

Attachment Five: Terms of Reference Advisory Committee

Ballarat Aquatic Centre

Advisory Committee Terms Of Reference



Goal

The purpose of the Ballarat Aquatic Centre (BAC) advisory committee is to provide expert advice to the City of Ballarat (Council) and the Ballarat YMCA (YMCA) on the strategic planning and policy development of the BAC.

This committee replaces the current management committee and is developed to have a longer-term focus on the development of the facility and its programs.

Objectives:

To provide ongoing advice to the Council and the YMCA to ensure that the following objectives are achieved:

- To provide quality social, recreational, sporting, health and fitness opportunities for all sections of the Ballarat community.
- To operate in a business like and cost effective manner that must also recognise council's community service obligations and maximise the benefits to residents
- To provide a broad range of aquatic and leisure centre associated programs for all sections of the community from pre school children to older adults and include special target groups such as disabled, youth, unemployed and lower socio-economic groups.
- To provide a centre for community interaction and development
- To strive for excellence in the provision of facilities, programs and services
- To develop consultative mechanisms within the community that assists to identify needs and provide appropriate programs to ensure that the centre remains at the forefront of leisure service provision.
- To continuously improve customer care
- To provide a safe environment for all users

Membership

The BAC Advisory Committee comprises:

- City of Ballarat Councillor x 1 (Chair)
- Manager Community and Culture
- Council Contract Manager
- YMCA Facility Manager
- YMCA Executive Officer
- YMCA President or Representative
- Community representatives x 2

Functions

- Annual performance analysis and recommendations
- Long term planning issues facing the facility including:
 - Facility development and forward planning
 - Sourcing of appropriate funding to achieve facility development
 - Programs and services to meet changing community needs
 - Asset management
 - Financial sustainability
 - Research opportunities
 - Partnership opportunities
 - Policy issues with respect to the services
 - New capital works issues that arise with respect to the facility
- Provide advice on any unmet community demand
- Participate in networking activities which will support the BAC
- Explore collaborative and partnership opportunities with other sectors of the community

Meeting Frequency

Initially at the commencement of the contract the Advisory Committee meeting shall occur on a quarterly basis. The Advisory Committee shall determine meeting frequency throughout the term of the agreement and meetings shall occur as required or scheduled but not less than annually.

Reporting

The Advisory committee will receive:

- Quarterly reports that detail the centres performance against business plan targets.
- Quarterly contract compliance summary, which outlines the management performance against contract requirements.
- An annual performance analysis report