



LITHGOW CITY COUNCIL
SPORTS ADVISORY COMMITTEE
Terms of Reference

Committee name

Sports Advisory Committee ("The Committee")

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Resolution to establish the Committee: Council Meeting on 18 June 2007 Min: 07-254

Resolution to adopt the Terms of Reference: Council Meeting on 17 December 2007 Min: 07-544

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on 14 September 2009 Min: 09-381

Resolution of Council to update the Terms of Reference for endorsement of minutes: Council Meeting on 9 September 2013 Min: 13-326

Resolution to adopt the Terms of Reference: Minute 17-15 Ordinary Council Meeting 27 February 2017.

Delegations:

The Committee holds the following delegations:

- Determine applications to use sporting and recreation facilities under Council's control where a possibility exists for conflicting bookings.
- Determine nominations for monthly and annual sports awards.

Financial arrangements:

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

Term of the Committee

The Committee is an ongoing Committee of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities:

The principal responsibilities of the Committee are to:

- Promote the equal and fair use of Council's sporting and recreational facilities
- To make recommendation to Council regarding support for or denial of requests for waiving of fees and charges associated with approved bookings of Council's sporting and recreation facilities
- To generally advise Council on sporting and recreational issues
- To draft and propose policy positions on sporting and recreational issues
- To provide input as requested into capital improvements and maintenance programs for sporting and recreational facilities under Council's control
- To determine nominations for monthly and annual sports awards
- To make recommendations to Council on donations to be awarded to those excelling in sporting endeavors
- To provide input as requested on long term strategic plans for the provision of sporting and recreational facilities in the Local Government Area
- Provide Council with a list of priority works for existing sporting and recreational facilities to be considered in the creation of the Council's Management Plan and Budget for the next ten (10) years that arise from the strategic plan
- Review on an annual basis the fees and charges for sporting and recreational facilities under Council's control and recommend these to Council for inclusion in the Management Plan and Budget annually.

Committee member responsibilities:

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

Councillor membership

In September each year, the Council shall nominate two (2) Councillors to the Committee.

A Councillor will be elected as the Chairperson of the Committee (Council Policy 9.5).

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all Committees established by Council. The appointment of the Mayor as a member of any Committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee (Council policy 9.2).

Committee membership:

The Committee will be comprised of the following representation:

- Two (2) Councillors as resolved by Council
- One (1) member of Council staff plus one (1) alternate member
- One (1) member plus one (1) alternate member from all organisations who are existing members of the Sports Advisory Committee (as at 23 March 2009)
- The three (3) existing members of the Reg Cowden Memorial Trust Committee
- One (1) member plus one (1) alternate member from any organisation in the Lithgow Local Government Area who utilise Council's sporting or recreation facilities, as determined by submission of a public expression of interest.

Council officers (non-voting)

- A Council staff member appointed to undertake administrative functions for the Committee

Other community representatives may be called upon as and when required, including, but not limited to, Energy Australia NSW and the NSW Department of Sport and Recreation.

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

Committee elections and term of office:

The Committee shall be formed following advertisement seeking written Expressions of Interest from sporting associations and groups to join the Committee.

Executive Officer

The Group Manager Operations shall be the Executive Officer to the

Committee. The Executive Officer shall:

- provide executive support to the Committee
- be responsible for preparing the agenda and minutes of Committee meetings
- be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair (The Mayor or a Councillor appointed by the Council) shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for a period of one (1) year.

Frequency of meetings

Meetings shall be held monthly on a day and at a time to be determined by the Committee. On the last meeting of each calendar year, the Committee will agree upon a day and time to convene in each month for the upcoming twelve (12) month period, and table the meeting dates at the next meeting of the Committee.

Meeting protocol

- An agenda will be prepared and distributed five (5) working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one (1) of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be endorsed by email. Minutes must be endorsed by at least two (2) members of the Committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been endorsed.
- The endorsed Minutes of the meeting shall be presented to the next meeting of the Committee.