

REGIONAL SOCCER FACILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Regional Soccer Facility Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Ballarat Regional Soccer Facility is located within the Morshead Park Recreational Reserve, and is the largest soccer precinct in the City, home to the Ballarat District Soccer Association, the National Premier League license holder, including the Ballarat Eureka Strikers. The precinct is made up of several synthetic and turf pitches, including a main show pitch of international standards, with accompanying grandstands and function centre. In addition to being the home of soccer, the precinct and the function centre will be used extensively for community events and functions, hosting major events and attractions and providing the broader sporting community with access to the varied spaces that the precinct offers.
- 1.4 The Committee is responsible for providing advice and recommendations on the management of those lands identified as the Regional Soccer Facility Precinct within Moorshead Park Recreational reserve.
- 1.5 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.6 This Terms of Reference document is authorised by a resolution (R141/19) of Council passed on 12 June 2019.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Providing advice and recommendations to ensure that the precinct is managed in a manner that provides access for the highest level of sport (Soccer) and that it also provides more general community access when possible. Further, that based on a financially responsible business model the recurrent budget enables ongoing maintenance and renewal within the precinct.

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To provide quality soccer, sporting and health and fitness opportunities for all sections of the Ballarat community.
- 3.2 Provide recommendations to Council regarding priorities and actions in relation to the precinct.

- 3.3 To provide a broad range of expert advice into the use and development of the facility as a community sport and entertainment precinct.
- 3.4 To ensure facility design and development in soccer reserves are consistent with adopted council strategies, policies and master plans.

4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is to:
- 4.1.1 Provide strategic level thinking and advice regarding the Ballarat Regional Soccer facility that ensures support for soccer across Ballarat community and through the broader region.
- 4.1.2 Assist Council in the long-term use, development and planning of the precinct, including:
- Facility development and forward planning;
 - Sourcing of appropriate funding to achieve facility development and improvement;
 - Asset management;
 - Financial sustainability;
 - Partnership opportunities; and
 - Policy issues with respect to the services.
- 4.1.3 Actively promote a level of collaborative partnerships throughout other sectors of the community.
- 4.1.4 Demonstrate community leadership and promotion of the Committees objectives.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 The Committee will consist of eight (8) members comprising of:
- 5.1.1 Two (2) representatives from the Ballarat and District Soccer Association;
- 5.1.2 One (1) representative from the NPL License holder;
- 5.1.3 One (1) representative from the Ballarat Eureka Strikers;
- 5.1.4 Two (2) Independent Skills Based Representatives; and
- 5.1.5 Two (2) Councillors (one of which is to be the nominated Chairperson).

- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.
- 5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.5 Councillors, other than a Councillor appointed under clause 5.1.5, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.6 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 5.7 A Councillor appointed under clause 5.1.5 will be the Chairperson of the Committee.
- 5.8 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 5.9 If a Chairperson is not appointed under clause 5.8 or 5.9, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.10 If the Chairperson is absent from a meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.11 Any Councillor can attend meetings of the Committee as an observer.
- 5.12 All enquiries from the media, relating to the Committee are to be directed to the Director Community Development or Executive Manager Sport and Active Living.

6. MEETINGS

- 6.1 Unless Council resolves otherwise Committee meetings must be conducted in accordance with:
 - 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 6.1.3 The Committee's discretion, as exercised from time to time; and
 - 6.1.4 Council's Community Consultation and Participation framework.
- 6.2 The Committee will meet on a bi-monthly basis or with such frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 6.3 The role of the Council Officer appointed under clause 5.2 includes:
 - 6.3.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions held (if any) as a Committee member;
 - 6.3.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;

- 6.3.3 acting as the contact point between Council and the Committee; and
- 6.3.4 assisting with meeting the Committee's reporting requirements.
- 6.4 A quorum of the Committee will be half of the members plus one.
- 6.5 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.6 Sub Committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
 - 7.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*; and
 - 7.1.3 any resolution of Council made from time to time; and
 - 7.1.4 The Committee's discretion, as exercised from time to time.
- 7.2 The Committee must report to the Portfolio meeting on an annual basis prior to reporting to Council.
- 7.3 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and in any event at least once per year.
- 7.4 In accordance with the *Local Government Act 1989*, when a Councillor attends the Advisory Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.
(Note – this only applies when a Councillor is in attendance.)

8. CREATION AND DISSOLUTION

8.1 By these Terms of Reference, the Committee:

8.1.1 Is established; and

8.1.2 Has the responsibilities as set out in the Terms of Reference.

8.2 These Terms of Reference:

8.2.1 Come into force immediately the resolution of Council adopting them is made; and

8.2.2 Remain in force until Council determines to vary or revoke them.

8.3 The Committee must be dissolved by a resolution of Council.

Dated: 12 June 2019