

# Brooklyn Community Hall Operational Model

## Terms of Reference

### Introduction

Council is seeking a group of community members with a vested interest in Brooklyn and the Brooklyn Community Hall to be part of and help shape the operations and management model of this new facility. The group will be supported by Council as we establish sustainable management, administration and financial security of the hall and gardens.

Building on what we heard from the consultation on the draft concept plan, Council established a community Stakeholder Reference Group (consisting of representatives from the Brooklyn Neighbourhood Group, Brooklyn Residents Action Group, Walker Close and Brooklyn Hall Association, a community organisation and three independent community representatives) to develop the final concept plan based on the community's vision for the hall. The renovations and extension are now complete and preparing for public access.

This will be a multi-use facility that will provide a wide range of uses for the Brooklyn and wider Community.

### Purpose [what is the purpose of the operations liaison group]

The purpose of the operations liaison group is to:

- Be a key liaison point for Council on the operations of the Brooklyn Community Hall. Operations include but are not limited to;
  - Managing booking and bookings systems
  - Tenant management
  - Council / community programming and activation of the site
  - Group and program coordination
  - Liaising with Council for maintenance requirements
  - Grant applications

### Community representatives on the focus group

- The operations liaison group will consist of up to 10 people either from, or with a vested interest in, Brooklyn. In addition to all group members being from, or have a demonstrated interest in Brooklyn, individuals may also bring any of the following skills (the categories are mutual inclusive):
- A person/people with technical skills or experience (i.e information technology, venue/facility

management, systems management)

- A person/people with demonstrated interest in community leadership
- People with varied interests and abilities to manage tenants, groups and capability to effectively promote the Brooklyn Hall to potential new groups/classes/tenants

## **Code of conduct**

Some simple ground rules will apply for the operations liaison group, to support good robust discussions and respectful community engagement. These include:

- Interacting respectfully with other members and officers in attendance
- Attend the bulk of meetings
- Be transparent regarding any and all conflicts of interest they may have
- Undertake any required reading prior to attending the meetings
- To the extent possible, complete the actions which have been allocated to them within the agreed timeframe.
- Exercising reasonable care and diligence
- Treat all information received as confidential unless otherwise advised
- Not publicly commenting on behalf of the group

## **Confidential or Sensitive Information**

Operations liaison group members may be provided with information in various forms by Council. All information is considered confidential, and to be used only for the purpose it is presented. Other than where members have obtained the prior written approval of Council, members will need to agree to maintain confidentiality concerning all information made available to them as a member of the operations liaison group.

Such information that the focus group may receive include, but is not limited to:

- Information that would be of direct financial disadvantage to Council if made public;
- Information that is still only partly formulated and may, if released, give a misleading view to the community of what Council is planning; and
- Any other information that would disadvantage Council if made public.

## **Conflict of Interest and Privacy**

Where a member of the operations liaison group has an actual or perceived conflict of interest in relation to a matter in which the group is discussing, or is likely to be considered or discussed, the member must disclose the interest to the group before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

## **Membership and Attendance**

The following criteria shall apply for the selection of members:

- The level of interest and experience in providing support to the operations of the Brooklyn Community Hall
- Representation of members in terms of the demographics of Brooklyn based on background, interests, and ability
- Commitment to attend all meetings or provide apologies with notice for non-attendance; meeting schedule will be forwarded upon completion of the operations liaison group EOI.
- A quorum of at least 50 per cent of members and at least one chair must be present in order for the meetings to proceed.

**Frequency of meetings**

Frequency of meetings will be determined once the EOI process has concluded and the newly formed operations liaison group has been vetted for experience level, support needed and availability.

## **Meeting Procedures**

The group will meet at a minimum for the dates listed in the Membership and Attendance section above.

The group meetings will be held at Brooklyn Community Hall or the Hobsons Bay Civic Centre, 115 Civic Parade, Altona

A quorum of at least 50 per cent of members and the chair must be present in order for the meeting to proceed.