

CARDIGAN VILLAGE COMMUNITY CENTRE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Cardigan Village Community Centre Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4 This Terms of Reference document is authorised by a resolution (R341/18) of Council passed on 21 November 2018.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Encouraging use of the Cardigan Village Community Centre (**Hall**) by the Local community and to promote the role played by the Centre in life of the Community.

3. OBJECTIVES

The objectives of the Committee are to:

- 3.1 Arrange bookings for the Hall.
- 3.2 Promote and market the facility and implement a management plan.
- 3.3 Advise the Council when the hiring agreement and/or the schedule of hiring fees has been updated.
- 3.4 Be responsible for the day to day maintenance of the Hall.
- 3.5 Carry out regular maintenance inspections of the Hall and liaise with Council on maintenance issues which fall within the Councils responsibilities.
- 3.6 Ensure that Council is made aware of any matters that could have an impact on the Hall or its users.
- 3.7 Seek external funding with the support of Council.
- 3.8 Review its role as a Committee of Council and make recommendations to Council accordingly.

3.9 Operate, as far as possible, on a self-sufficient basis.

4. ROLES AND RESPONSIBILITY

4.1 The role of the Committee is:

4.1.1 To have an active role in communicating community views to Council; and

4.1.2 To participate in discussions at meetings.

4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

5.1 The Committee will consist of a minimum of 5 (five) members comprising of:

5.1.1 1 (one) ward Councillor of Council appointed by Council from time to time; and

5.1.2 A minimum of 4 (four) Community Representatives.

5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.

5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.

5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.

5.5 Councillors, other than a Councillor appointed under clause 5.1.1, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.

5.6 Council will revise the membership and voting rights of each Committee member as it sees fit.

5.7 A Community Representative appointed under clause 5.1.2 will be the Chairperson of the Committee.

5.8 If a Chairperson is not appointed under clause 5.7, as the case may be, before the Committee's first meeting, the Committee members must appoint a chairperson at the first meeting.

5.9 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.

5.10 Any Councillor can attend meetings of the Committee as an observer.

6. MEETINGS

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 6.1.3 the Committee's discretion, as exercised from time to time; and
 - 6.1.4 Council's Community Consultation and Participation Framework.
- 6.2 The Committee will meet monthly, for a minimum of 6 (six) meetings per year or with such other frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 6.3 The Chairperson will chair all Committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Committee.
- 6.5 The role of the Council Officer appointed under clause 5.2 includes:
- 6.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
 - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 acting as the contact point between Council and the Committee; and
 - 6.5.4 assisting with meeting the Committee's reporting requirements.
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Sub committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
- 7.1.1 Council's Meeting Procedure Local Law;
 - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 7.1.3 any resolution of Council made from time to time; and
 - 7.1.4 The Committee's discretion, as exercised from time to time.

- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson, and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.
(Note – this only applies when a Councillor is in attendance.)

8. CREATION AND DISSOLUTION

- 8.1 By these Terms of Reference the Committee:
- 8.1.1 is established; and
 - 8.1.2 has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
- 8.2.1 come into force immediately the resolution of Council adopting them is made; and
 - 8.2.2 remain in force until Council determines to vary or revoke them.
- 8.3 The Committee will only be dissolved by resolution of Council.

Dated: 21 November 2018

SCHEDULE

Facility Maintenance Schedule - Community Centres

General Items	City of Ballarat Responsibilities	User Responsibilities
Appliances - Hard Wired Council Installed (e.g. hot water service, ovens)	Responsible for service, repair and replacement due to fair wear and tear, or end of useful life.	To notify Council when maintenance is required.
Appliances - Not Hard Wired (e.g. fridges, dishwashers, washing machines)	No Responsibility	Regular cleaning and maintenance. Repair and replacement as required. Testing and Tagging.
Building - Additional Structures (e.g. storage sheds)	Full Responsibility	No Responsibility
Building - Damage/Wear & Tear (caused by occupancy)	No Responsibility	Maintain and repair as required.
Building - External Fittings (e.g. gutters/spouting)	Maintain and repair as required. Programmed gutter cleaning.	To notify Council when maintenance required.
Building - External Structural Elements (e.g. walls/cladding, roof/roofing, windows/doors)	Repair or replacement of elements due to age or structural fault.	To notify Council when maintenance is required. (Responsible for repairs/replacement if due to tenant)
Building - Internal Flooring and Skirting Boards	Repair or replacement due to fair wear and tear, or end of useful life.	To notify Council when maintenance is required. (Responsible for cleaning and repairs if due to tenant)
Building - Internal Structural Elements (e.g. ceilings, walls & doors)	Repair or replacement due to fair wear and tear, or end of useful life.	To notify Council when maintenance is required. (Responsible for cleaning and repairs if due to tenant)
Building Utilities (e.g. power, water, gas)	No Responsibility	Full Responsibility
Cabinetry - Built In (e.g. kitchen cupboards)	Repair or replacement due to fair wear and tear, or end of useful life.	Responsible for cleaning and replacement if due to damage.
Car Parks - Lighting	Full Responsibility	To notify Council when maintenance is required.
Car Parks - Line Marking	Full Responsibility	To notify Council when maintenance is required.
Car Parks - Maintenance (including paths)	Full Responsibility	To notify Council when maintenance is required.

General Items	City of Ballarat Responsibilities	User Responsibilities
Cleaning - Inside of Building	No Responsibility	Full Responsibility
Cleaning - Surrounds of Building (e.g. grounds, car park, public areas)	No Responsibility	Full Responsibility
Doors - Furniture	Repair or replacement due to fair wear and tear, or end of useful life.	To notify Council when maintenance is required.
Doors - Lock and Key Systems	Repair or replacement due to fair wear and tear, or end of useful life. Issuing of keys to the management group and maintenance of a key register.	Responsible for all keys issued and to maintain a register of key holders. To annually audit keys and balance with Council's records. Advise Council of lost keys and provide payment for replacement. Payment for any requested improvements, upgrades or new keys.
Doors - Wire Screening	Repair or replacement due to fair wear and tear, or end of useful life.	All regular cleaning and maintenance. Repairs or replacement (or payment for) due to reckless or deliberate misuse.
Drains/Pipes - Grease Traps	No Responsibility	Management of trade waste agreement with Central Highlands Water for cleaning of grease traps. Notify Council of pipe failures.
Drains/Pipes - Sewerage System (including pumped systems)	Responsible for clearing blockages and repairs and maintenance.	Responsible for clearing blockages and repairs, if due to reckless or deliberate misuse.
Drains/Pipes - Storm Water System	Maintain and repair as required.	To notify Council when maintenance is required.
Drains/Pipes - Septic Systems	Responsible for clearing blockages, repairs and maintenance.	Responsible for clearing blockages and repairs, if due to reckless or deliberate misuse.
Electrical - Wiring and Fittings	Maintenance and repair of all wiring and fittings.	To notify Council when maintenance is required. (Responsible for repairs if due to deliberate misuse)
Equipment - Internal	No Responsibility	Full Responsibility

General Items	City of Ballarat Responsibilities	User Responsibilities
Essential Safety Measures	Full Responsibility	To notify Council when maintenance is required.
Fencing & Gates – Internal	No Responsibility	Maintain and repair as required.
Fencing & Gates – Perimeter	Maintain and repair as required	No Responsibility
Fire Equipment - Detection (e.g. smoke detectors)	Maintain and repair as required.	To notify Council when maintenance is required.
Fire Equipment - Suppression (e.g. fire extinguishers)	Service, maintain and repair as required.	To notify Council if discharged. (Cost to refill or replace due to reckless or deliberate misuse)
Floor Coverings	Repair or replacement due to age and fair wear and tear, or end of useful life.	All regular cleaning and maintenance. Strip, polish and reseal vinyl, timber and tiled floors annually or as per manufactures specification. Annual steam cleaning of carpets.
Food Handling Area	Ensure initial compliance with all relevant regulations for the intended use.	Maintain ongoing compliance with all relevant regulations for the intended use. If the management group changes the use of a kitchen in a way that affects compliance with regulations, it must fund the upgrade of the kitchen to ensure compliance.
Furniture – Internal	No Responsibility	Full Responsibility
Furniture - Outdoor	No Responsibility	Full Responsibility
Gardens - Beds & Lawns/Grass (grounds and nature strips)	No Responsibility	Cutting and maintaining grass, shrubs, garden beds and trees of all areas within the building and fence lines.
Gardens - Paving and Landscaping	No Responsibility	Maintain and repair as required

General Items	City of Ballarat Responsibilities	User Responsibilities
Glass - Windows and Doors	Replacement if due to vandalism.	All cleaning, internal and external. Replacement (or payment for) if due to reckless or deliberate misuse.
Graffiti - External	Full Responsibility	To notify Council of any graffiti.
Graffiti - Internal	No Responsibility	Full Responsibility
Heating and Cooling - Hard Wired/Fixed	Full Responsibility	To notify Council when maintenance is required.
Heating and Cooling - Portable	No Responsibility	Full Responsibility
Hygiene/Sanitary Services	No Responsibility	Full Responsibility
Irrigation of Surrounds	No Responsibility	Full Responsibility
Keys	One set of keys issued to user group/tenant. Locksmith authority required for additional keys, cost to the user group/tenant.	Responsible for all keys issued and to maintain a register of key holders. To annually audit keys and balance with Council's records. Advise Council of lost keys and provide payment for replacement.
Lighting - Exit & Emergency	Full Responsibility	No Responsibility

General Items	City of Ballarat Responsibilities	User Responsibilities
Lighting - External Security (including car park lighting)	Full Responsibility	To notify Council when maintenance is required.
Lighting - Internal Globes and Tubes	Responsible for fittings only (and globes/tubes above 3 meters).	Replacement of all globes/tubes as required.
Painting - External	Full Responsibility	No Responsibility
Painting - Internal	No Responsibility	Full Responsibility
Pest Control	Eradication and management of white ants only.	To keep all areas in a clean and hygienic state. Eradication and management of all pests and vermin, with the exception of white ants.
Play Equipment - General (non-public accessible)	No Responsibility	Full Responsibility
Play Equipment - Playground Council Installed (public accessible)	Full Responsibility	To notify Council when maintenance is required.
Play Equipment – Playground (non-public accessible) (e.g. crash mats, climbing structures, skipping ropes etc.)	No Responsibility	Maintain and repair as required.
Plumbing Fixtures (e.g. taps, basins, cisterns)	Full Responsibility	To notify Council when maintenance is required.
Public Toilets	Full Responsibility Including scheduled cleaning.	To notify Council when maintenance is required and additional cleans if required by user.

General Items	City of Ballarat Responsibilities	User Responsibilities
Rubbish Removal	No Responsibility	Removal of all rubbish/litter within the building, fence lines and external perimeter.
Security System	No Responsibility	Full Responsibility. Installation if required for security purposes, an access code must be issued to Councils Facility Management Department. Day to day operation, issuing and maintaining a list of user codes. Monitoring, alarm responses and associated costs. All maintenance as required.
Shade/Shelter & Additional Structures	Full Responsibility	To notify Council when maintenance is required.
Signs - Advertising & Facility	No Responsibility	Full Responsibility. (No advertising signage to be affixed to any building without Council permission)
Tanks - Rain Water	Full Responsibility	No Responsibility
Testing and Tagging - Portable (non-fixed appliances)	No Responsibility	Full Responsibility
Trees/Shrubs - Over 5 Metres	Full Responsibility	No Responsibility
Tress/Shrubs - Up to 5 Metres	No Responsibility	Full Responsibility
TV Antennas & Cabling	No Responsibility	Full Responsibility

General Items	City of Ballarat Responsibilities	User Responsibilities
Vandalism - External	No responsibility if due to tenant or tenant guest. Otherwise maintenance and repair as required.	If due to user or users' guest, all user responsibility. Otherwise notify Council of maintenance works required.
Vandalism - Internal	No Responsibility	Full Responsibility
Windows - Blinds and Coverings	No Responsibility	Maintain and repair as required.
Windows - Wire Screening	Repair or replacement due to age and normal fair wear and tear, or end of useful life.	All regular cleaning and maintenance. Repairs or replacement (or payment for) due to reckless or deliberate misuse.

Reporting Maintenance Requirements

Contact City of Ballarat on **5320 5500** and request the Facility Management department.