

TERMS OF REFERENCE

SPORT AND RECREATION ADVISORY COMMITTEE

August 2022



PREAMBLE

Working with community groups and organisations is a great strength of Hunters Hill and together with our local sporting and recreation groups and community representatives we will act to improve our local facilities.

Fostering and promoting sport and recreation opportunities will help to build social networks and cohesion.

It is recognised that sport and recreation have potential benefits for our community's health and wellbeing.

Hunter's Hill Council supports the sustainable and equitable provision of a wide range of sporting, recreational and leisure facilities, infrastructure, services and activities which are ever-evolving with technology and community need.

1 NAME OF THE COMMITTEE

The name of the committee is: the Sport and Recreation Advisory Committee (the Committee).

2 STATUS AND COMMENCEMENT OF THE COMMITTEE

The Committee is an Advisory Committee of Council constituted to achieve the objectives and perform the functions stated hereunder. The Committee has no decision-making powers but can make recommendations to Council in relation to matters referred to it.

The Committee commences on appointment of the first members of the Committee by resolution of Council.

3 DEFINITION

"Sport" is defined as physical activity that can be undertaken by a team or an individual in a social or competitive environment in pursuit of a result. It can be organised or less formal with a greater focus on social outcomes. (NSW Office of Sport)

"Active recreation" is defined as physical activity for the purposes of relaxation, health and wellbeing or enjoyment which can be self-directed or facilitated by a provider or organisation. (NSW Office of Sport)

4 OBJECTIVES

The objectives of the Committee are:

- to provide guidance on sporting and recreational facilities, infrastructure and services which are ever evolving with technology and community need.
- to provide advice in relation to broad-based sports and recreation issues within the community.
- to represent local sports clubs / recreational groups and their needs for infrastructure
- to assist in the development of an overarching sport and recreation action plan

5 FUNCTION

The functions of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies.
- Provide Council with up to date information on participation, demographics and service demand
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council.
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents.
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.
- To provide a forum for sport clubs / recreational groups to decide together priorities for resourcing and amenities

6 MEMBERSHIP OF THE COMMITTEE

6.1 Members, Chair and Secretary:

Fourteen (14) members comprising:

- One Councillor elected by Council to Chair the Committee;
- Two other Councillors elected by Council – One of whom will act as Chair, if the Chair is unable to attend.

Community Members

Eleven (11) members including:

- Sporting association representatives actively supporting a sporting code. With each local club nominating no more than one representative for their organisation.
- Sector representatives representing relevant State and special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.
- General community representatives with relevant interest and expertise, though with no direct affiliation with any one organisation.

The General Manager shall nominate a suitably qualified Council Officer to attend Committee meetings as standing invitee to provide technical advice and assistance.

Volunteers and other advisors may attend the Committee meetings from time to time by invitation of the Committee for the purpose of consultation but are not entitled to vote. Non-member Councillors may attend the Committee meetings at any time but are not entitled to vote.

The General Manager shall appoint a Council Officer to provide secretarial support to the Committee (the **Secretary**).

All members of the committee must acknowledge and abide by their responsibilities under [Hunter's Hill Council's Code of Conduct](#).

6.2 Selection Criteria

Community representatives of the Committee shall be appointed by public nomination in accordance with Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy.

A community representative must not be a currently serving Councillor.

6.3 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

6.4 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

6.5 Removal of Member

Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

7 MEETING PROCEDURE

The quorum is a majority of the members of the Committee who are entitled to vote.

7.2 Decisions

Decisions will be made by a majority of members present and voting.

7.3 Frequency

The Committee will meet not less than quarterly and more frequently as required.

7.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated as standing invitee advisor by the General Manager, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager generally not less than 3 business days prior to the date of the next meeting by the Secretary.

Meetings may be held by using any technology or combination of technologies and in person attendance which permits each person participating in the meeting to communicate with every other person participating in the meeting.

8 REPORTING

The discussions and resolutions of the Committee will be recorded in minutes kept by the Secretary.

The Secretary will prepare and circulate minutes of meeting to all members within a reasonable time after each meeting.

Following each meeting the Secretary, in consultation with the Chair, provide a summary report outlining the main discussion topics, including the minutes and resolutions for consideration by Council.