

Terms of Reference

Llanberris Reserve Management Committee (LRMC)

COMMITTEE TYPE

Sub-committee of the Ballarat Regional Athletic Centre

PURPOSE

To facilitate and manage Llanberris Athletics Reserve in Ballarat

ROLES

The committee shall be formed with at least 3 members from the BRAC community plus the Llanberris facility manager. Members can be anyone with an interest in management. The facility manager will chair the committee and lead the meetings, the committee may appoint a secretary or note taker

RESPONSIBILITIES

- Facilitate the bookings of Llanberris Athletics Reserve in partnership with the facility manager
- Coordinate the maintenance and general upkeep of Llanberris Athletics Reserve
- Communicate and provide maintenance report to City of Ballarat
- Coordinate the card entry system in partnership with the facility manager
- Coordinate with SOEV around the management of equipment based at Llanberris Reserve
- Support BRAC in the development of their strategic plan.

MEMBERSHIP

Membership of the committee shall be made up of up to 3 people who possess skills and experience in any of:

- Strategic Planning
- Extensive Athletics Experience and profile.
- Equipment Management
- General Maintenance Experience
- Sporting Facility Expertise

The current Llanberris Reserve facility manager shall be appointed Chairperson to ensure good governance of meetings.

MEETINGS

The committee shall hold at least 6 meetings per year or as many as they deem necessary to complete their responsibilities .

Meetings shall be held (In person or online) bi-monthly or as required to meet the objectives of the committee. Min 51% of committee will be required for quorum.

POLICY OWNERSHIP

This committee shall have no ownership over any BRAC policies, however will guide the creation of a strategic plan for BRAC endorsement.

REPORTING

The committee shall provide an update (verbal or written) at each meeting of the BRAC Board. The facility report will be presented by the facilities manager.