

COURSE AND GREENS COMMITTEE TOR



Reports to:
Board



Meeting
Attendance:
Monthly or as
required



Length of
Term:
1 Year



Purpose

The Course & Greens Committee (“the Committee”) is established to support the Superintendent in maintaining and enhancing the golf course and practice facilities at Benalla Golf Club. The Committee provides feedback, assists with communication between members and management, and contributes to the strategic and aesthetic development of the course under the direction of the Superintendent.

Composition

Chair (Board Nominee, typically a Board Member);

Course Superintendent;

Up to five (5) appointed club members with relevant interest and/or experience (greenkeeping, agronomy, construction, etc.);

Ex officio: General Manager

Invitees: Specialist consultants, contractors, or project partners as required.

Tenure and review

Appointments are for a 12-month term, renewable at the discretion of the Board. The election process will be as determined by the Board. The Terms of Reference will be reviewed annually by the Chair, Superintendent and General Manager to ensure alignment with the Club’s strategic objectives. The TORs including all updates are subject to approval of the Board before coming into operation.

Meetings

Meetings will be held bi-monthly, or as required by the Superintendent.

Agendas will be prepared by the Superintendent and Chair.

Minutes will be taken by a nominated member, submitted to the General Manager within seven (7) days and presented at the next occurring Board meeting. Any recommendations requiring Board approval will be clearly itemised in the minutes.

Governance and Reporting

The Committee operates under the authority of the Board, is chaired by a Board nominee and is managed by the Superintendent, who sets the agendas in consultation with the Chair, and provides direction, technical guidance, and approval for all operational matters. The Committee aligns its activities with the Club’s Master Plan, Maintenance Plan, and Annual Course Budget.

The Committee acts in an advisory capacity only and does not have independent decision-making authority. Recommendations from the Committee are submitted through the Chair to the General Manager and/or Board for consideration.

Values and Conduct

The conduct of the Committee and its members is governed by the Board & Sub-Committee Code of Conduct. Members are expected to demonstrate respect for staff and fellow members; maintain confidentiality and integrity in all matters; and support a unified, positive image of the Club and its course team.

Members may not instruct staff or contractors directly; commit the Club to expenditure or contract works; or represent official Club positions without authorisation from the Chair, Superintendent or General Manager

Committee members are obligated to declare any interest and any business or other relationship which could, or could reasonably be perceived, to materially interfere with the member's ability to act in the best interests of the Club.

Responsibilities

- Support the Superintendent in identifying and prioritising course maintenance and improvement projects.
- Provide member feedback regarding course conditions, presentation, and playability.
- Assist with communication to members on course works, projects, and seasonal activities.
- Promote best practice in environmental sustainability and resource management (water, fuel, and chemical use).
- Participate in periodic course walks with the Superintendent to observe progress and issues.
- Support volunteer working bees or minor projects as requested by the Superintendent.
- Respect confidentiality regarding management or personnel decisions.

Communication Protocol

All communication to staff, members, or contractors must occur through or with approval from the Superintendent. Members must not engage with greenkeeping staff on operational matters during work hours unless requested by the Superintendent. Course works updates will be shared via the Club's official communication channels.

Volunteer Involvement and Safety

Volunteers play an important role in supporting course projects and maintenance activities. All volunteer participation must occur under the direct supervision and instruction of the Superintendent or their delegate, and within the following framework:

(a) Induction and Authorisation

Volunteers must be recorded on the Club's Volunteer Register and complete a Volunteer Induction Form prior to participation in any on-course task-related activity. Inductions will include a safety briefing, identification of work areas, emergency procedures, and identification of hazards.

Whenever a working bee or group activity is undertaken, a job and safety briefing by the Superintendent is to be undertaken before commencement of any work.

The Superintendent retains the right to approve, reassign, or decline volunteer participation based on safety or operational needs.

(b) Supervision

Volunteers must work under the direction and supervision of course staff at all times. Power tools, machinery, vehicles, or chemical applications may only be operated by trained and authorised staff and appropriately licensed volunteers (e.g. with a chainsaw certificate). Volunteers must not enter machinery sheds or restricted areas without supervision.

(c) Personal Protective Equipment (PPE)

Appropriate PPE (e.g. gloves, safety glasses, boots, high-visibility vest, hat, sunscreen, hearing protection) must be worn as directed. The Club will provide necessary safety equipment where required.

(d) Health and Safety Compliance

Volunteers must comply with all WorkSafe Victoria regulations, Club Safety Policies, and instructions issued by the Superintendent. Volunteers must not undertake tasks that could cause injury to themselves or others.

All incidents, near misses, or hazards must be reported immediately to the Superintendent.

(e) Insurance Coverage

Volunteers officially registered and acting under direction of the Club and in accordance with these Terms of Reference are covered under the Club's insurance policies, including public liability and volunteer accident cover. Unauthorised or unsupervised volunteer activity is not covered.

Approval

Approved by:

Benalla Golf Club Board of Management

Date: _____

Signature: _____