



Terms of Reference Singleton Sports Council

1. Establishment

The Singleton Sports Council was established to:

- Advise Council on all matters relating to sport; and
- To foster a co-operative relationship between Council and all sporting organisations

within the Singleton Local Government Area.

2. Authority

The Singleton Sports Council is a committee established under Section 355 with delegations from Council under the provision of Section 377 of the *Local Government Act, 1993*.

3. Functions and Responsibilities

This committee's functions are to:

- 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.
- 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.
- To co-operate with Singleton Council to ensure that sporting and recreational facilities are provided and maintained at an agreed standard.
- In co-operation with Singleton Council, Government Departments and other bodies/organisations, to ensure that wherever possible optimum use is made of existing facilities.
- To recommend to Singleton Council priorities in respect of development projects which may be competing for funds.
- To assist with the promotion of local sporting events.
- To endeavour to co-operate with other agencies in order to keep the community fully informed of those facilities and clubs that exist within the Local Government Area.
- To make recommendations to Singleton Council on all winter and summer allocations of sporting facilities.



- To make recommendations to Singleton Council from time to time of fees and charges for the use of sporting facilities.
- To raise funds from any sources whatsoever to further the objectives of the Sports Council.
- To promote and acknowledge the Sports Persons of the Year

4. Referral of Matters

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.
- To advise Singleton Council on all aspects of current and future sporting needs together with options for meeting these needs.
- To annually allocate between sporting bodies the use of Singleton Council's sporting grounds.
- To recommend to Singleton Council priorities for capital funding for sporting facilities.
- To liaise with users and promote improved and safer sporting facilities.

5. Membership and length of term

The Committee will consist of:

- One representative of each affiliated¹ sporting association located within the Singleton Local Government Area as nominated by their sporting association.
- Two (2) Councillor representatives with one (1) to serve as the Chair.
- Community representatives. Representatives will be recommended by the Committee to Council for appointment following a public expression of interest process as per the Council Committees Procedure.
- The Coordinator Recreation & Facilities or nominated representative will attend as an advisor and will not have any voting rights.

The Committee members will serve for the following term:

- Councillor representatives will be elected by Council every two years.
- Community representatives will serve for a term of one year and may nominate for re-appointment.
- Representatives of affiliated sporting associations will serve for a period of one year and may nominate for re-appointment.

1. For the purpose of this document "affiliated" is a sporting association that has paid its Singleton Sports Council membership fee for the current financial year



6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet monthly or quarterly at a minimum. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- All decisions and recommendations shall be determined preferably by consensus but if this is unable to be achieved by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.
- At least one weeks' notice in writing shall be given for an ordinary meeting.
- A Special Meeting of the Singleton Sports Council may be called by the Chair
- Notice of any Special Meetings of the Singleton Sports Council shall be in writing and given at three (3) business days before such meeting.
- Every recommendation passed at any meeting of the Singleton Sports Council and endorsed by Singleton Council shall be binding on all relevant sporting associations whether present or not.
- All funds of the Singleton Sports Council shall be managed by Singleton Council with payments to be recommended by Singleton Sports Council.
- Payments from the Sports Improvement Fund shall be authorised by the Singleton Sports Council. Accounts shall be presented to and recommended for payment at a meeting of the Singleton Sports Council.
- Any funds raised by the Singleton Sports Council shall be used by the Sports Council to:
 - Develop projects/programs/grants schemes which it undertakes in its own right subject to the approval of the Singleton Council; or
 - Be transferred to Singleton Council to be used by that body to further the development of sport within the Singleton Local Government Area.

7. Quorum

- A quorum will consist of seven (7) affiliated members of the Sports Council.
- If a quorum is not achieved within twenty (20) minutes of the advertised time of the meeting, such meeting shall be held over until the following meeting date.

8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:



- Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
 - It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

9. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

10. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting, or vote at the meeting.
- The Committee may invite other persons to attend meetings and participate in discussions, but they will have no voting rights.

11. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.



- All meeting records are to be recorded by Council on the relevant CM9 container.
- Minutes will be reported to Council for adoption or for information.
- Agendas and associated documentation will be distributed at least five (5) business days prior to the meeting.
- Any matters to be considered at the meeting will be provided to the Chair a minimum of seven (7) business days prior to the meeting.

12. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.