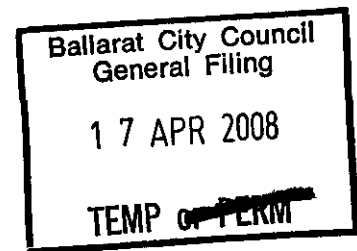


BALLARAT CITY COUNCIL

Public Hall Special Committee

Terms of Reference



1.0 RECITALS

- A. Council owns the Ascot Hall ("the Hall")
- B. The Ascot Hall is in good condition (2005)
- C. Council believes that community involvement in the management of the Hall will sustain the viability of the facility.
- D. The Local Government Act 1989 at section 86 enables Council to establish special committees.
- E. Council formed the Ascot Hall Special Committee (the Committee") as a Special Committee of Council on 22 June 2004 to undertake the day to day management of the Hall as outlined in the Terms of Reference.

2.0 CHARTER

The Committee's primary functions are to:

- 2.1 develop, with the agreement of Council, a detailed Management Plan on the future use of the Hall;
- 2.2 determine hiring fees for the Hall;
- 2.3 develop a public awareness and advertising program relating to the Hall designed to increase community use of the Hall;
- 2.4 arrange bookings of the Hall;
- 2.5 draft, with the agreement of Council, a Hall hiring agreement;
- 2.6 identify maintenance needs, prioritize maintenance actions and provide details of remedial actions in annual report to Council.
- 2.7 Be responsible for specific maintenance of the hall and grounds, as outlined in the City of Ballarat Maintenance Schedule for Community Halls (addendum 1)
- 2.9 ensure that the Council is made aware of any matters that could have an impact on the Hall or its users;
- 2.10 from time to time review its role as a Special Committee of Council and make recommendations to Council accordingly;
- 2.11 to, as far as possible, become self sufficient.

3.0 MEMBERSHIP

Council will appoint members to the Committee every three years.

The Committee should include:-

- 1 Ward Councillor (ex-officio)
- Minimum of 4 Community Representatives

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) Only two members of any user group can have voting rights on the Committee, this will include the Chairs casting vote.
- d) A quorum of the Committee will be 3 voting members.
- e) Only members present are entitled to vote.
- f) The Committee must meet not less than four times a year with special meetings called at other times if the need arises.
- g) The Committee may appoint advisory sub-committees of members.
- h) 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 twelve months. The report should include details of maintenance issues, usage and financial details.
- 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, when required.
- d) The Committee must make a presentation of its activities and performance to the Council or the appropriate Council Committee when required by Council.