

Merredin Regional Community and Leisure Centre User Group Fees and Contributions Working Party – Terms of Reference

Membership

Shire of Merredin:	Councillor Julie Flockart (Shire President), Councillor Mark McKenzie, TCEO Mark Dacombe, DCEO Andrina Prnich
Belgravia Leisure:	Two representatives to be appointed
Merredin Sports Council:	Two representatives to be appointed

Chairperson

The Working Party will be Chaired by the Shire President

Officers Responsible

Chief Executive Officer
Deputy Chief Executive Officer

Meeting Schedule

The first meeting will be set by the Shire of Merredin after which the Working Party will determine its meetings schedule

Meeting Location

Council Chambers, Merredin or the Merredin Regional Community and Leisure Centre

Quorum

Four (4) members of the Working Group including at least one member from each of the three organisations.

Delegated Authority

Nil

1. **NAME**

The name of the Working Party is the Merredin Regional Community and Leisure Centre (MRCLC) User Group Fees and Contributions Working Party (The Working Party)

2. **PURPOSE**

To advise the Council on the resolution matters of concern to the Shire of Merredin, Belgravia Leisure and the Merredin Sports Council, including, but not limited to:

- the basis on which the Sports Clubs using the MRCLC are charged
- any alternative methods of charging
- the basis on which contributions are required from Clubs towards the renewal of sports infrastructure (surfaces)
- approaches to increasing participation in the various sports and administration of the clubs

- developing a shared understanding of the respective operational responsibilities of Belgravia, the Shire and the Clubs
- any other matters that the Working Party members agree should be addressed
- any other matters that the Council refers to the Working Party.

3. ESTABLISHMENT

The Working Group was established by the Council by resolution on 20 October 2020 and will terminate when the report and recommendations are submitted to the Council, unless the Council decides otherwise.

4. MEMBERSHIP

1.1 General

The Council will appoint two (2) Elected Members to the Working Group who are entitled to one vote each, and two senior staff members who will be non-voting members. Belgravia Leisure and Merredin Sports Council will be invited to appoint two (2) representatives each who will be entitled to one vote each.

1.2 Tenure of Membership

Where a person is appointed as a member of the Working Party the person's membership continues until:

- The person's appointment is withdrawn by the organisation nominating
- The Working Party is disbanded by the Council
- The person resigns from membership of the Working Party

Staff may be appointed by the Chief Executive Officer to support the work of the Working Party and may be removed by the CEO.

5. WORKING PARTY

5.1 Chairperson

The Chairperson of the Working Party will be the Shire President

5.2 Secretariat

A Shire Officer will undertake this administrative role

6. MEETINGS

6.1 Working Group Meetings

The first meeting will be set by the Shire of Merredin after which the Working Party will determine its meetings schedule.

6.2 Quorum
Four (4) members of the Working Group including at least one (1) member from each of the three (3) organisations.

6.3 Voting
Voting shall be by consensus or by a show of hands as directed by the Chairperson.

6.4 Notes of the Meetings
The CEO is to ensure that notes of the meeting proceedings are kept.

The Meeting Notes may be confirmed by a majority of members present at the meeting in writing via email, after the completion of the meeting. Once Meeting Notes have been confirmed by members, they are to be included in the Information Bulletin.

Recommendations requiring Council action arising from the Meeting Notes shall be presented to Council at the next Ordinary Council Meeting.

6.5 Members Interests to be Disclosed
Members of the Working Group are required to disclose their financial interests and complete a Disclosure form where relevant for all meetings in person and approvals via email, as per the provisions of the Local Government Act Section 5.65-5.70 with respect to disclosure of financial, impartiality or proximity interests. 5.65. Members' interests in matters to be discussed at meetings to be disclosed.

7. LIMITATIONS

The Working Party considerations are limited by the provisions of the contract between the Council and Belgravia Leisure.

The Working Party does not have any delegated authority.

8. REPORTING REQUIREMENT

The Working Party is requested to submit its report by 4 December 2020 to enable recommendations to be considered by the Council at its OCM on 15 December 2020.