

ESTABLISHMENT

The Singleton Sports Council (Sports Council) is constituted by Singleton Council as a Committee of Council; in accordance with the provisions of Clause 260 of the Local Government (General) Regulation 2005.

FUNCTIONS AND RESPONSIBILITIES

The Sports Council functions are:

1. To initiate increased communication between the sporting public and Singleton Council in order that the existing and future needs and requirements of those participating and those administering sports are accurately identified and brought to the attention of Singleton Council.
2. To identify for the appropriate organisation those areas that may be suitable for sporting and recreational development. This identification could take place in respect of existing needs, but perhaps the greatest value would be in the identification of sites in relation to a future demand.
3. To cooperate with Singleton Council to ensure that sporting and recreational facilities are provided and maintained at an acceptable standard.
4. In cooperation with Singleton Council, government departments and other bodies/organisations, to ensure that wherever possible optimum use is made of existing facilities.
5. To recommend to Singleton Council priorities in respect of development projects which may be competing for funds.
6. To assist with the promotion of local sporting events.
7. To endeavour to cooperate with other agencies in order to keep the community fully informed of those facilities and clubs that exist within the district.
8. To make recommendations to Singleton Council on all winter and summer allocations of sporting facilities.
9. To make recommendations to Singleton Council from time to time of fees and charges for the use of sporting facilities.
10. To raise funds from any sources whatsoever to further the objects of the Sports Council.
11. To promote the Sports Persons of the Year Awards in both Senior and Junior categories. In conjunction with the awards, organise and promote the annual presentation evening.

REFERRAL OF MATTERS

The Sports Council is constituted with powers as set out hereunder, delegated by Singleton Council in accordance with the provisions of Section 377, *Local Government Act 1993*.

1. To advise Singleton Council on all aspects of current and future sporting needs together with options for meeting these needs.
2. To annually allocate between sporting bodies the use of Singleton Council's sporting grounds.
3. To recommend to Singleton Council priorities for capital funding for sporting facilities.
4. To liaise with users and promote improved and safer sporting facilities.

MEMBERSHIP AND LENGTH OF TERM

1. One representative of each affiliated sporting association located within the boundaries of Singleton's local government area, and that all applications for membership by each sporting association must be approved by the Sports Council.
2. Two (2) representatives of Singleton Council.
3. Two (2) citizens representatives elected by Singleton Sports Council (Council staff representative)
4. Affiliation fees are to be fixed each year at the Annual General Meeting.

OFFICE BEARERS

Executive	The Executive is to consist of a President, two Vice Presidents and the Secretary, who are members of the Sports Council and are to be elected from the delegates present at the Annual General Meeting.
Management Committee	The Management Committee is to consist of the Executive Committee and four other members who are to be elected at the Annual General Meeting.
Vacancies	Any casual vacancy that may occur on the Management Committee is to be filled at the next General Meeting. The Office Bearers shall be elected at the first General Meeting of the Sports Council and thereafter at the Annual General Meeting.
The sports council	The Sports Council is to meet every month.
Attendance	If any member of the Management Committee misses three consecutive meetings without apology their position is to be declared vacant.
Management committee meeting	The Management Committee may act for the Sports Council provided that it shall submit its decision for ratification at the next meeting of the Sports Council.
Operation	This constitution and all rules and decisions made by the Sports Council shall be binding on each affiliated Sporting Association and upon all members of the Sports Council.
Alterations	This Constitution shall not be altered without the approval of the Singleton Council and unless the proposed alterations is submitted to a General Meeting of the Sports Council and the notice convening such a meeting contains the proposed alteration or the effect thereof AND UNLESS such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting
Winding up of Sports Council	In the event of the winding up of the Sports Council, all assets and funds of the Committee shall forthwith vest in Singleton Council.
Annual General Meeting	The Annual General Meeting of the Sports Council shall be held no later than 30 April in each year.

OPERATION

1. At least five (5) days notice in writing shall be given for an ordinary General Meeting.
2. A Special Meeting of the Sports Council may be called by The Sports Council, or should the Secretary receive requisition in writing from not less than 11 members of the Sports Council she/he shall forthwith call a Special General Meeting provided that such requisition states the object of the meeting.
3. The President shall be Chairperson of all General Meetings at which he/she is present and in his/her absence the meeting shall choose a member, a Vice-President if available, of the Sports Council present to act as Chairperson at the meeting. In the case of an equal number of votes being recorded, the Chairperson of the meeting shall have a second and final casting vote.



1. Notice of the Annual and Special General Meetings of the Sports Council shall be in writing and given at least five 5 working days before such meeting.
2. Every resolution passed at any General Meeting of the Sports Council shall be binding on all members thereof, whether present there or not.
3. A copy of the minutes of all General Meetings of the Sports Council shall be forwarded to the Singleton Council.
4. The funds of the Sports Council shall be managed by Singleton Council with any two (2) of the President, Vice-Presidents and Secretary to authorise payments.
5. Accounts shall be presented to and passed for payment at a meeting of the Sports Council.
6. The Auditors shall be the Auditors appointed by Singleton Council. They shall examine all accounts, vouchers, receipts and books and shall furnish a report thereon to the Sports Council and Singleton Council.
7. Any funds raised by the Sports Council shall be used by the Sports Council to - (i) Develop projects/programs/ grants schemes which it undertakes in its own right subject to the approval of the Singleton Council; or - (ii) Be transferred to the Singleton Council to be used by that body to further the development of sport in its area.
8. The Sports Council has authority to apply for assistance in its own right to any body/organisation which may be in a position to distribute funds for sporting development.
9. The Sports Council has authority to accept funds from Governments and other sources to develop projects/ programs which are in accord with local requirements and which have been approved by Singleton Council.

QUORUM,

At any General Meeting of the Sports Council, the presence of five (5) members, one (1) of which must be executive members, shall constitute a quorum.

If no quorum is present within twenty (20) minutes of the advertised time of the meeting, such meeting shall be cancelled.

CONFLICT OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

MEETINGS

Committee members are required to be fully prepared and make every reasonable effort to attend or participate in each meeting.

OBSERVERS AND VISITORS

The Committee may invite other persons to attend meetings and participate in discussions, but they will have no voting rights.



AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least five (5) working days prior to the meeting. Members are expected to have prepared thoroughly for the meeting.

Any matters to be considered at the meeting will be provided to the Chair a minimum of seven (7) working days prior to the meeting.

Minutes are to be prepared for each committee meeting. The draft minutes of each meeting are to be reviewed by the Chair and circulated to all committee members as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

EVALUATION AND REVIEW

The Committee shall review its Terms of Reference every two (2) years and provide a report, including a self-assessment of its performance against its Terms of Reference.

