

LATROBE SPORT AND RECREATION MANAGEMENT COMMITTEE

Terms of Reference

The Latrobe Sport and Recreation Management Committee is a Special Committee of Latrobe Council, established under the Local Government Act 1993.

1. Responsibilities of the Latrobe Sport and Recreation Management Committee

The role of the committee is to:

- Manage and administer the affairs of the Latrobe Recreation Ground and associated sports grounds and facilities, as detailed in schedule 1, and including the day to day administration of those grounds and facilities in accordance with Council's strategic and operational plans.
- Make recommendations on any plant and machinery requirements.
- Ensure that all repairs and maintenance work is performed as required.
- Receive written reports from the Caretaker and provide a copy of the committee's Minutes to the General Manager of the Council.
- Make recommendations to Council as to the fees and charges to be set for the use and hire of the grounds and facilities.
- Present to Council a ten year management plan for the maintenance and development of the facility (with the assistance of Council Staff).
- Submit to Council no later than May 31st each year, a budget for the following financial year (July 1st to June 30th).
- Monitor budget performance and report to Council on budget variations greater than \$5,000.
- Be responsible for the hiring of the grounds and facilities and to ensure each regular hirer signs a "Hire Agreement Form" annually and provides a Certificate of Currency for public liability insurance each year.
- Advise the Latrobe Council Team Leader Parks and Reserves when the facilities are hired to enable adequate preparation and maintenance to occur prior to the event.
- Ensure casual hirers have signed a "Hire Agreement Form" before using the facility and paid an additional fee for public liability insurance if they don't have their own insurance cover.
- Provide a current list of committee members to Council and ensure each committee member signs a "Volunteers Form" annually to ensure coverage by Council's insurance policies.
- Monitor each Club's / Association's compliance with the lease agreements established with the Latrobe Council for use of the facilities.
- Ensure compliance with Latrobe Council's risk management policy and procedures.
- Make recommendations to the General Manager on any staff appointments and staff duties.

2. Conditions

The responsibilities exclude any matters covered by Section 22 (3) of the Local Government Act 1993 detailed in schedule 2.

3. Responsibilities of Latrobe Council

Responsibilities of the Council are to:

- Fully insure all buildings, fixtures, fittings and contents of the facility owned by the Council;
- Insure the committee members in respect of public liability; and
- Consider through its budgeting process all improvements suggested by the committee.

4. Committee Membership

The membership of the Committee shall consist of the following:

Two (2) elected Councillors of whom one (1) shall be Chairperson

Two (2) representatives from the community appointed by the Council

One (1) appointee of the Latrobe Football Club

One (1) appointee of the Latrobe Bicycle Race Club

One (1) appointee of the Latrobe Hockey Club

One (1) appointee of the Latrobe Federal Band

One (1) appointee of the Scout Association

One (1) appointee of the Sassafras Cricket Club

One (1) appointee of the Latrobe Axemans Club (?)

One (1) appointee of the Latrobe Cricket Club

One (1) appointee of the Latrobe Tennis Club

One (1) appointee of the Latrobe Softball Club

One (1) appointee of the Latrobe Swimming Pool Committee

One (1) appointee of the Latrobe Youth Centre

5. Meetings

- The chairperson may convene ordinary meetings of the committee to transact ordinary business and any other business on the agenda.
- The chairperson may at any time convene special meetings of the committee at which only the items on the agenda may be discussed.
- The chairperson must convene a special meeting of the committee at the direction of the committee.
- An ordinary meeting of the Committee is to be held at least once every three months.
- The Meeting Procedures of the committee will be those adopted by the Latrobe Council for their ordinary Council Meetings.

6. Chairperson

- The Chairperson, or in his/her absence, the Secretary, is to preside at any meeting of a committee.
- If both the Chairperson and the Secretary are not present at any meeting of a committee, the members present are to elect one of their members to preside at that meeting.
- The person presiding at a meeting may take any reasonable steps to remove a person from a meeting if the person disrupts or tries to disrupt the meeting.

7. Quorum

- The quorum at any meeting of the committee is an absolute majority of the members appointed to the committee.
- A meeting may only transact business if a quorum is present

8. Minutes

The Secretary is to record in the minutes of ordinary or special meetings details of:

- Any matter discussed at the meeting; and
- Any decision / recommendation made at the meeting.

As soon as practicable but at least at the next ordinary meeting, the minutes of an ordinary or special meeting are to be:

- Circulated to all members;
- Forwarded to the General Manager; and
- Confirmed as a true record at the next ordinary meeting by motion of a committee and signature of the Chairperson.

The Latrobe Sport and Recreation Management Committee was established as a Special Committee of Council under section 24 of the Local Government Act 1993 at the Latrobe Council Meeting held on May 11th, 2009 (Minute Ref 12083).

The Terms of Reference as presented in this document were adopted at the meeting.

SCHEDULE ONE

The grounds and facilities subject to this agreement includes:

- The Latrobe Recreation Grounds.
- The Latrobe Hockey Grounds.
- The Picton Grange Tennis Courts.
- The Sassafras Cricket Ground.
- The Perkins Park Hockey Ground.
- The Isotope Park.

SCHEDULE TWO

Section 22(3) of the Local Government Act 1993 includes:

- (a) the borrowing of money or other financial accommodation;
- (b) the determination of the categories of expenses payable to councillors and any member of any committee;
- (c) the establishment of council committees, special committees, controlling authorities, single authorities or joint authorities;
- (d) the revision of the budget or financial estimates of the council;
- (e) the revision of the strategic plan and the annual plan of the council;
- (f) the appointment of the general manager;
- (fa) the sale, donation, exchange or other disposal of land or public land;
- (fb) the decision to exercise any power under section 21(1);
- (g) the making of by-laws;
- (h) the making of rates and charges under Part 9;
- (i) any other prescribed power.