



Knox City Council

**LEWIS PARK SKATE AND BMX FACILITY
REFERENCE GROUP**

**INFORMATION PACKAGE FOR PROSPECTIVE
MEMBERS**

This information package contains the following information:

- Statements about the objectives, role, and functions of the Lewis Park Skate and BMX Facility Reference Group (LPSBFRG)
- Details of the selection process including the criteria to select non – Councillor representatives, comprising general community, sporting association and sector representatives.
- Timeframe for selection of non-Councillor representatives.
- Details about the frequency of meetings and purpose of the LPSBFRG.
- Details of how meetings will be conducted, term of appointment and membership.
- A formal Expression of Interest form.

Prospective candidates are encouraged to read the information package carefully before completing the Expression of Interest form and submitting it to Council.

Expressions of interest applications must be submitted on the registration form included in this information package and submitted to Council by **Friday 4 July 2008**.

Expressions of Interest applications should be addressed as follows:

Expression of Interest – Lewis Park Skate and BMX Facility Reference Group
Mark Stockton
Facilities and Recreation Coordinator
Knox City Council
Private Bag Knox 1 M.D.C.
Wantirna South VIC 3152

Queries and requests for further information should be directed to Mark Stockton, Recreation and Facilities Coordinator on telephone 9298 8236 or email mark.stockton@knox.vic.gov.au.

1. Objectives, role, functions of the LPSBFRG

1.1 Objectives

The Group is required to report upon a two (2) year review process to the Recreation and Leisure Liaison Group (RLLG), which will provide advice to Council regarding the future of the Lewis Park Skate and BMX facility.

The objectives of the Group include:

- To monitor the utilisation of the Lewis Park site;
- To provide an ongoing assessment of the facilities physical condition;
- To determine operational and facility management issues (including risk management) associated with the Lewis Park site;
- To conduct benchmarking for similar facilities;
- To conduct a cost benefit analysis of the site (retention verses decommissioning); and
- To consider the implications of the improvements proposed within the Knox Central Urban Design Framework.

1.2 Role

To assist Council with its community engagement process and provide valuable information to support the decision making of Council and in turn the achievement of its objectives under the Knox Community and Council Plan (noting that Advisory Committees have no delegated authority to make decisions on behalf of Council).

1.3 Functions of the LPSBFRG

The group will be involved in a two year review process which will look at the future of the Lewis Park Skate and BMX facility. Elements of the review include data collection on site usage and similar facilities; discussion of site assessments and management issues and overseeing a cost benefit analysis – taking into account the presence of the Knox Skate and BMX Park at Gilbert Park.

2. Selection process

2.1 Selection timelines

All Expression of Interest applications must be received by the close of business on Friday 4 July 2008.

2.2 Selection process

Application for non-Councillor representation will be assessed by Councillor Representatives on the LPSBFRG for recommendation to Council for approval.

Prospective candidates for non-Councillor membership will be assessed based upon their interest, knowledge and expertise relating to:

- Ability to work as part of a team
- The importance of sport and leisure in the building of strong communities.
- Skate and BMX trends and networks.
- A working knowledge of skate and/or BMX and sport/leisure within Knox.

3. Timeframe to establish the Lewis Park Skate and BMX Facility Reference Group

Future actions nominated with the establishment of the Reference Group include:

Future Action	Completion timeframe
Advertise and recruitment membership to the Reference Group	30 June 2008
Evaluate applications	11 July 2008
Recommend to Council membership of the Reference Group	12 August 2008
Commence operation of the Reference Group	18 August 2008

4. Meetings and purpose of the LPSBFRG

4.1 Frequency of meetings

The Group will meet four (4) times per calendar year and additional meetings will be scheduled if required.

4.2 Purpose of the LPSBFRG

The purpose of the Lewis Park Skate and BMX Facility Reference Group (the group) is to review and report on the performance of the Lewis Park Skate and BMX facility. The Reference Group will consider and provide input into information gathered as part of a review process.

5. Membership

5.1 Membership of the Group will consist of members approved and appointed by Council.

5.2 The Group will comprise up to but no greater than eighteen (18) members, including:

- Councillor Representation (maximum of 3)
- Facility users and Knox residents (x 4)
- Industry representatives (x 2)
- Recreation and Leisure Liaison Group representatives (x 2)
- Police representation (x 1)
- Youth Council representation (x 1)
- Relevant Council Officers

5.3 Membership, period of membership and method of appointment will be determined in accordance with the committee types defined in the Council Committee Policy.

5.4 It is expected that each member will attend a minimum of 70% of meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

5.5 In the event of a member resigning from the Group, a written letter of resignation should be made to the Chairperson.

5.6 Council reserves its right to shorten the term of the Group.

6. Terms

6.1 The LPSBFRG will serve for a term of two years.

7. Delegated Powers

7.1 The Group acts in an advisory capacity only and does not represent Council or make decisions on behalf of Council.

7.2 The Group may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the RLLG.

8. Voting

8.1 All representatives appointed to the Group have equal voting rights and the Chairperson will have a second vote in the event of a tie.

9. Operation

9.1 Council will coordinate the administration of the LPSBFRG, including preparation of meeting agenda and minutes.

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- 9.2** As with all Advisory Committees, members are not permitted in any way to represent Council on the views of Council to the media.
- 9.3** Knox City Council Procedural Matters Local Law 2002 applies to the LPSBFRG.
- 9.4** Minutes of meetings shall be circulated to all Councillors, and issues of note will be reported to Council.