COMMITTEE CHARTER
MORTLAKE RECREATION RESERVE

1. Name of Committee
   Mortlake Recreation Reserve Committee

2. Purpose
   To co-ordinate and control the management of the Reserve.

   To maximise the shared-use and multi-use of the Reserve, and to facilitate the development of Major Capital Works.

   To maximise the broad community use of existing facilities and spaces at the Reserve.

   To maximise the input of the local community in the planning and management of the Reserve.

   To coordinate the use of the reserve by regular user groups, casual user groups and by the community for informal/unstructured activities.

3. Membership
   a) Basis
      1 Councillors
      User Group Representatives:
      - Mortlake Cricket Club
      - Ladies Pennant Tennis Club
      - Mortlake Tennis Association
      - Mortlake Night Netball Association
      - Woorndoo/Mortlake Football Netball Club
      - Deakin Sharks Football Netball Club
      - Terang Mortlake Football Netball Club
      - Auskick
      1 DSE Representative
      2 Community Representatives
   
   b) Term of Appointment
      Term of Council.

   c) Quorum
      5 members.

   d) Chairperson
      The Committee shall appoint its own chairperson.

      The appointment of the chairperson will be made as soon as practical after the 1st December each year.

4. Meeting Frequency
   The Committee will meet every second month.
   The Committee may nominate an ‘operational working group’ of 3-4 members with authorisation to make minor purchases and minor payments.
5. Voting

All recommendations proposed by the committee will be voted on with the majority of votes determined if the recommendation is carried or rescinded.

The Chair of the committee will have the casting vote if there is a tied vote.

6. Accountability

A financial statement shall be submitted within thirty (30) days of the end of the financial year and the books of accounts be made available for audit.

Signed Minutes to be forwarded to Moyne Shire Records Office following each meeting.

To table the minutes of Committee meetings at the following Ordinary meeting of the Council.

To submit any recommendations to the following Ordinary meeting of the Council.

To prepare an annual report which reflects an accurate statement of the performance of the Committee.

The Committee will prepare and submit an annual Budget for the Reserve to the Council by 31 March each year.

The Committee will monitor the approved Budget and be responsible for its implementation.

The Committee will keep the books of accounts for the Reserve, in accordance with AAS27 and any directives from the Council’s Manager, Finance.

7. Delegations

To encourage public interest in and support for the use, development and management of facilities.

To fix and collect all fees & charges payable by users of any facilities at the Reserve.
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To make the payments for expenditure at the Reserve.

To make rules for regulating the use of and the conduct to be observed in the various component parts of the Reserve.

To carry out any research, investigation, survey or inquiry relative to the existing or proposed facilities within the Reserve.

To arrange for and organise cleaning, maintenance and bookings.

To resolve conflicts where these occur between organisations using the Reserve.

To invite, receive and expend fees, donations, grants and endowments for the furtherance of its objects.

To require all users to agree to abide by the conditions of usage of any rules made by the Committee from time to time and to advise the Council in respect and give effect to any regulation made by the Council applicable to the Reserve.

To approve the implementation of capital improvement projects, in accordance with a current Development Master Plan subject to:

(i) the value of any project not exceeding $50,000;
(ii) current ‘Development Master Plan’, being a plan that has been formally received by the Council and which shall lapse after 8 years unless extended by the Council;
(iii) any amendments proposed to the Master Plan being referred to the Council for approvals;
(iv) all other capital projects being referred to the Council for approval.
The Common Seal of the MOYNE SHIRE COUNCIL was hereunto affixed this……..day of………………..2011 in the presence of:

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Councillor

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Chief Executive Officer