



1. General Terms

Refer the document / section referencing the Common Elements of Sub-Committees for each of the Clauses in this document.

Board Representatives 2020-2021: Ian Charles & Peter Ryan.

2. Scope / Accountability / Purpose / Responsibilities / Duties

a. Scope

The Specific Scope is areas relating to the Course:

- i. Golf Course and Rough.
- ii. Gardens and Lawn Areas.
- iii. Practice areas and facilities.
- iv. Watering Systems.
- v. Work Sheds.
- vi. Machinery and tools.

b. Purpose

The Specific Purpose is to:

- i. Maintain and Improve the Course.

c. Responsibilities

The specific areas of responsibility are:

- i. Course Maintenance.
- ii. Long-term (5 year) Course Improvement Plan.
- iii. Develop practices which are environmental friendly.
- iv. Management of costs.
- v. Long term planning for Course Staff turnover.

d. Duties

The specific duties are:

- i. Establish and review a program of regular maintenance works required to be performed on the Course, Work Shed, Machinery, Equipment and Consumables. This can include Working Bees as required.
- ii. Liaise with other Sub-Committees on matters relating to the Course.
- iii. Develop a multi-year Course Improvement Plan to guide the co-ordinated maintenance, development and improvement of the Course. Components can include:



- Greens, Fairways and Tees.
 - Cart Paths.
 - Practice Facilities.
 - Tree, Vegetation and Weed Management.
 - Water Management.
 - Garden Beds
- iv. Implement the Board-approved elements of the Course Improvement Plan.
 - v. Give advice and implement projects approved by the Board.
 - vi. Recommend strategies to the Board for training opportunities and the transfer of skills and knowledge to other staff / volunteers.
 - vii. Recommend to the Board leave management strategies.
 - viii. Identify and recommend to the Board OH&S (Occupational Health & Safety) management.
 - ix. Recommend to the Board any purchases required.
 - x. Review financial reports relating to the Course and identify trends and issues, and make recommendations for improvements.
 - xi. Recommend items to the Board for inclusion in the 12-month and 5-year Budgets.

3. Financial Responsibilities

Refer the document / section referencing the Common Elements of Sub-Committees.

4. Sub-Committee Members / Composition

The Board Representative shall be the Club President, or delegate.

A second Board Appointment shall be made by the Board, who will be primarily looking after Gardens.

Two to four other Sub-Committee Members make up the Sub-Committee.

5. Meetings

Meetings shall be held at least once 3 months.