MOYNE SHIRE COUNCIL

KOROIT THEATRE MANAGEMENT COMMITTEE

CHARTER

1. Name of Committee: Koroit Theatre Management Committee

2. Purpose: To control and manage the Theatre.
   To act as a consulting liaison, advisory, promoting and co-
   ordinating body for the development of the Theatre.

3. Membership:
   a) Basis
      One (1) Councillor
      Four (4) Community Representatives
      Representatives from key User Groups
   b) Term of Appointment
      Term of Council
   c) Quorum
      Four (4) members

4. Responsible Officer: Manager, Governance & Leisure Services
   Reports to Council will come from the responsible officer.

5. Accountability:
   A financial statement shall be submitted within thirty (30)
   days of the end of the financial year and the books of
   accounts be made available for audit.

   To table the minutes of Committee meetings at the
   following Ordinary meeting of the Council.

   To submit any recommendations to the following
   Ordinary meeting of the Council.

   To prepare an annual report which reflecting an accurate
   statement of the performance of the Committee.

6. Financial Responsibilities: The Committee will prepare and submit an annual Budget
   for the Theatre to the Council by 31 May each year.
7. **Management Responsibilities:**

To encourage public interest in and support for the use, development and management of the facilities.

To determine priorities and timing of items in the Business Plan in line with current circumstances and needs, providing the total budget is unchanged.

To fix and collect all charges payable by the user of any facility at the Theatre.

To make payments for expenditure at the Theatre.

To make rules for regulating the use of and the conduct to be observed in the various component parts of the Theatre.

To carry out any research, investigation, survey or inquiry relative to the existing or proposed facilities at the Theatre.

To arrange for and organize cleaning, maintenance and bookings.

To resolve conflicts where these occur between organizations using the Theatre.

To invite, receive and expend fees, donations, grants and endowments for the furtherance of its objects.

To require all users to agree to abide by the conditions of usage of any rules made by the Committee from time to time and to advise the Council in respect of and give effect to any regulation made by the Council applicable to the Theatre.