



**LITHGOW CITY COUNCIL
CRYSTAL THEATRE MANAGEMENT COMMITTEE
Terms of Reference**

Committee name

Crystal Theatre Management Committee ("The Committee")

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) By a committee of the council*

Resolutions

Resolution to establish the Committee:

Resolution to adopt the Terms of Reference:

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on 14 September 2009 Min 09-381

Delegations

The Committee has no delegations from Council.

Financial arrangements

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

Councillor membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Term of the Committee

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities

The principal responsibilities of the Committee are to:

- Prepare a list of works to be done on the theatre and submit these in a prioritised list to Council for consideration in budget setting processes;
- Annually review the list of prioritised works by October each year and submit to the Council for consideration in the subsequent financial year;
- Manage the theatre bookings;
- Provide to Council in October each year proposed fees and charges for use of the Hall for the following financial year. Fees and charges to include a refundable bond to assist in the management of potential damage to the Hall;
- Ensure that the theatre usage is always in accordance with the fees and charges Council resolves unless the committee seeks and is provided with Council resolution to alter the fees and charges for Hall usage;
- Following 30 June 2013 fees for use of the theatre shall be paid to Council and Council will ensure all fees collected for Hall usage are reserved for use in funding improvements to the Hall;
- Inspect the theatre after usage to ensure the theatre is left in a state acceptable to the Committee;
- Develop rules for use of the theatre and provide these to prospective users.

Committee member responsibilities

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

Committee membership

The Committee will be comprised of the following representation:

- 2 members from the Crystal Theatre Cinema Committee and 1 alternative
- 2 members from the Portland Art Purchase Society and 1 alternative
- 2 members of the community
- 2 Councillors as resolved by Council
- 1 member of Council staff and an alternate determined by the General Manager
- 1 member of the Portland Development Association and 1 alternative
- Development Manager (or nominee)
- Group Manager Environment and Development (or nominee)

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the member's absence.

Appointment

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of meetings

Meetings shall be held in the following pattern:

- Twice per year in February/March and September/October.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

Meeting protocol

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting.

Minutes and Reports to Council

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

Council Contact officer

Council's Development Manager shall be the Contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- Provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

Council responsibilities

Council will provide secretarial support, including typing and distribution of minutes and agenda's provided by the Secretary.