

BALLARAT CITY COUNCIL

Invermay Recreation Reserve Special Committee

Terms of Reference

Ballarat City Council
General Filing

17 APR 2008

TEMP or ~~PERM~~

1.0 RECITALS

- A. The Council controls the Invermay Recreation Reserve ("the Reserve").
- B. The Reserve is regularly used as a venue for sporting, recreational and other activities.
- C. The Council believes that continued community involvement in the management of the Reserve will increase the viability of the Reserve as a venue.
- D. The Local Government Act 1989 at section 86 enables the Council to establish special committees.
- E. At its meeting on the 3rd day of March 1998, the Council formed the Invermay Recreation Reserve Special Committee ("the Committee") as a special committee of the Council, established to manage the Reserve.

2.0 CHARTER

The Committee's primary functions are to:

- 2.1 develop, with the agreement of Council, a detailed written policy on the use of the Reserve;
- 2.2 determine fees for the Reserve;
- 2.3 develop a public awareness and advertising program relating to the Reserve designed to increase community use of the Reserve;
- 2.4 carry out regular maintenance inspections of the Reserve;
- 2.5 make recommendations to the Council on the budget requirements of the Reserve;
- 2.6 be responsible for day to day management of the Reserve;
- 2.7 ensure that the Council is made aware of any matters that could have an impact on the Reserve;
- 2.8 from time to time review its role as a Committee of the Council and make recommendations to the Council accordingly;

2.9 as far as possible, become self sufficient.

3.0 MEMBERSHIP

Kevin Brady
Marianne Farrar
Geoff Jenkins
Ruth Nunn

Ian Daniel
Geoff Fraser
Ian Martin
Peter Nunn

4. MEETING/MEETING PROCEDURES

- a) The Chairperson must preside at meetings of the Committee. In the absence of the Chairperson the Deputy Chairperson must preside.
- b) The Chairperson has a casting vote.
- c) A quorum of the Committee is 5 members.
- d) Only members present are entitled to vote.
- e) The Committee must meet not less than six times a year and at least once every two months.
- f) The Committee may appoint advisory sub-committees of members.
- g) In all other respects the Committee may set its own meeting procedures.

5. STATUTORY RESPONSIBILITIES OF MEMBERS

- a) Committee members are bound by the Pecuniary Interest provisions of the Local Government Act sections 78 and 79.
- b) Committee members must not make improper use of information acquired as a Committee member and are bound by section 77 of the Local Government Act 1989.
- c) Non-Council Committee members have been exempted by the Council from submitting primary returns of their financial interests pursuant to section 81 of the Local Government Act 1989.

6. REPORTING

- a) The Committee must report to the Council at least every six months.
- b) The Committee must publish an annual report.
- c) The Committee shall cause Minutes of all meetings to be maintained and circulated to all Councillors.
- d) The Committee must make a presentation of its activities and performance to the Council or the appropriate Council Committee when required by the Council.