

BALLARAT CITY COUNCIL

Public Hall Special Committee

Terms of Reference

1.0 RECITALS

- A. Council owns the Sebastopol RSL Community Hall (“the Hall”)
- B. The 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 Sebastopol RSL Community Hall Special Committee (the Committee”) as a Special Committee of Council on 7 June 2005 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.