims by considering questions falling within its scope at a separate meeting of the sub-committee either at its own initiative or by referral from the Board. The sub-committee will discuss the issue in detail, assess any risks and where necessary, formulate a recommended action to put to the Board.

The sub-committee has the authority to lead discussions and make recommendations to the Board on questions which fall within its scope. Any recommendations or discussion raised by the sub-committee should aim to assist the Board and its members to make informed decisions on human resources and governance matters, particularly those which are put to a resolution.

The sub-committee also has the authority to receive complaints in writing from any person (including Board members and staff) regarding human resources or governance issues. The sub-committee may respond to or investigate complaints received by it at its discretion.

The sub-committee is also responsible for overseeing the annual staff performance review process and undertaking the performance review of the Executive Officer.

Meetings

The sub-committee will meet as deemed necessary, but at least once per year.

Meetings can be held in any matter and at any location that the sub-committee sees fit.

ASFM staff will provide project and administrative support to the sub-committee and will attend meetings of the Committee, as requested.

Reporting

The sub-committee should report regularly to the Board on its work.

Review

These Terms of Reference will be reviewed annually by the sub-committee annually after the AGM and any changes recommended to the Board for approval.

Controlled Document			
Authority: Board	Version No: 1	29/7/19	Page 2/2
Review: Biennially			
Review Date: April 2021			