

**DARLINGTON RECREATION MANAGEMENT  
COMMITTEE CONSTITUTION & OPERATING  
GUIDELINES MANUAL**

## **PART A – CONSTITUTION**

### **1. NAME**

The name of the Committee shall be the “Darlington Recreation Management Committee” hereinafter referred to as “the Committee”.

### **2. AREA OF RESPONSIBILITY**

The Committee shall be responsible for Management of Council owned recreation facilities in the Darlington precinct including the hall, children’s playground, the oval, lower oval and changerooms. The Committee is not responsible for management of the Tennis Courts and the Bush Fire Brigade Headquarters, which are subject to separate management and lease arrangements.

### **3. ROLE AND RESPONSIBILITIES**

#### **3.1 Routine Maintenance**

Arrange for all minor and routine maintenance to be attended to. This will include –

3.1.1 Repairs to furniture, doors, walls, floors, windows, ceilings, roof and guttering, plumbing and electrical fittings using recognised tradesmen.

3.1.2 Keeping all surrounds of the facilities clear of rubbish.

3.1.3 Ensure cleaning of any building is undertaken in accordance with the appropriate contract or prescribed standards.

#### **3.2 Planning**

Assist Council by preparing a development plan for the facilities entrusted to them.

#### **3.3 Budget Priorities**

Make recommendations to Council on budget provision for preventative maintenance and capital items.

#### **3.4 Community Focal Point for Recreation Issues**

Act as a focal point for recreation issues, which impact locally.

### **3.5 Promotion**

Assist Council to promote the use of the local recreation facilities.

To promote and support existing organisations who offer recreation activities and link people into these organisations.

### **3.6 Research/Programming**

Assess the local communities' recreation needs and wants and initiate new activities where appropriate. Attempt to provide a program which will cater for all sections of the community.

### **3.7 Communications with Council**

Act as a link between Council and the local community and keep Council informed of perceived recreation needs within the local community.

Make recommendations to Council should disputes arise concerning the use of recreation facilities and advise Council of any other recreation related matter that it believes Council should be aware of.

## **4. COUNCIL RESPONSIBILITIES**

Council shall be responsible for the following:

- 4.1 Items of major or preventative maintenance as determined by the Principal Building Surveyor. This includes items such as –
  - total painting of the facility
  - sanding or replacing of floorcoverings
  - replacement of the septic tank and/or leach drain
  - replacement of the ceiling throughout the whole facility
  - replacement of the roof over the whole facility.
- 4.2 Maintenance and mowing of ovals and playgrounds. Repair and operation of all automatic reticulation systems.
- 4.3 Contract cleaning of facilities.
- 4.4 Bookings and collection of fees for the facilities.
- 4.5 Payment of all water, sewerage and electricity charges.
- 4.6 Payment of insurance premiums.

## 5. MEMBERSHIP

- 5.1 All members of the Committee must be approved by the Council in accordance with Section 181 of the Local Government Act.
- 5.2 Committee representation shall be restricted to the following –
  - 5.2.1 One (1) delegate from each of the regular user groups of the respective facilities.
  - 5.2.2 One (1) delegate from the local Ratepayer or Progress Association.
  - 5.2.3 One (1) delegate representing the local schools. Where there is more than one school in the local area, school representation shall be invited on a rotational basis.
  - 5.2.4 Two (2) representatives from the local community otherwise not representative of a particular user group. In the event that there are more than two nominations, the Committee shall determine the two persons to serve on the Committee.
  - 5.2.5 One (1) Ward Councillor, ex officio.
- 5.3 The Ratepayer Association, the school and each user group may nominate a deputy delegate who is able to attend meetings in the absence of the nominated member and whilst so attending has all the powers of that member.
- 5.4 The Ratepayer Association, the school and each user group has the right to change its delegate or deputy by giving the Committee one month's prior notice in writing of any such change.
- 5.5 At the Annual General Meeting each year, the Committee shall elect the following office bearers –

Chairperson  
Deputy Chairperson  
Secretary/Treasurer  
Maintenance Coordinator

Office bearers shall not normally hold office for more than two (2) consecutive years unless the Council grants a dispensation to the Committee because of its inability to comply with this clause.

## **6. MANAGEMENT**

### **6.1 Meetings**

The Committee shall meet at least quarterly or more frequently as required. At least seven (7) days' notice shall be given to all members.

The Annual General meeting of the Committee shall be held in the month of February each year.

### **6.2 Deputations**

The Committee may invite any persons or organisations to attend any meetings, but such persons shall not be entitled to vote on any decision arising out of that meeting.

### **6.3 Sub-Committee**

The Committee may appoint a sub-committee or sub-committees of its members and delegate authority to it to carry out a particular task.

### **6.4 Quorum**

One half of the number of members of the Committee or any sub-committee shall constitute a quorum.

### **6.5 Voting**

All decisions of the Committee and of sub-committees shall be decided by a show of hands of the members present, each member including the Chairperson having a deliberative vote.

In the case of an equal number of votes the Chairperson also has a casting vote.

All decisions of the Committee shall be communicated to the appropriate body in writing and not verbally.

### **6.6 Minutes**

The Committee shall keep detailed minutes of all business transacted at its meetings and shall send a copy of the minutes to Council and all Committee members within fourteen (14) days of the meeting.

## **6.7 Vacancies**

6.7.1 If a vacancy occurs through the resignation of a delegate from a user group, the school or the Ratepayer/Progress Association then a replacement delegate may be nominated by that group to serve on the Committee for the period up to the next Annual General Meeting.

6.7.2 If a vacancy occurs through the resignation of a Committee member who is not representative of a user group, the school or the Ratepayer/Progress Association, the Committee may recommend to Council a person for appointment for the period up to the next Annual General Meeting.

6.7.3 In the event of the resignation of any office bearer the remaining members shall elect a replacement to fill the vacancy for the period up to the next Annual General Meeting.

## **6.8 Terms of Appointment**

Each member shall hold office for a period of twelve months unless he or she resigns or his or her appointment is terminated by Council. Each member shall be eligible for reappointment. If a member fails to attend three consecutive meetings of the Committee, his or her appointment shall be automatically terminated unless leave of absence has been granted.

## **6.9 Council Appointment of the Committee**

Within fourteen (14) days of the Annual General Meeting the Committee shall forward to Council a list of names for appointment to the Committee.

## **7. FINANCE**

7.1 The financial year shall be from 1 July to 30 June.

7.2 Council shall provide the Committee with adequate funds to carry out its management responsibilities.

7.3 The Committee shall open an appropriate cheque account at a bank with any two of the following having authority to sign cheques:

Chairperson, Vice-Chairperson and Treasurer/Secretary.

7.4 The Committee shall keep a record of appropriate receipts for all maintenance carried out. The Committee shall also maintain an appropriate accounts register which will be audited annually by Council's Manager of Financial Services or his nominee. The audit shall take place in July/August each year.

## **8. AMENDMENTS TO THE CONSTITUTION**

The constitution may be amended in two ways –

8.1 By the Council of its own initiative,

or

8.2 Following a request of members the constitution may be amended at the Annual General Meeting or at a Special Meeting called for that purpose. The following conditions shall apply for any proposed amendment to the constitution –

8.2.1 Committee members must have received in writing at least one month's notice of the proposed amendment(s).

8.2.2 Any amendment must be voted on separately and to be passed requires a two-third majority of the total number of members of the Committee at that time. This applies whether or not all members are present at the meeting.

8.2.3 The amendment as passed by the Committee shall be forwarded to Council for their consideration but shall not be effective until ratified by Council.

## **PART B – OPERATING GUIDELINES MANUAL**

### **9. DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS**

The role and responsibilities of the Committee are outlined on pages 1 and 2 of the constitution. The duties and responsibilities of office bearers are as follows –

#### **9.1 Chairperson**

9.1.1 Before the meeting –

9.1.1.1 Assist the Secretary to draw up the agenda for each meeting.

9.1.1.2 Determine prior to the meeting what should be accomplished.

9.1.1.3 Be familiar with the constitution of the Committee and ensure that meetings are conducted in accordance with the constitution.

#### 9.1.2 At the meeting –

The Chairperson has been appointed to direct and control the flow of ideas at the meeting. The purpose of the meeting includes sharing of ideas and an intention to come to a common agreement. General duties of the Chairperson include –

9.1.2.1 Welcoming everyone in attendance and officially declaring the meeting open (provided that the quorum is present). If numbers at the meeting fall below the quorum at any stage during the meeting it should be adjourned until such time a quorum is present.

9.1.2.2 Following the meeting agenda strictly unless otherwise directed by the meeting.

9.1.2.3 Maintaining order, but not so as to restrict constructive discussion.

9.1.2.4 Keeping the meeting moving in the desired direction. Being firm, but tactful on members deviating from the point under discussion.

9.1.2.5 Attempting to get all Committee members to contribute to the meeting. Ensuring that there is fair discussion on each issue and that all points are expressed before the meeting is called upon to reach a decision.

9.1.2.6 Being enthusiastic – zest instils enthusiasm into the Committee members.

9.1.2.7 Being impartial – an effective Chairperson leads but doesn't direct. He/she is in charge of a meeting, which is conducted for the benefit of the members.

9.1.2.8 Thanking people for their attendance, declaring the meeting closed and physically leaving the chair.

### 9.1.3 After the meeting –

- 9.1.3.1 Ensure that the wishes of the meeting are carried out.

## 9.2 Deputy Chairperson

In the absence of the Chairperson the Deputy Chairperson shall, in an acting capacity, perform the duties of the Chairperson as outlined above.

## 9.3 Secretary/Treasurer

### 9.3.1 Secretarial Responsibilities –

- 9.3.1.1 Prepare and circulate meeting agendas at least seven (7) days prior to the date of the meeting. A sample agenda is included as Appendix 3. The agenda must indicate the date, time and place of the meeting.
- 9.3.1.2 Record and maintain accurate minutes of each Committee meeting.
- 9.3.1.3 Forward a copy of the minutes to all Committee members within fourteen (14) days of the meeting.
- 9.3.1.4 Forward a copy of the minutes to Council within fourteen (14) days of the meeting.
- 9.3.1.5 Present to the Committee meetings all inward correspondence received since the previous meeting of the Committee.
- 9.3.1.6 Attend to outward correspondence as directed by the Committee.
- 9.3.1.7 Present to the Committee meetings a list of all outward correspondence since the previous meetings.
- 9.3.1.8 Maintain an appropriate file for inward and outward correspondence and any other documents that need to be retained by the Committee.

- 9.3.1.9 Together with the Chairperson, act as a point of contact for any enquiries concerning the Committee.
- 9.3.1.10 Project a positive image of the important role of the Committee in the local community.
- 9.3.1.11 Act as a resource person to link people into recreation activities in the local area.

9.3.2 Financial Responsibilities (Treasurer's Duties) –

- 9.3.2.1 Sign cheques and arrange for payment of accounts on behalf of the Committee ensuring that funds are not expended in areas outside the delegated authority of the Committee.
- 9.3.2.2 Ensure that receipts are obtained and retained for all expenditure items of the Committee.
- 9.3.2.3 Maintain an appropriate accounts register detailing all income and expenditure of the Committee in a manner specified by Council's Manager of Financial Services.
- 9.3.2.4 In July each year present to Council's Manager of Financial Services for audit the completed accounts register, copies of relevant bank statements and a financial statement for the previous financial year.
- 9.3.2.5 Present to each Committee meeting a financial statement detailing all income and expenditure for the previous quarter ie. for the periods –
 

July 1	-	September 30
October 1	-	December 31
January 1	-	March 31
April 1	-	June 30
- 9.3.2.6 Arrange for a recoupment cash allocation when the balance in the bank accounts is less than \$100.00.

- 9.3.2.7 One week prior to June 30 each year, irrespective of the balance of funds in the bank account, submit to Council's Manager of Financial Services a financial return together with all appropriate receipts.

#### **9.4 Maintenance Coordinator**

##### 9.4.1 Negotiate an appropriate rate for –

- 9.4.1.1 Electrical wiring works (must be carried out by a licensed electrician).
- 9.4.1.2 Plumbing (must be carried out by a licensed plumber).
- 9.4.1.3 General and miscellaneous maintenance. It is suggested that the services of a local handyman be engaged.

Council's Principal Building Surveyor may be consulted to assist in identifying suitable persons for this role.

- 9.4.2 Act as an initial point of referral for any maintenance requirements of the facilities entrusted to the Committee.
- 9.4.3 Upon receipt of a maintenance report contact the appropriate tradesman, reach agreement on likely cost of rectifying the fault and make the necessary arrangements for the job to be completed. Simple faults such as changing a light globe may be attended to on a voluntary basis by members of the Committee.
- 9.4.4 Liaise with the Secretary/Treasurer to arrange for prompt payment of the account once the job has been completed.
- 9.4.5 Regularly inspect all facilities (at least once per month is recommended) taking note and acting on any maintenance items that have not been reported and monitoring the standard of cleaning at the facilities to ensure cleaning contract conditions are being complied with.
- 9.4.6 Liaise with Council's Principal Building Surveyor in instances where the cost of any individual item of maintenance exceeds \$200.00.

9.4.7 Notify the Police and Council's Principal Building Surveyor of any major vandal damage occurring to any of the facilities.

## **10. ACCOUNTING REQUIREMENTS**

To allow routine and minor maintenance to be attended to Council will provide the Committee with a cash allowance of \$500.00. When the cash allocation is close to being expended (when there is approximately \$100.00 remaining in the bank account), the Committee shall forward to Council a financial return detailing all expenditure (see Appendix 1 for example), together with appropriate receipts. The return will be checked by the Manager of Financial Services and a recoupment cheque will be issued to reinstate the Committee account.

One week prior to 30 June each year, irrespective of the balance of funds held at the time, the Committee shall submit a financial return. This is to enable expenditure on the facilities to be costed to the current financial year in the Council's Books of Accounts.

As well as submitting financial returns to Council as required, the Committee shall also maintain an appropriate accounts register in a manner specified by Council's Manager of Financial Services. The accounts register is to be audited by the Manager of Financial Services in July/August each year.

## **11. AUTHORITY OF THE COMMITTEE TO EXPEND MONIES**

The authority of the Committee to expend monies on behalf of Council is restricted to –

11.1 Payment for routine and minor maintenance on the facilities entrusted to them.

and

11.2 A maximum of \$100.00 per year to allow for general expenses such as bank charges, stationery, postage and promotion of the facilities.

The Committee is not authorised to expend monies on major maintenance, purchase of new equipment or for any other purpose that is not routine or minor maintenance or general expenditure as described in this clause. Office bearers who authorise expenditure outside the Committee's delegated authority will be required to make good any funds that have been expended.

If in doubt about any item of expenditure please contact the Council's Manager of Recreation Services before proceeding.

## **12. INSURANCE**

In the event that a Committee member is injured whilst acting in a voluntary capacity in attending to a simple maintenance task, insurance cover is provided by Council's Volunteers Insurance Policy. See Appendix 4 for specific details of the policy.

## Appendix 1 – Sample Maintenance Allowance Recoupment

### SHIRE OF MUNDARING DARLINGTON RECREATION MANAGEMENT COMMITTEE MAINTENANCE ALLOWANCE RECOUPMENT

DATE	FACILITY eg. Hall, changerooms	COST ACCOUNT (for office use only)	TYPE OF MAINTENANCE eg. electrical, plumbing etc.	BRIEF DESCRIPTION OF WORK	AMOUNT
10/01/91	Hall		Electrical	Replace 2 Fluorescent tubes	\$30.00
25/01/92	Hall		Vandal	Repair broken door – broken 21/01/91	\$140.00
02/02/91	Changerooms		Vandal	Repairs to changerroom doors – reported 31/01/91	\$90.00
10/02/91	Hall		Plumbing	Repair toilet cistern	\$30.00
15/02/91	Other		-	Postage – 20 stamps @ 41 cents	\$8.20
28/02/91	Oval		Lighting	Repair floodlight on oval	\$80.00
13/03/91	Hall		Plumbing	New washers	\$10.00
31/03/91	Other		-	Bank charges	\$4.50
02/04/91	Hall		Equipment furniture	Repair fridge	\$60.00
<b>Total</b>					<b>\$452.70</b>

Please forward a recoupment cheque for \$452.70 to our Committee as soon as possible.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY/TREASURER



## Appendix 3

### (Sample Agenda)

#### DARLINGTON RECREATION MANAGEMENT COMMITTEE MEETING (VENUE) (DAY/MONTH/YEAR) COMMENCING AT (TIME)

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#### SECTION 1 OPENING PROCEDURES

##### 1.1 DECLARATION OF OPENING THE MEETING

##### 1.2 ATTENDANCE & APOLOGIES

Members

Councillor Observers

Staff

Apologies

Guests

##### 1.3 DISCLOSURE OF INTERESTS

###### 1.3.1 Disclosure of Financial and Proximity Interests

Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the Local Government Act 1995).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the Local Government Act 1995).

###### 1.3.2 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

**1.4 QUESTIONS FROM THE PUBLIC AND RESPONSES –  
Limit of 15 minutes**

The Presiding Member determines the procedures for asking and responding to questions.

Questions must relate to a function of the Committee.

(Refer to Section 4) The section number would vary between Committees. However, the section number must be the next section number after Closing Procedure.

**1.5 CONFIRMATION OF MINUTES**

The minutes of the \_\_\_\_\_ Committee meeting held (date in full) be confirmed.

**SECTION 2  
REPORTS**

**SECTION 3  
CLOSING PROCEDURES**

**SECTION 4  
QUESTIONS FROM THE PUBLIC AND RESPONSES**

**SECTION 5  
APPENDICES**

## **Appendix 4 – Cleaning Schedules**

### **DARLINGTON HALL (a.m. Monday, Wednesday and Friday)**

All cleaning must be undertaken at times convenient to the Shire, taking note of any meetings or functions scheduled in any part of the facility.

#### **Weekly Cleaning Requirements -**

##### **1. Main Hall, Lesser Hall, Stage and Foyer**

- 1.1 Floors to be thoroughly swept each clean to remove all dirt and debris.
- 1.2 Floors to be spot-mopped each clean to remove any stains or substances, which may have been spilt.
- 1.3 Floors to be damp mopped once per week using a light detergent.
- 1.4 All window ledges, benches and skirting boards to be dusted once per week and all cobwebs removed.
- 1.5 Remove all dirt marks, fingerprints etc from doors, partitions and walls.

##### **2. Kitchen**

- 2.1 Floor to be thoroughly swept each clean to remove all dirt and debris.
- 2.2 Floor to be spot-mopped each clean to remove any stains or substances which may have been spilt on the floor.
- 2.3 Floor to be damp mopped with a suitable detergent/disinfectant, a suitable polish applied and buffed to a good finish once per week.
- 2.4 All ledges, benches, sinks, fittings and cupboards to be wiped down each clean. Stainless steel surfaces to be left in a streak free condition.
- 2.5 Stove to be thoroughly cleaned both inside and outside each clean.
- 2.6 Refrigerator to be thoroughly cleaned as required. Inside must only be washed with warm water and outside with detergent, paying particular attention to finger marks etc. When not in use, door to be left ajar.

- 2.7 Remove all dirt marks, fingerprints etc from doors, partitions and walls.

### **3. Rubbish**

- 3.1 Internal bins to be emptied each clean with rubbish being put in plastic garbage bags and placed in the rubbish storage area at the back of the hall.
- 3.2 Internal bins are to be hosed out and disinfected at least once per week or as necessary to maintain an acceptable level of hygiene.

### **4. Toilets**

- 4.1 Floors to be thoroughly swept and damp mopped with suitable disinfectant each clean.
- 4.2 Wash-basins, tap fittings, toilet bowls and seats, urinals, mirrors and other fittings, including door knobs and handles, are to be thoroughly cleaned and sanitised each clean.
- 4.3 Toilet paper and hand towels are to be replenished when necessary.
- 4.4 Remove all dirt marks, fingerprints etc from doors, partitions and walls.

### **5. Ashtrays**

Empty every clean. Wash in hot water and disinfectant/detergent once per week or as reasonably required to maintain an acceptable level of cleanliness.

### **Two-Monthly Cleaning Requirements –**

1. Storeroom to be swept and damp mopped with a suitable detergent.
2. Stove oven to be thoroughly cleaned with a suitable oven-cleaning agent.
3. Mop over Main and Lesser Hall floors with a cedar mop (a dry mop that has been impregnated with a few drops of O-Cedar Oil).

### **Six-Monthly Cleaning Requirements –**

1. All chairs and tables to be washed clean with water and a suitable detergent.

2. Remove and clean internal low ceiling light fittings, covers and external light fittings and covers.
3. Cobwebs and insects etc. to be removed from external eaves.
4. Detergent wash and rub dry all internal and external glass areas.

**Estimated Hours** (guide for Tenderers only)

Weekly clean	4.0
Two monthly clean	3.0
Six monthly clean	5.0

**DARLINGTON OVAL CHANGEROOMS**

All cleaning must be undertaken at times convenient to the Shire, taking note of any meetings or functions scheduled in any part of the facility.

**Weekly Cleaning Requirements** (a.m. Friday)

**1. Changerooms and Toilets**

- 1.1 Floors to be thoroughly swept, hosed out and mopped each clean.
- 1.2 Wash-basins, tap fittings, toilet bowls and seats, urinals, mirrors and other fittings, including door knobs and handles, to be thoroughly cleaned and sanitised once per week.
- 1.3 Toilet paper and hand towels are to be replenished when necessary.
- 1.4 All window ledges and benches to be dusted once per week and cobwebs removed.
- 1.5 Remove all dirt marks, fingerprints etc from doors, partitions and walls.

## **2. Kiosk**

- 2.1 Floor to be thoroughly swept and damp mopped with a suitable detergent once per week.
- 2.2 All ledges, benches, sinks, fittings and cupboards to be thoroughly washed each clean. Stainless steel surfaces to be left in a streak free condition.
- 2.3 Stove and pie-warmer to be thoroughly cleaned both inside and outside once per week.
- 2.4 Refrigerator to be thoroughly cleaned as required. Inside must only be washed with warm water and outside with detergent, paying particular attention to finger marks etc. When not in use, door to be left ajar.
- 2.5 Remove all dirt marks, fingerprints etc from doors, partitions and walls.

## **3. Outside Areas**

- 3.1 All surrounds, doorways and approaches, including verandahs, to be swept and hosed down.
- 3.2 All marks and graffiti to be removed from walls and verandahs. Remove all cobwebs, spider webs and insects from external eaves and walls.

### **Two-Monthly Cleaning Requirements –**

- 1. Storeroom to be swept and damp mopped with a suitable detergent.
- 2. Stove oven to be thoroughly cleaned with a suitable oven-cleaning agent.

### **Estimated Hours** (guide for Tenderers only)

Weekly clean	1.0
Two-monthly clean	1.0

**Appendix 1 – Sample Maintenance Allowance Recoupment**

**SHIRE OF MUNDARING  
DARLINGTON RECREATION MANAGEMENT COMMITTEE  
MAINTENANCE ALLOWANCE RECOUPMENT**

DATE	FACILITY eg. Hall, changerooms	COST ACCOUNT (for office use only)	TYPE OF MAINTENANCE eg. electrical, plumbing etc.	BRIEF DESCRIPTION OF WORK	AMOUNT
<b>Total</b>					

Please forward a recoupment cheque for \$\_\_\_\_\_ to our Committee as soon as possible.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary/Treasurer

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