



REVIEW OF LEISURE FEES, CHARGES & OCCUPANCY AGREEMENTS 2013

PROJECT REFERENCE GROUP

TERMS OF REFERENCE

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Preamble

The policy for fees and charges currently in use for sporting venues was established in the mid 1990's as part of the Sport in the North strategy. These fees and charges were based on the demographic, social and environmental factors at this time.

In 2010 Council adopted the Leisure Strategy - a plan for the provision of leisure, sport and recreation until 2020. The Leisure Strategy provides a new vision and framework for sport and recreation delivery closely aligned with the priorities and objectives of the Council Plan.

It is timely that a review be undertaken on fees and charges for sporting venues to ensure that they reflect the vision, priorities and directions of the Leisure Strategy and new Council Plan 2013-2017.

Purpose

The Reference Group will guide the development of a new policy and fee schedule for community and commercial access to sporting and recreational playing areas, pavilions and clubhouses.

Key Roles and Responsibilities

- Establish the aims and objectives of the review, provide strategic advice and ensure alignment with the Council plan of a new fees and charges policy,
- Review and consider the Community Consultation plan for the development of a new fees and charges policy,
- Review and consider the Communication Strategy for the development of a new fees and charges policy, and
- Consider recommendations and content for the new policy and schedule of fees and charges.

Membership

The composition of the Project Reference Group will be the following:

- All 9 Councillors
- Chief Executive (or their delegate)
- Manager Leisure & Public Realm
- Coordinator Leisure Services
- Community Wellbeing Team Leader
- Manager Assets and Property
- Reference Group Administrative Officer (Leisure Planning and Development Officer)

Quorum

There will be no quorum for meetings. It is the responsibility of members to inform the Reference Group Administrative Officer of their inability to attend and to convey their views about the matter on the agenda.

At the commencement of each meeting a meeting chair will be appointed by the members.

Meeting Frequency

The Group will meet regularly during the review process. Meetings will be scheduled to coincide with key project milestones.

It is envisaged that this will be in the order of every four to six weeks. The initial meeting will be used to establish the content outline for each meeting and associated timelines.

Meetings will be held at the Preston Civic Centre.

Decision Making

The project reference group while comprising of Councillors will not have formal decision making powers. Officers will prepare additional reports to Council to formalise outcomes of the project reference group as the strategic framework develops and key milestones are reached.

Resourcing and Support

Council Officers will attend all meetings of the Project Reference Group to present information, answer questions and provide advice.

The Leisure Services Branch will provide administrative support to the Project Reference Group by:

- Assigning an Administrative Officer to prepare meeting agendas and notes,
- Booking meeting venues and other facilities as required,
- Providing supplementary information on a regular basis or as requested.