

# **Ballarat Major Events Precinct Stakeholder Reference Group**

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## **Terms of Reference**

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## **1. Background**

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Major Events Precinct Stakeholder Reference Group (Reference Group).
- 1.2. Council recognises the importance of stakeholder consultation in relation to the Ballarat Major Events Precinct (BMEP) and events held therein. Council has established this Reference Group as a means of consultation for matters relating to the BMEP.
- 1.2. The Reference Group 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 Reference Group can function.
- 1.3. This Terms of Reference document is authorised by a resolution R126/21 of Council passed on 23 June 2021 Council Meeting.

## **2. Purpose**

The Reference Group is established for the purpose of:

- 2.1 Collaboration between all user groups and local residents;.
- 2.2 Providing a consultative forum to support event planning and event activation that encourages information sharing across all user groups and stakeholders in a timely manner;
- 2.3 Enabling a consultative forum to discuss matters to improve events conducted within the BMEP; and
- 2.4 Advocating for future development of the BMEP in the interests of the local community.

## **3. Roles and Responsibility**

The role of the Stakeholder Reference Group is:

- 3.1 Provide a consultative forum on the activation, planned events and future development of the BMEP.
- 3.2 Participate in discussions at scheduled meetings of the Reference Group;
- 3.3 Support the work of Council in developing partnerships with the wider community and government sector to promote and develop the BMEP.
- 3.4 Provide an avenue to share details of all events within the precinct with the objective of maintaining an up to date BMEP Calendar of events.
- 3.5 Ensure a collaborative approach with Council staff and other stakeholders to event management issues such as parking and logistics arrangements

within BMEP.

- 3.6 Provide input regarding future infrastructure development within BMEP.
- 3.7 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

## **4. Duties and Functions**

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

## **5. Membership**

5.1 The Reference Group will consist of twelve (12) members comprising of:

One representative from each nominated user group as determined by Council:

- a) North Ballarat Sports Club Football Netball Club
- b) Greater Western Region Rebels – AFL Victoria
- c) Basketball Ballarat
- d) Lake Wendouree FNC
- e) North Ballarat Cricket Club
- f) Lake Wendouree Cricket Club
- g) Wendouree Athletic Club
- h) Ballarat Agricultural Society

5.1.1 The Mayor of the Day and a Councillor appointed by Council from time to time;

5.1.2 2 community members from the surrounding residential area.

Community members will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation. The selection will be based on demonstrated skills and experience in the following areas;

5.1.3 Professional and/or community engagement experience;

5.1.4 Proven ability to work cooperatively in advisory groups or selection panels.

- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4 A Councillor appointed to the Reference Group will be the designated Chairperson of the Group.
- 5.5 Where the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Mayor of the Day may appoint a representative to act as Chairperson for that meeting.
- 5.6 Any Councillor can attend the meeting as an observer.
- 5.7 Appointments to the Reference Group shall be for a period of 12 months.

## **6. Meetings**

- 6.1. Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2. The Reference Group shall meet at minimum on a biannual basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3. The Chairperson will chair all Reference Group meetings when present.
- 6.4. The Chairperson is the authorised spokesperson for the Reference Group.
- 6.5. The role of the Council Officer appointed under clause 6.2 includes:
  - 6.5.1. maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member,
  - 6.5.2. advising Reference Group members of term completion dates and their eligibility for reappointment as relevant,
  - 6.5.3. acting as the contact point between Council and the Reference Group,
  - 6.5.4. assisting with meeting the Reference Group's reporting requirements;  
and,
  - 6.5.5. sharing information about the Eureka Centre's strategic direction and facilitating the committee's input into relevant strategic and business planning processes.

6.6. A quorum of the Group will be half of the members plus one.

## **7. Reporting**

7.1 The Reference Group is responsible for taking proper minutes of all meetings.

7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.

7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

## **8. Creation and Dissolution**

8.1. These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made; and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2. By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3. The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: 23 June 2021