
RAY OWEN SPORTS CENTRE MANAGEMENT COMMITTEE**Terms of Reference**March 2020

1. Name

The name of the Committee shall be the Ray Owen Sports Centre Management Committee.

2. Purpose

To advise and make recommendations to Council on a range of strategic and/or policy issues regarding the development, care and management of the Ray Owen Sports Centre, Ray Owen Reserve, Lesmurdie (Reserve No 26127). This shall include the stadium and the outdoor netball/basketball courts.

3. Objectives

To:

- a) provide an opportunity for the main contributing parties to effectively manage and care for the Ray Owen Sports Centre -
 - i. Kalamunda & Districts Netball Association
 - ii. Kalamunda & Districts Basketball Association, and
 - iii. City of Kalamunda
- b) provide an opportunity for the Kalamunda & Districts Netball Association and Kalamunda & Districts Basketball Association and City Representatives to regularly meet together to review operational matters that may arise from time to time in the management of the facility.
- c) promote community awareness of the potential and to encourage the full utilisation of the amenity.
- d) encourage a cooperative attitude among people using the facilities so that the most effective use is obtained to the satisfaction of the City and the two associations.
- e) provide guidance on future developments of the facility, inclusive of any improvements and extensions in line with changing community needs. Any such developments however, should first be approved by Council and subject to annual budget capacity.

4. Council's Strategic Alignment

Kalamunda Advancing - Strategic Community Plan to 2027

Objective 1.2 - To provide safe and healthy environments for community to enjoy

5. Membership

5.1 Qualification to be a Member

Members must be a representative of the Kalamunda & Districts Netball Association, Kalamunda & Districts Basketball Association or the City of Kalamunda.

5.2 Number of Members

A total membership of up to six (6) members, five (5) voting members and one (1) Non-Voting member comprising:

- i. Two representatives from the Kalamunda & Districts Netball Association, appointed from a meeting of that Association.
- ii. Two representatives from the Kalamunda & Districts Basketball Association, appointed from a meeting of that Association.
- iii. Two representatives from the City of Kalamunda one member being a Councillor and a staff member appointed as a non-voting member.

5.3 Deputy Members

All Council delegates are required to have a deputy appointed and all other members are entitled to have a deputy appointed, who is to attend in the absence of the member.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings**a) Conduct of Meetings**

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required, in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

c) Special or Extra Meetings and Working Groups

A special or extra meeting can be called by:

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

d) Quorum

A quorum shall consist of a minimum of 3 voting members, comprising of:

- i. one representative from the Kalamunda & Districts Netball Association
- ii. one representative from Kalamunda & Districts Basketball Association
and
- iii. a Councillor.

If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the CEO as the Secretary to the Committee.
- iii. A call for agenda items and notices of meeting will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 working days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 10 working days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.

xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

