



Terms of Reference

SPORTS AND RECREATION ADVISORY COMMITTEE

1. PURPOSE

The Sports and Recreation Advisory Committee ('the Committee') has been established to provide advice and recommendations to council in relation to the breadth of sports and recreation issues within the community.

The Sports and Recreation Advisory Committee provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding sports and recreation. In this capacity the Sports and Recreation Advisory Committee has a purely strategic focus.

2. RESPONSIBILITIES

The Sports and Recreation Committee is an Advisory Committee of Council and has been established under the framework of Sections 3(1) and 86 of the Local Government Act 1989.

The Committee will provide advice to council on the development, implementation of or the provision of:

- Sports and Recreation Strategy 2013
- Assets that are managed and used to meet the needs of the community and provide for current and future generations
- funding and resource allocations through grant programs

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

3. MEMBERSHIP

Committee membership shall consist of a maximum of nine (9) people who shall represent the community:

- Horsham Rural City Council, Councillor
- Wimmera Regional Sports Assembly
- Department of Education
- Junior Sports Council (when enacted)
- Community representatives (five)

The Committee members will meet some or all of the following criteria:

- Current involvement in service provision, policy or program development in the area of sports and recreation;
- Strong community networks and linkages;
- An ability to constructively participate in an advisory capacity;
- An ability to represent a broad range of views that reflect the diversity of the community;
- A strong understanding of the local community and its social, environmental and economic influences;
- Good knowledge and understanding of the local issues that are relevant to sports and recreation;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- An ability to look beyond personal interests for the benefit of the community and residents
- An ability and willingness to encourage participation from and provide feedback to the community regarding sports and recreation;
- A capacity to commit to the Advisory Committee for the required duration;
- A willingness to celebrate the success and achievements of sports and recreation

3.1 Community Representatives

Community representatives will be selected through an application process, advertised in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of committee membership and reasons for nominating for the Advisory Committee.

A selection panel of a Councillor and the Recreation and Sustainability Manager, or delegate will recommend the selection of representatives to fill the vacancies.

3.2 Participating Organisations

Nominated member organisations will be contacted by the Recreation and Sustainability Manager, or nominee and invited to identify a representative for the Committee.

3.3 Alternative representatives

As required, alternative representatives may attend meetings on behalf of the named user groups. Alternative representatives are entitled to vote when acting as the alternative.

If a named representative is unable to attend three or more consecutive meetings, the Chairperson will contact the member and if required a new representative will be identified.

3.4 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Committee will be submitted to Council for approval.

3.5 Specialist advice

Individuals and groups may be invited to attend Advisory Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

3.6 Council Officer

A Council Officer, (Recreation and Sustainability Manager, or nominee) will attend all meetings and at the earliest practicable meeting of council will report the Committee's recommendations, with comments where necessary and appropriate.

Council Officers are not members of the Advisory Committee and shall not vote.

3.7 Term of Office

Membership shall generally be a term of two years.

Members may apply for re-nomination to the Committee for a second or subsequent term.

3.8 Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within four months of the end of the term of the Committee, (four years) the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure a confirmed and signed copy of the minutes of each meeting is forwarded to council@hrcc.vic.gov.au
- Ensure a Council officer or delegate is present at all committee meetings;
- Advertise in local newspapers and on Council website for nominations for Community Representatives;
- Notify the Committee of approved Committee membership;
- Publicise on the Council website the agreed schedule of meetings;
- Provide regular reports to Council regarding Committee recommendations;
- Provide timely feedback (and if applicable timelines) regarding recommendations approved by Committee;
- Respond to requests/letters from the Committee within 15 working days;
- Provide annual training if required to assist the Committee perform any part of their role;
- Provide additional support as required to ensure the effective operation of the Committee;
- Each four years or earlier if required, review the function and purpose of the Committee.

4.2 Committee

The Committee will:

- Identify an elected Chairperson and Vice Chairperson to be the liaison person between the Committee and Council;
- Develop a schedule of Advisory Committee meetings;
- Identify an Annual meeting when Committee membership shall be declared vacant;
- Distribute information to their member organisations and user groups;
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes;
- Actively participate in activities that support the achievement of the Purpose of the Committee.

4.3 Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the Minutes.

If a member resigns from the Committee, their position will be filled by a nominee from the same representative/user group.

4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

4.5 Conflicts of Interest

Conflicts of interest must be declared.

In the event of a conflict of interest, the declaration must be recorded in the Minutes.

4.6 Media

The Chairperson is empowered to be spokesperson for the Committee.

In the absence of the Chairperson, the Director Technical Services or nominee is empowered to be the spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Recreation and Sustainability Manager, or nominee.

4.7 Chairperson

All members of the Sports and Recreation Advisory Committee are eligible to be elected to the position of Chairperson.

Voting will be by a show of hands.

A Vice Chairperson should also be nominated and will perform the duties of the elected Chairperson if the Chairperson is absent or unable to perform their duties.

The Chairperson is elected for a one year term and is eligible for re-election if that person re-nominates and is accepted for a second or subsequent term on the Committee.

5. OPERATING PROCEDURES

5.1 Meetings

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

A minimum of four (4) meetings will be held per calendar year.

Additional, special meetings may be called as required. Committee members must be provided with two days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

5.2 Electronic Meetings

Meetings of the committee may be held through the use of a conference telephone or similar communications equipment such as email, instant messaging or similar communication so long as all members participating in such a meeting can communicate with one another. Participation in such a meeting constitutes presence in person at such meeting. Electronic correspondence will be accepted as minutes. Approval of said meeting may be accomplished via email or fax.

5.3 Quorum and Decision Making

The quorum is a minimum of representatives from four Community Representatives and the Councillor (five members).

No formal business shall be conducted by the Committee unless a quorum exists.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Acting Chairperson shall have a second or casting vote.

5.4 Councillor report

The Councillor must report the Minutes or notes of the meeting to the next meeting of Council.

5.5 Recommendations and Actions

The Recreation and Sustainability Manager will authorise actions within his/her delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings. The report shall consider:

- The Committee's achievements;
- The Purpose and Responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue; (and)
- Any other relevant matter.

6.1 Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee following a review at any time during its operation.

7. RESPONSIBILITY

Responsible Officer: Recreation and Sustainability Manager

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01		Council	New Terms of Reference