

**Terms of Reference for
City Hall Steering Committee**

1. Preamble

The Cape Town City Hall is an important historical public building opened in 1905 and which has achieved iconic status in the heritage of both the country and the City. The City Hall can be viewed as an "anchor" in a precinct which offers a wide range of public amenities and attractions. As a vibrant multi-functional amenity the City Hall could be part of a public precinct that that is one of the most significant public spaces in the city.

The City of Cape Town is in the process of implementing a turnaround strategy for the management and maintenance of the City Hall that will ensure the enhancement of the facility as the City's symbolic "civic centre", identify appropriate uses and users (ad-hoc, temporary and permanent) for the various spaces in the City Hall while at the same time retain the community benefit as an inexpensive civic amenity with the permanency of the CPO as the anchor user of the auditorium being confirmed.

The City Hall Steering Committee is established by the local authority, the City of Cape Town, to facilitate inclusive consultation with relevant stakeholders regarding the refurbishment of the City Hall as well as facilitating potential future fundraising for the City Hall with appropriate funding mechanism to enhance effective management of the building. It is to be chaired by the Mayoral Committee member for Community Services.

2. Name

The name of the committee is: the City Hall Steering Committee (CHSC)

3. General

In this Terms of Reference unless inconsistent with the text:

"CHSC" means the City Hall Steering Committee.

"TOR" means Terms of Reference

"Council" means the Municipality of the City of Cape Town.

4. Role of the CHSC

The primary functions of the CHSC are to:

4.1 Advise the City on the conservation and appropriate future use of the City Hall.

4.2 Serve as a strategic advisory forum to the city to ensure the development and implementation of an integrated planning and management framework for the City Hall.

- 4.3 Provide a forum for discussion and recommendation regarding any issues relating to the Cape Town City Hall.
- 4.4 Develop a business plan for the raising of external funds and the development of partnerships.
- 4.5 Facilitate and encourage increased and varied use of the City Hall in accordance with the vision of enhancing the City Hall as a public amenity.
- 4.6 Research and advise on appropriate and relevant international best practice models for the use and management of the City Hall.
- 4.7 Facilitate inclusive consultation with all relevant role players regarding the refurbishment process and programme for the City Hall.
- 4.8 CHSC meetings shall be chaired by the Mayoral Committee member for Community Services.
- 4.9 The Ward Councilor may deputize for the Mayoral committee member as CHSC Chair as and when necessary.
- 4.10 Meetings of the CHSC shall be held at least quarterly.
- 4.11 A quorum shall consist of the chairperson or his/her designated representative plus 50% of the rest of the members provided 50% of the external members are present.
- 4.12 If there is no quorum and the chairperson is present, he/she must adjourn the meeting for 15 minutes and, if at the end of that period there is still not quorum, the meeting must again be adjourned for a period determined by the chairperson at his/her discretion or he/she may adjourn the meeting to another time, date and venue.
- 4.13 The chairperson must:
 - Maintain order during meetings;
 - Ensure that meetings are conducted in accordance with these Rules of Order;
 - Ensure that any person refusing to comply with his/her ruling leaves the meeting place immediately; and
 - Ensure that members conduct themselves in a dignified and orderly manner;
- 4.14 CHSC shall engage the Cape Town Heritage Trust for the purpose of establishing a Cape Town City Hall Restoration Fund to manage externally sourced funds for the purpose of assisting with the restoration of the City Hall.

- 4.15 Disbursement of money from this fund shall be subject to authorization in writing obtained at meeting of CHSC.

5. Structure and Operation

- 5.1 The CHSC shall consist of senior managers of the following Directorates, and external role players

- Sport, Recreation and Amenities (Core)

And, as and when necessary:

- Heritage Conservation [including Planning and Environment]
- Legal Services
- Property Management
- Economic Development and Tourism

- 5.2 The Mayoral Committee Member for Community Services, in consultation with the Internal Reference group, to identify suitable external bodies/organisations to be represented in the CHSC from the following entities/organisations but not confined to:

- CPO
- South African Heritage Resource Agency (SAHRA)
- CT Heritage Trust
- Cape Music Industry Commission [Cape MIC]
- Cape Town Partnership

- 5.3 The Ward Councilor will also serve on the Committee.

- 5.4 The Ward Councilor may delegate a member of the Ward Forum to represent him/her at any meeting of the CHSC should he/she be unable to attend such meeting.

- 5.5 CHSC may designate such members as it sees fit to serve on any number of project-based teams established with the purpose of dealing with hands-on matters.

- 5.6 Should any of these organisations wish to decline from becoming involved, they are to notify the chairperson of CHSC in writing.

- 5.7 CHSC shall be entitled to call upon assistance from other organisations on an ad-hoc basis whenever necessary.

5.8 The Director: Sport, Recreation and Amenities or his/her nominee shall coordinate the work of the City Hall Steering Committee.

6. Disqualification of Members of TOR

A member of CHSC who is absent without leave of CHSC from 3 consecutive meetings of CHSC shall cease to be a member of CHSC unless CHSC at the following meeting condones such absence, provided that such person may be re-appointed as a member of the CHSC.

7. Conflict of Interest

When a matter under consideration by CHSC could potentially or possibly raise an issue of conflict of interest for any member of CHSC, such a member shall make such interest known and shall recuse him- or herself from any deliberations, decision making or advice therein as a member of CHSC.

8. Amendments to the TOR

8.1 All members of CHSC are to be notified of any proposed changes to the TOR.

8.2 An amendment to the TOR must be recommended by a two-thirds majority of those present at the CHSC meeting following notification of the proposal. Proxy votes in writing are permissible. For this purpose, a quorum shall consist of the chairperson or their designated representatives, 3 (three) Council officials and 3 (three) members of external bodies.

8.3 The Authorising Agencies are to be notified in the event of any changes to the Rules to approve such changes.

9. Dissolution

In the event of dissolution of the CHSC by a two-thirds majority vote of its members, the Steering Committee shall all cease to operate, and any assets in their names or under their jurisdiction shall be repaid to funders. Any remaining surplus shall revert to the City for use on the City Hall.