



SPORTS ADVISORY COMMITTEE

Terms of Reference

Version 3

1. Committee Name

Sports Advisory Committee (hereafter the "Committee")

2. Establishment

The Committee is established under Section 355 of the Local Government Act 1993.

3. Resolutions

Establishment of the Committee: Min. No.: 07-254

Adoption of the Terms of Reference (V1): Min. No.: 07-544

Update of the Terms of Reference to V2: Min. No.: 17-15

Update of the Terms of Reference to V3: Min. No.:

4. Delegations

The Committee holds the following delegations:

- Determine applications for use of sporting and recreation facilities under Council control; and
- Determine nominations for monthly and annual sporting awards.

5. Financial Arrangements and Commitment of Resources

The Committee cannot commit nor expend any Council funds. By association, the Committee cannot commit Council staff or resources to any maintenance or capital works, or submit grant applications. Any such recommendations must be made to Council for consideration in the first instance.

6. 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 Council.

7. Committee Role and Responsibilities

The role of the Committee is to act as a consulting, liaison, advisory, promoting and co-ordinating group for the strategic managements and development of sporting and recreational facilities and activities for the benefit of the community within the Lithgow Local Government Area.

The responsibilities of the Committee are to:

- a. Promote the equal and fair use of Council’s sporting and recreational facilities;
- b. Consider Council’s long term strategic plans for the provision of sporting and recreational facilities for all users of the Local Government Area, providing:
 - i. a set of annual Committee objectives and prioritised recreational needs regarding infrastructure construction and renewal; and
 - ii. advice and input as required through user group surveys or other means of consultation.
- c. Through the Committee’s collective strength, investigate and pursue opportunities to:
 - i. increase participation in physical activity (both active and passive activities) across the Lithgow LGA;
 - ii. enhance skills of the sector through engagement with governing bodies, pursuit of training opportunities and information sharing.
 - iii. Increase standards of service through the investigation and implementation of shared delivery models, including volunteer labour or other opportunities.
- d. In line with the requirement of Council’s Policy 4.2 - Financial Assistance, make recommendation to Council regarding requests for waiving of adopted fees and charges for the purpose of booking Council sporting and recreation facilities;
- e. In line with Council’s Policy 4.2 - Financial Assistance, make recommendations to Council on donations to be awarded to those excelling in sporting endeavours.
- f. Determine successful nominations for monthly and annual sporting awards; and
- g. Generally advise Council on sporting and recreation issues.

8. Committee Membership

The Committee will be comprised of the following representation:

Voting:

- Two (2) Councillors as resolved by Council, with one (1) Councillor elected as the Chairperson of the Committee. Each Councillor has voting rights;
- One (1) primary member (voting) plus one (1) alternate member (voting in the absence of the primary member only) from all sporting / recreational organisations who are members of the Committee; and

- The three (3) existing members of the Reg Cowden Memorial Trust Committee. Each member has voting rights.

Non-voting:

- Executive Officer - Director Infrastructure Services (or delegate)
- A Council staff member appointed to undertake administrative functions for the Committee.

9. Chairperson

The role of the elected Chairperson is to:

- Ensures all statutory regulations and Council Policies and Procedures are observed
- Keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak.
- Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting for recommendation to the Council where appropriate.
- Acts impartially and uses discretionary powers in the best interests of members and in accordance with the Terms of Reference
- Closes meeting after business at hand has been properly concluded

10. Voting on Matters Presented to the Committee

- Each voting member listed in Section 8 is permitted one (1) vote only. Where both a primary and alternative member are in attendance, only the primary member is permitted to vote. Where the primary member isn't in attendance, the alternative member is permitted to vote.
- Each Councillor and each representative of the Reg Cowden Trust are entitled to one (1) vote.
- Where a dispute or disagreement over a matter under consideration occurs within the Committee, a recommendation of the majority of the Committee will determine the outcome. Where this is not possible (ie in the event of a tied vote), the Chairperson will have the casting vote determining the outcome.
- Council staff are considered observers and advisors to the Committee. They are allowed to participate in Committee discussions and deliberations, but do not have voting rights. Council may nominate staff as the Council liaison and/or to provide services such as professional advice.

a. Councillor Membership

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

A Councillor will be elected as the Committee Chairperson.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all Committees established by Council, in addition to the two (2) Council appointed representatives. 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.

b. Executive Officer

The Executive Officer or their delegate shall:

- Provide executive support and advice to the Committee;
- Be responsible for preparing the Agenda and Minutes of Committee meetings, according to Section 9 below;
- Be responsible for reporting Minutes to Council;
- Provide the Committee with details of the outcome and resolutions of the Council regarding any pertinent recommendations.

c. Membership Appointment

Committee members are required to be representatives of the local sporting /recreational groups based in the Lithgow Local Government Area. Whilst no particular qualifications are necessary, a positive commitment and contribution to the activities of the Committee and a willingness to be actively involved in Committee issues is essential, as is basic knowledge of meeting procedures and Councils Code of Conduct. Any sporting / recreational body may make written application to the Committee for consideration of membership appointment.

From time to time, the Committee may call for expressions of interest regarding potential membership appointments.

In any case, should the Committee recommend any individual or group membership appointment, such a decision will only occur through resolution of Council.

Members of the Committee are volunteers and therefore do not receive payment from Council for their services.

d. Membership Governance

Committee members are required to adhere to Council's Code of Conduct, Code of Meeting Practice and other corporate governance policies. A Committee member who acts outside the delegated function of the Committee, or in a way that

contravenes Council's Risk Management policy and/or Council's Code of Conduct or, who behaves in a manner that is found to be contrary to the expectations of Council, will be subject to an investigation where warranted, and action taken as required and deemed necessary.

e. Membership Cessation

For any member other than the Mayor, Committee membership will cease if the member:

- Has been absent from three (3) consecutive meetings of the Committee without providing acceptable justification to the Committee; or
- Has been absent from at least half of the Committee meetings held during the preceding year without providing acceptable justification to the Committee.

11. Meeting Practice

a. 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.

b. Frequency of Meetings

Meetings shall be held once every two months, on a consistent day and 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 for the upcoming twelve (12) month period. These dates will be tabled at the next meeting of the Committee.

c. Extraordinary Meetings

d. An Extraordinary Meeting may be called to discuss urgent business and matters outside the scope of an Ordinary Meeting requested by two (2) voting members of the Committee. Only items on the Extraordinary Meeting Agenda are to be discussed. Meeting Protocol

Meeting agendas will be prepared and distributed five (5) working days before each meeting, together with the endorsed Minutes of the previous meeting.

A quorum is required at all meetings and comprises of a minimum of seven (7) voting members.

e. Minutes and Reports to Council

Minutes of Committee meetings will be kept in all instances, to be reported to Council.

Minutes of Committee meetings may be endorsed by email. In any instance, Minutes must be endorsed by two (2) voting members of the Committee who were in attendance at the meeting.

Once endorsed, Minutes will be submitted to the Council at the next available Council meeting.

Endorsed Minutes will be presented to the next meeting of the Committee.