

Committee Name	Narrandera Stadium Advisory Committee
1. Purpose	The committee is formed to provide assistance to Council in managing the Narrandera Stadium and outdoor courts through the coordination and input from all users of the Narrandera Stadium.
2. Establishment	<p>The Narrandera Stadium Advisory Committee has been established to provide particular expertise to help the Council make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p>
3. Objectives	<ul style="list-style-type: none"> <li>• To provide advice to Council on the Narrandera Stadium Operations</li> <li>• To actively support the development and maintenance of the Narrandera Stadium</li> <li>• Assist Council in determining of priority activities to be undertaken and annual objectives</li> </ul>
4. Objectives from the Community Strategic Plan	<p>The objectives of the Narrandera Stadium Advisory Committee aligns with the following from the Community Strategic Plan</p> <p>To live in a healthy community and one that demonstrates a positive attitude</p> <ul style="list-style-type: none"> <li>• 1. Supporting and fostering healthy and progressive community attitude and ownership</li> </ul> <p>To live in an inclusive and tolerant community</p> <ul style="list-style-type: none"> <li>• 14. Advocate for the provision of programs and services that actively work to support the health and wellbeing of our Aboriginal community</li> </ul> <p>To feel connected and safe</p> <ul style="list-style-type: none"> <li>• 16. Encouraging the community to initiate the development of innovative and regular events.</li> </ul> <p>To improve, maintain and value-add to our public and recreational infrastructure</p> <ul style="list-style-type: none"> <li>• 62. Review all recreational facilities assessing current levels of use and potential future need; including exposure to damage by graffiti and vandalism.</li> </ul> <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council website:</p> <p><a href="http://www.narrandera.nsw.gov.au/cp_content/resources/CENSUS_AME_NDED_-_ADOPTED_20_June_2017_-_Community_Strategic_Plan_2017-2030.pdf">http://www.narrandera.nsw.gov.au/cp_content/resources/CENSUS_AME_NDED - ADOPTED 20 June 2017 - Community Strategic Plan 2017-2030.pdf</a></p>

**5. Committee Structure**

The Committee is to consist of a minimum of five (5) including

- Chairperson
  - Elected bi-annually at AGM from the Committee’s Community Representatives
  - Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
  - Ensure preparation of agenda before the meeting.
  - Approve meeting minutes prior to distribution.
  - Represent the Committee as spokesperson.
  - The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
  
- Minimum of three (3) Community Representatives
  - Attend meetings and be punctual.
  - Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
  - Read Business Papers in advance and undertake necessary research.
  - Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
  - Participate in discussions and decision making.
  - Follow through actions minuted and subsequently adopted by Council.
  
- Minimum of one (1) Councillor- Council representative- membership shall be appointed by resolution of Council at the commencement of each term.

Council Staff Support:

- Approve items for inclusion in the Agenda in consultation with Chairperson
- Request appropriate Council Staff support to Narrandera Stadium Committee Meetings.
  - Provide secretarial support
  - Provide and/or collect reports for compilation of the Agenda. Be the principal point of contact for the Committee.
  - Be the main conduit between the Committee and Council.
  - Assist Governance and Administration in the co-ordination of Committee Meetings.
  - Be the custodian of information for the nominated facility included in the Committee.

Monitor and follow-up Action Report.

**6. Term**

The Committee is established for a term of Council plus 3 months.

Recruitment and Selection – Method of Determining Members:

- Nominations of interest advertised via social media, radio, print media
- Nomination form completed by interested parties
- Submissions collected
- Report submitted to General Manager
- Recommendations to Council
- Resolution of Council endorsing members of Committee

**7. Meetings**

Meetings are held twice yearly

Annual General Meeting

	Additional meetings can be called as required
<b>8. Quorum &amp; Voting</b>	<ol style="list-style-type: none"> <li>1. A quorum for a meeting will be a majority of the members of the committee.</li> <li>2. For a vote to be carried a majority of members attending - half the number plus one (1) is required</li> <li>3. Committees are encouraged to make decisions by consensus</li> <li>4. Council Staff do not have the authority to vote on issues.</li> </ol>
<b>9. Termination of Membership</b>	<p>Any member who fails to advise of an absence of up to three (3) meetings in a calendar year will be deemed to have resigned</p> <p>Members can choose to resign by notifying the Committee in writing</p> <p>Replacement of Vacant Positions</p> <ul style="list-style-type: none"> <li>• Investigate previous nominations</li> <li>• Nominations of interest advertised via social media, radio, print media</li> <li>• Submissions collected</li> <li>• Report submitted to General Manager</li> <li>• Recommendations to Council</li> <li>• Resolution of Council endorsing members of Committee</li> </ul>
<b>10. Reporting Requirements</b>	<p>Documents required:</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Recommendations for submission to Council Meeting</li> </ul>
<b>11. Alteration of Terms of Reference</b>	Amendment of the Terms of Reference can be by a majority vote of the Committee which will require the endorsement of Council before it is enacted.
<b>12. Committee Review</b>	June 2020 review of Committee need and objectives