

Sports Facilities Advisory Committee

TERMS OF REFERENCE



Committee Name	Sports Facilities
Committee Type	Advisory
Responsible Section	Open Space & Recreation
Document ID	50301
Date Adopted	21 June 2022 (22/153)
1. Purpose	The committee is formed to provide assistance to Council in managing sporting facilities through the coordination and input from all users of Narrandera Shire Council sporting facilities.
2. Establishment	<p>The Sports Facilities Advisory Committee has been established to provide particular expertise to help the Council to 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 decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Sports Facilities Advisory Committee as a Committee of Council is bound by practises established in Council's policies - in particular:</p> <ul style="list-style-type: none"> • Council's Code of Conduct.
3. Objectives	<ul style="list-style-type: none"> • To provide advice to Council on Narrandera Shire Council sporting facilities. • To actively support the development and maintenance of Narrandera Shire Council sporting facilities. • Assist Council in determining of priority activities to be undertaken and annual objectives.
4. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Sports Facilities Advisory Committee align with the following from the Community Strategic Plan</p> <ul style="list-style-type: none"> • To feel connected and safe <ul style="list-style-type: none"> 16. Encouraging the community to initiate the development of innovative and regular events. • To improve, maintain and value-add to our public and recreational infrastructure <ul style="list-style-type: none"> 62. Review all recreational facilities assessing current levels of use and potential future need; including exposure to damage by graffiti and vandalism. <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council's website.</p>

<p>5. Membership</p>	<p>The Committee is to consist of a minimum of five (5) members</p> <ul style="list-style-type: none"> • Four (4) Community representatives being delegates of the sporting facility user groups. • Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> o Send an apology if unable to attend a meeting. o Read Business Papers in advance and undertake necessary research. o Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members. o Participate in discussions and decision making. o Follow through action minutes and subsequently adopted by Council.
<p>6. Method of Determining Members</p>	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media and written approach to all relevant users' groups. • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions:</p> <ul style="list-style-type: none"> • The user group to which the person was a delegate will be approached to make a further nomination. • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee
<p>7. Office Bearers</p>	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> • Chairperson – elected annually at AGM from the Community representatives <ul style="list-style-type: none"> o Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. o Ensure preparation of agenda before the meeting. o Approve meeting minutes prior to distribution. o Represent the Committee as spokesperson. o The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
<p>8. Term</p>	<p>The Committee is established for the term of Council, plus three (3) months.</p>
<p>9. Meetings</p>	<ul style="list-style-type: none"> • Meetings are held on a quarterly basis. • Annual General Meeting • Additional meetings can be called as required.
<p>10. Quorum and Voting</p>	<ul style="list-style-type: none"> • Minimum number for a quorum will be a majority of the members of the committee • For a vote to be carried: a majority of the members attending, ie: half the number plus one (1) is required

	<ul style="list-style-type: none"> • Committees are encouraged to make decisions by consensus • Council staff representatives do not have the authority to vote
11. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting
12. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • resigns by notifying the Committee and Council in writing • fails to advise of an absence of up to three meetings in a calendar year • fails to comply with Council's Code of Conduct • holds any office of profit under the Committee • fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • dies • becomes a mentally incapacitated person • becomes bankrupt • or if Council passes a resolution to remove the member from the Committee.
13. Executive Support	<p>Council's Infrastructure team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Provide and/or collect reports for compilation of the Agenda • Compile and circulate agendas, attend meetings, compile and distribute minutes • Monitor and follow-up Action Report • Compile the Annual Report of the Committee in conjunction with the Chair • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility <p>Council's Governance team will:</p> <ul style="list-style-type: none"> • Oversee the recruitment, selection and appointment process for Committee membership • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance
14. Committee Review	Annual review of Committee need and objectives.
15. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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