

EXPRESSION OF INTEREST – UNION THEATRE MANAGEMENT COMMITTEE

Council is seeking written Expressions of Interest for a member of each of the following groups to participate in the Council's Union Theatre Management Committee:

- Greater Lithgow Arts Council
- Lithgow Musical Society
- A community organisation that uses the Union Theatre for the purpose of a fair or exhibition
- Community.

The aim and responsibilities of the Union Theatre Management Committee is to participate in the development of a long term strategic plan for the Theatre, provide a list of priority works and review and recommend fees and charges for consideration in Council's management planning processes and participate in the Union Theatre safety management audit and planning processes.

Written responses are required and an information pack is available from Council. Applications must be received by 4pm of 5 March 2008 and should be addressed to the General Manager marked Union Theatre Management Committee EOI.

By providing an Expression of Interest you will be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Therefore, it should be noted that your name will be published in Council's Business Paper and Minutes which are publicly available and a copy of your Expression of Interest will be provided confidentially to Councillors.

LITHGOW CITY COUNCIL EXPRESSION OF INTEREST FOR MEMBERSHIP of THE UNION THEATRE MANAGEMENT COMMITTEE



Council resolved at its meeting of 18 June 2007 to form a Union Theatre Management Committee.

Committee membership has been determined to be as follows:

- 1 member from Greater Lithgow Arts Council
- 1 member from Lithgow Musical Society Incorporated
- 1 member from a community organisation that uses the Union Theatre for the purpose of a fair or exhibition
- 1 member of the community
- 2 Councillors as resolved by Council
- 1 member of Council staff and an alternate determined by the General Manager.

Council has appointed Councillor Wilson and Councillor McAndrew to the Committee. The Public Assets Engineer is the staff representative on the Committee.

Attached is the Terms of Reference for the Committee. This provides details of the responsibilities of the Committee, likely frequency and timing of meetings.

Applications to participate in the Committee are sought from representatives of the aforementioned groups.

The aim and responsibilities of the Union Theatre Management Committee is to participate in the development of a long term strategic plan for the Theatre, provide a list of priority works and review and recommend fees and charges for consideration in Council's management planning processes and participate in the Union Theatre safety management audit and planning processes.

Applications should be in writing, addressed to the General Manager, PO Box 19, Lithgow NSW 2790 and include the following information:

- Name
- Address
- A short paragraph detailing your interest in the Union Theatre
- Availability for meetings.

Applications close on 5 March 2008 at 4pm.

Further information may be obtained by contacting Council. The contact officer is the Policy and Planning Manager, Mrs Amanda Muir.



LITHGOW CITY COUNCIL

S355 COMMITTEES

Terms of Reference

Committee name: Union Theatre Management Committee (“The Committee”)

- Resolution of Council to create as a Committee of Council under s355 of the Local Government Act 1993: **Council Meeting 18 June 2007 Min 07-254**
- Resolution of Council to adopt Terms of Reference: **Council Meeting 17 December 2007 Min: 07-544**

Councillor membership:

- In September each year, the Council shall nominate 2 Councillor delegates for the Committee.
- Councillor Michael Wilson and Councillor Wayne McAndrew were appointed in September 2007

Council Contact officer: Public Assets Engineer (alternate Operations Manager)

Committee’s responsibilities:

The principal responsibilities of the Committee are to:

- Assist Council in determining the long term development and maintenance regime for the Union Theatre through participation in the development of a long term strategic plan for the Union Theatre;
- Provide Council with a list of priority works to be considered in the creation of the Council’s Management Plan and Budget for the next 10 years that arise from the strategic plan;
- Review on an annual basis the fees and charges for the hire of the hall and recommend these to Council for inclusion in the Management Plan and Budget annually;
- To participate in the annual drafting of the Union Theatre safety management audit and planning processes to ensure the safety and compliance of the Theatre;
- The Committee shall prepare and provide to the Contact Officer minutes of meetings held containing recommendations to be made to Council on items discussed;
- The Contact Officer shall be responsible for preparing a report to the Council containing the minutes and providing staff comment on the recommendations made by the Committee for Council’s consideration;
- The Contact Officer shall provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

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:

- 1 member from Greater Lithgow Arts Council
- 1 member from Lithgow Musical Society Incorporated
- 1 member from a community organisation that uses the Union Theatre for the purpose of a fair or exhibition
- 1 member of the community
- 2 Councillors as resolved by Council
- 1 member of Council staff and an alternate determined by the General Manager

Committee elections and term of office:

The Committee shall be formed following advertisement seeking written Expressions of Interest to join the Committee and which detail interest in the Union Theatre.

Office holders:

The Council Officer shall call for nominations for the position of Chair and Deputy Chair at the first meeting after the Committee is established or re-established.

The Chair and Deputy Chair shall be appointed for a period of 1 year.

The Chair and Deputy Chair will not be a Councillor or member of staff.

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.

Council responsibilities:

Council will provide secretarial support.

Frequency of meetings:

Meetings shall be held in the following pattern:

Quarterly on the third Thursday of the month at 3.30pm.

Meeting protocol:

- An agenda will be prepared and distributed to members 7 days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 4 members.