

Georges River Council Sports Advisory Committee - *Terms of Reference*

NAME AND PURPOSE

The Committee shall be known as the Georges River Council Sports Advisory Committee (GRCSAC).

The Committee was established by resolution of Council dated 31 October 2022 (COM042-22).

The purpose of The GRCSAC is to provide a forum for the dissemination and consideration of information pertaining to relevant Council strategies and to represent the views of local sporting bodies relating to sporting matters.

These terms of reference outline the Committee's function, structure, authority and reporting requirements.

INTERPRETATION

For the purpose of this document:

Voting Member means a voting member of the Committee.

Non-Voting Member means a non-voting member of the Committee.

Committee means Sports Advisory Committee.

Council means Georges River Council.

Chairperson means the chairperson of the Committee.

Sporting bodies means sporting clubs, sporting organisations and sporting associations.

STATUS OF COMMITTEE

The Committee operates as an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

OBJECTIVE

The objective of the Committee is as follows:

- Provide a forum for dissemination and consideration of information to local sporting bodies;
- Encourage participation from members of all local sporting bodies in Council's decision-making processes;
- Promote cross-code collaboration between local sporting bodies to achieve greater utilisation of facilities and fields; and
- Assist Council in the identification of current and future sporting needs for the community including infrastructure and capital works requirements, maintenance requirements and investment in new facilities.

MEMBERSHIP

The Committee shall be an advisory committee established and endorsed by Council as described in Section 360 of the Local Government Act 1993 (the Act).

Voting members of the Committee will comprise of the following:

- 1 nominated Councillor to act as Chairperson;
- 1 nominated Councillor to act as Deputy Chairperson;
- 1 nominated Councillor; and
- Up to 15 nominated representatives from the local sporting bodies.

Attendance at each meeting will extend to one (1) representative for each local sporting body with an interest in the matters on the agenda for that specific meeting.

The following representatives can be included in the Committee but are not limited to those listed below. The Committee may add to this list as required.

Athletics	Volleyball	AFL
Oztag	Table Tennis	Personal Trainers
Baseball	Fly Fishing	Netball
Rugby League	Basketball	Rugby Union
Cricket	Running	Cycling
Swimming	Dog Training	Soccer
Badminton	Touch Football	Golf
Tennis		

Non-Voting members of The Committee will comprise of the following:

- Relevant Directors; and
- Council officers with specialist skills and knowledge in the area of sports and recreation, assets and infrastructure and community open space.

The Committee will not usually be open to members of the general public. However, the Committee may decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager, i.e. Information Sessions. Voting does not extend to members of the general public.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

AUTHORITY

Representatives from each of the local sporting bodies active in the Georges River local government area (LGA), who attend the meetings of the Committee shall have the endorsement to attend and represent the interests of their respective sporting club, sporting organisation or sporting association.

The Committee does not have the power to incur expenditure or to bind Council. The Committee can make recommendations to Council on all relevant business presented at the Committee. Recommendations of the Committee will be presented to Council's Community and Culture Committee and ultimately to Council in the written form of minutes, accompanied by the agenda and reports from relevant Council officers.

The Committee's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Committee.

Recommendations made by the Committee may or may not be adopted by Council. This includes decisions referred to Council for endorsement.

To fulfil the Committee's objectives, members are expected to:

- a. Demonstrate an understanding of issues relevant to the municipality and surrounding region;
- b. Understand the role of local government in the sport and recreation sector;
- c. Be conversant with relevant Council plans and policies, including the Georges River Council Community Strategic Plan "The Plan" 2022-2032; and
- d. Prepare for and actively participate in regular Committee meetings.

TERM OF THE COMMITTEE

Council's elected Councillors to the Committee and representatives from the local sporting bodies shall be reviewed following the annual appointment of Councillor Delegates to Advisory Committees, External Committees and Panels, or upon a vacancy in these positions. In the case of Council's elected Councillors, the selection of a new member shall be by Council resolution.

In the case of the local sporting bodies;

- Representatives from the local sporting bodies shall be reviewed and appointed following an EOI process for a period of one year.

In the case of Directors and Council officers, as required by the General Manager.

A person ceases to be a Committee member if the person:

- resigns that membership in writing to the Chairperson; or
- is expelled from the Committee by Council.

FREQUENCY OF MEETINGS

Meetings of The Committee shall be held quarterly per year or as required/determined by the Committee. Members can request for an extraordinary meeting to be called outside the quarterly schedule by contacting, in writing, the Chairperson of the Committee, provided that at least seven (7) days written notice is first given to members.

QUORUM

The quorum of the Committee shall be six (6) voting members and must include one (1) Councillor.

VOTING

The Committee shall operate in a democratic manner keeping formalities to a minimum. Where matters require a formal recommendation/decision to Council, the matter shall be put to voting members in the form of a Motion, which must be seconded and then voted upon.

Each Committee member appointed as a voting member shall be entitled to one (1) vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus when possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote if necessary. Any voting member dissenting to make a recommendation to Council may have their name recorded if they so wish.

PROCEEDINGS

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are broadcast live and recorded in the minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee. Access to, and recordings of, the live broadcast will be available on Council's website.

General business matters must be submitted in writing one (1) week prior to the meeting, to be considered by the General Manager. However, if it is a substantial issue, a report is to be prepared and included on the agenda at a future meeting.

The minutes of each meeting accompanied by the agenda and reports from relevant Council officers are submitted to the next available meeting of Council's Community and Culture Committee, and ultimately to Council with a view to the Committee's recommendations being considered.

AGENDA AND MINUTES

The agenda shall be determined by the Director Community and Culture in consultation with the Chairperson of the Committee and circulated to members at least one (1) week prior to any meeting.

Minutes of all meetings are to be recorded accurately, approved by the Chairperson and circulated to members within two (2) weeks of the meeting.

MEDIA PROTOCOL

Members are not permitted to speak to the media in their capacity as Committee members. Any approaches by media must be directed to Council's Coordinator Communications and Engagement.

VENUE

The Sports Advisory Committee meetings will be held in the Georges River Council Civic Centre, corner of MacMahon and Dora Streets, Hurstville and online.

OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

All members of The Committee are required to observe the provisions of the Georges River Council Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

CONFIDENTIALITY AND PRIVACY

Members will be privy to confidential and/or personal information collected and retained by Council. Members are required to maintain the security of any confidential or personal information and not to use for other purposes, divulge or retain any such information accessed in the course of their role.

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information please contact Council's Public Officer.

All members of Council Committees are required to observe the provisions of the Georges River Council Privacy Management Plan relating to their access to personal information.

PROCEDURAL MATTERS

In relation to any procedural matter, the ruling of the Chairperson shall be final.

VARIATION TO THE TERMS OF REFERENCE

The Terms of Reference may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Committee.