

Cr. David Vandy left the meeting, the time being 08:09 PM.

14.2 BUNINYONG TOWN HALL ADVISORY COMMITTEE TERMS OF REFERENCE

Division: Finance & Corporate Services
Director: Glenn Kallio
Manager Responsible/ Annie De Jong -
Business Unit: Manager ICT & Governance
Author/Position: Rebecca Grumley -
Team Leader Governance

SUMMARY

This report seeks Council endorsement of the Buninyong Town Hall Advisory Committee Terms of Reference.

RESOLUTION:

Council resolve to;

- 1. Endorse the Buninyong Town Hall Advisory Committee Terms of Reference.**

Moved: Cr. Peter Innes
Seconded: Cr. Ian Jolly

CARRIED
(R479/08)

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SUMMARY

This report seeks Council endorsement of the Buninyong Town Hall Advisory Committee Terms of Reference.

CARETAKER PERIOD STATEMENT

The recommended decision is not a "Major Policy Decision", as defined in Section 93A of the Local Government Act 1989, or a "Significant Decision" within the meaning of the Code of Conduct.

BACKGROUND

At Council Meeting on the 11th June 2008 Council endorsed the Buninyong Town Hall Advisory Committee to become an advisory committee under the Local Government Act 1989. A terms of reference is required for all advisory committees.

ISSUES

1. Council requires that all advisory committees have a terms of reference.

RELEVANT POLICIES

Local Government Act 1989 (as amended)
Blueprint Ballarat
Council Plan

OPTIONS

Endorse the attached Buninyong Town Hall Advisory Committee Terms of Reference.

SOCIAL IMPLICATIONS

The inclusion of the attached terms of reference in the Council agenda and their availability to the public will increase awareness of the activities of Buninyong Town Hall Advisory Committee.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications within this report.

CONSULTATION

	Public Participation Goal	Promise To The Public	Methods
INFORM	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	We will keep you informed.	<ul style="list-style-type: none"> ▪ Council Agenda ▪ Statutory Register

ATTACHMENTS

- 1 Buninyong Town Hall Advisory Committee Terms of Reference

RECOMMENDATION

Council resolve to:

1. **Endorse the Buninyong Town Hall Advisory Committee Terms of Reference.**

Buninyong Town Hall
Advisory Committee Of Council



TERMS OF REFERENCE

October 2008

1. NAME

Buninyong Town Hall Advisory Committee.

2. BACKGROUND/RECITALS

- In 1994, Ballarat City Council took over ownership of the Buninyong Town Hall, a group of buildings, comprising the old Court House and Court House rooms, the main hall and stage and on the west and south sides of the hall a kitchen, supper room and meeting room, together with associated toilets and storage areas.
- Over the years the Town Hall has played a central role in the life of the Buninyong Community and it continues to be used on a regular basis as a venue for functions and meeting of community groups. The Court House is leased to the Buninyong Historical Society.
- Recognising that community involvement in the management of the Town Hall would increase the Hall's viability as a venue and help enhance the identity of Buninyong, Council established the Buninyong Town Hall Special Committee in December 1995 to advise it on the day to day management of the Town Hall.
- The Special Committee comprised the Ward Councillor, representatives of major user groups (Senior Citizens, Baptist Church and the Buninyong Historical Society) and other members of the community.
- The Committee developed, with the agreement of Council, a detailed policy on the use of the Hall, appropriate hiring fees for users, and a suitable hiring agreement. The Committee took over responsibility for arranging bookings, and for undertaking public awareness and advertising programs to promote greater public use of the Hall.
- The Committee has been responsible for day to day maintenance of the Hall, liaising with Council Officers on maintenance issues where appropriate. It has overseen a number of improvements to the building, particularly the kitchen, which have enhanced the Town Hall's attractiveness as a venue for functions. The Committee has become largely self supporting.
- In June 2008, Council resolved to move the Committee from a Special Committee to an Advisory Committee with functions broadly similar to those that pertained previously.

3. OBJECTIVES/CHARTER/PRIMARY FUNCTIONS

The Advisory Committee's primary functions are to:-

- encourage use of the Town Hall by the local community and to promote the role played by the Town Hall in the life of Buninyong.
- arrange bookings for the Town Hall.
- advise the Council when the hiring agreement and/or the schedule of hiring fees needs updating.
- be responsible for the day to day maintenance of the Town Hall.

- carry out regular maintenance inspections of the Town Hall and liaise with Council on maintenance issues which fall within the Council's responsibilities.
- make recommendations to Council on the budget of the Town Hall.
- ensure that the Council is made aware of any matters that could have an impact on the Buninyong Town Hall.
- review its role as a Committee of Council periodically and make recommendations to Council accordingly.
- operate, as far as possible, on a self-sufficient basis.

4. DELEGATED AUTHORITY

- The committee has no delegated authority to act or to incur expenditure on behalf of Council.

5. MEMBERSHIP

- a) The membership of the Advisory Committee shall comprise;
 - A South Ward Councillor
 - Five or more community members. These should include, where possible, representatives of each permanent hirer along with other major users of the Town Hall.
- b) The tenure of members shall be at the discretion of Council, but members would normally be appointed for a 2 year term.
- c) Council officers to assist the committee:
 - Co-ordinator Community Planning & Development
- d) Council will reconfirm representatives annually at a meeting in December.

6. MEETING PROCEDURE

- a) The committee will elect a Chairperson at the AGM. The Chairperson must preside at meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson must preside.
- b) Decisions will be made upon a majority vote with the Chairperson having a casting vote.
- c) A quorum of the Committee is four 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.

7. REPORTING

- a) The Committee shall cause Minutes of all meetings to be maintained and circulated to the South Ward Councillors.
- b) The Committee shall publish an annual report and forward copies to the South Ward Councillors.
- c) The Committee must make a presentation of its activities and performance to the Council or the appropriate Council Committee when required by the Council.
- d) The Committee will forward copies of any changes to its Terms of Reference for adoption by Council.

8. DECISION MAKING.

As an Advisory Committee of Council, any recommendations requiring expenditure by Council are referred to the Council or the appropriate Special Committee for endorsement.

9. LEGAL AND STATUTORY RESPONSIBILITIES

- a) As an Advisory Committee, members are not bound by the Interest Declaration regulations laid down in the Local Government Act 1989.
- b) Committee members must not make improper use of information acquired as a Committee member.
- c) The Committee will review its Terms of Reference every 2 years.