



Revised: April 2019

CONSTITUTION OF THE SPORTS AND RECREATION ADVISORY COMMITTEE

The Sports and Recreation Advisory Committee has been established under the provisions of Section 24 of the *Local Government Act 1993* (Tas) as an Advisory Committee. The Committee assists and advises Council in relation to sport and recreation issues and opportunities within the municipality, including implementation of key actions contained within the Recreation Needs Analysis 2019.

1. Interpretation

Unless the contrary intention indicates otherwise, in this Constitution the following words and expressions have the following meanings:

“**Alderman**” means an elected member of the Clarence City Council.

“**Committee**” means the Clarence City Council Sport and Recreation Advisory Committee.

“**Committee Member**” means a person duly appointed to the Committee under the provisions of this constitution.

“**Council**” means Clarence City Council

“**General Manager**” means the General Manager of the Clarence City Council.

“**Sport and Recreation**” has the same meaning and scope as described within the Recreation Needs Analysis 2019.

“**Sport**” means physical activity requiring skill, competitive in nature and governed by formal rules.

“**Recreation**” means passive or unstructured physical activity at Council parks (regional, district and local).

2. Objectives

The Committee is to:

- Provide advice and input to Council relevant to sport and recreation within the municipality and in accordance with the strategies outlined in the Council Strategic Plan and the Recreation Needs Analysis 2019;
- Advise the Council on significant developments, projects and/or infrastructure requirements for community level sport and recreation;
- Provide assistance and support to sport and recreation clubs in relation to grant submissions and development applications; and
- Promote shared facility provision and investment through strategic partnerships with local clubs, peak bodies and state agencies.

3. Functions and Obligations

The Committee has the following functions and obligations:

1. To be actively involved in providing advice to Council in accordance with the Objectives set out above, including but not limited to:
 - matters of strategic importance and/or significance;
 - policy frameworks and service levels;
 - significant strategic opportunities and/or future investments;
 - Council's master plans; and
 - Assisting with community engagement.
2. To facilitate communication between the Council and sporting and recreational organisations identified within the Recreation Needs Analysis 2019, and more broadly in respect to the implementation of Council approved sport and recreation projects and initiatives;
3. Be actively involved in providing advice and recommendations on suitable land and/or sport and recreation projects for consideration by the Council in the achievement of its Strategic Plan objectives and Master Plans;
4. To assist Council to maximise the use and utilisation of Council owned facilities through resource sharing and other initiatives.
5. To form working parties of the Committee, if necessary, to address specific issues or activities;

6. To periodically review Committee processes, including rule changes, if necessary;
7. To provide feedback and input to the Council's sport and recreation strategies and plans.

4. Committee Membership and Roles

4.1 Membership

The Committee shall consist of:

Council

- Two Council Alderman, one of whom will be the Chairperson of the Committee;
- A Council Alderman to act as a proxy member to the two appointed representatives;
- A Council Officer with high level expertise in sport and recreation; and
- A Council Officer to act as secretary.

Community

Community representation will include three (3) members of the Clarence community with demonstrable high level sport and recreation experience.

Community representatives will not be representatives of a peak body or similar sporting organisation. Community representatives must have a broad knowledge and understanding of sport and recreation issues without specific bias toward one code or sport.

One proxy representative may be appointed for the community representative positions (that is, a fourth community representative to attend meetings in the absence of another community representative).

Additional participation

The Committee may invite up to two (2) additional people with suitable skills and/or qualifications to participate in working parties established by the Committee.

4.2 **Appointment**

The method of appointment shall be as follows:

Council appointees

- The Council will appoint its Alderman representation (and a proxy representative);
- Officer representation will be determined by the General Manager.

Community representatives

Community representatives will be conducted as follows:

1. Vacancies will be advertised via online media, sport and recreation networks, Committee Member networks and/or local newspapers;
2. Nominations for Community representative appointments will be received in writing on a completed nomination form (Attachment 1) and must be approved by the Chairperson, other nominated Aldermen and Council Officers of the Committee;
3. To be considered, nominees will be required to meet the following criteria for nomination:
 - Preference will be given to residents of the Clarence municipality.
 - Nominees must have knowledge of Council's Recreation Needs Analysis 2019 and Strategic Plan and demonstrate a capacity to contribute from their own knowledge and experiences in discussions and providing advice on implementing the strategy.
 - Nominees must have a commitment to assisting Council and other organisations to advise on the implementation of the 'Recreation Needs Analysis 2019' by being available to meet when required for a maximum of 2 hours at a time, and be prepared to be involved in any additional meetings if necessary during business hours.
 - Priority will be given to people who are not already members of a special committee of Council.

Tasmanian Government Nominee

The Tasmanian Government may nominate a representative to participate in the Committee. The position will be an ex-officio position without voting rights.

4.3 Terms of Office

Council Representatives

1. Council will appoint two (2) Aldermen and a proxy as its representative members on the Committee. Appointments are made immediately following the conducting of ordinary Council elections and the appointments are for a term of the Council (currently 4 years).
2. The duration of appointment for Council officer representatives is at the discretion of the General Manager.

Community Representatives

Community Representatives are appointed for the term of Council to coincide with the Council's current term of office. Existing committee members are welcome to re-nominate for further terms.

State Government Representative

The Tasmanian Government Representative is appointed at the discretion of the Tasmanian Government's Department of Premier and Cabinet. The term of each appointment is to be determined by the State Government.

4.4 Casual Vacancies

Should a Community Representative position become vacant before the expiration of that representative's term then the vacancy will be filled using the method of appointment described at clause 4.2 above for Community Representatives. A Community Representative who is appointed to fill a casual vacancy will serve for the remainder of the term of the former representative.

4.5 Office Bearers

1. There are two office bearers:
 - A Chairperson; and
 - A Secretary.
2. It is the established practice of the Council to appoint Aldermen as both its representative member(s) and as Chairperson of the committee.
3. The Chairperson's term of office is for the term of Council.
4. The Secretary is to provide the following support:
 - Issuing agendas; and
 - Taking minutes of meetings.

4.6 Role of Chairperson

1. The Chairperson is responsible for:
 - Conducting committee meetings in an efficient, effective and inclusive manner;
 - Public communication on matters arising from the Committee will be communicated by the Chairperson only and in accordance with Council Policy C1.60 – *“Policy and Operational Framework for Media Communications by Council “Special” Committees.”*
2. If the Chairperson or proxy is not present at a meeting of the Committee then a Committee Representative elected by the Representatives present at the meeting is to chair the meeting. If no person is elected to preside at the meeting then the meeting is adjourned to the time and place of the next scheduled meeting as notified by the Secretary.

5. Meeting Procedures

5.1 Committee meetings

The following meeting procedures apply:

1. The Secretary will provide a set standard agenda for each meeting (Attachment 2);
2. Any additional topics for each agenda must be forwarded to the Secretary no later than one (1) week prior to the scheduled meeting date;
3. A copy of each agenda will be distributed to all representatives at least one week prior to the next meeting;
4. Decisions of the Committee are to be made by a majority vote of members present at the meeting;
5. The Secretary will ensure that Minutes of each Committee and working party meeting are taken. Minutes are to be distributed to all Committee members, Aldermen, relevant Council officers and other relevant Council advisory Committees;
6. Minutes of each meeting are to be recorded and approved by the Committee at a subsequent meeting of the Committee;
7. All members of the Committee must act in accordance with all Council policies and applicable legislation when carrying out their respective responsibilities on behalf of the Committee.

5.2 Working Parties

The Committee may establish working parties to address specific issues or undertake particular activities. Requirements for the conduct of working parties are:

1. The Committee will provide any working party it establishes with specific terms of reference, which may include relevant timeframes;
2. Activities undertaken by appointed working parties will report back to each Committee meeting; and
3. All members of a working party must act in accordance with all Council policies and applicable legislation when carrying out their respective responsibilities on behalf of the Committee.

5.3 Public Attendance

Public attendance at a Committee Meeting is by invitation only.

5.4 Frequency of meetings

Meetings will be held according to the following requirements:

Frequency

1. The Committee will meet at least five (5) times each year. The Committee will, as a minimum:
 - Review Council's Sport & Recreation Quarterly report; and
 - Discuss considerations for the Annual Budget Process prior to the Council Budget Programme.
2. The Committee may meet on other occasions when required.
3. A working party will meet at date(s) and time(s) determined by its members and as required by the Committee.

Time/Duration/Venue

1. Meetings will be up to two hours in duration unless extended by agreement of Committee Members. The Committee will determine meeting start times.
2. Meetings will be held at the Council Offices.

Quorum

1. A quorum of the Committee shall be five (5) representatives.
2. A member of the Committee may not vote in relation to any matter in which he/she has a pecuniary interest, including as a member of a relevant sport and/or recreation organisation.
3. At a meeting where a quorum is not present, the meeting can proceed with recommendations for decisions being carried forward to subsequent meetings where a quorum is present.
4. Representatives who do not attend 3 consecutive meetings without tendering apologies will not be considered as a current representative (the Committee may vacate that Representative's position on the Committee and fill the vacancy as a Casual Vacancy in accordance with the requirements of this Constitution).

6. Reporting Requirements and Arrangements

6.1 Areas of Reporting

The Committee will report against:

1. Priority projects identified in Council's various plans and strategies related to sport and recreation;
2. Implementation and/or administration of the Recreation Needs Analysis 2019;
3. Key inputs and advice provided by the Committee into the delivery of the Council's Strategic Plan commitments in respect to sport and recreation; and
4. Other matters which come before the Committee.

6.2 Nature of Reporting

1. Minutes will be distributed for all Committee and working party meetings to all Committee Representatives, the Council, relevant Council officers, other relevant Council advisory Committees and relevant organisations associated with the plan.
2. The Committee may, at its discretion, provide reporting to the Council through the Chairperson of the Committee on matters (non-operational) that the Committee has considered based on the following:
 - Reports are to be presented to the General Manager for inclusion in the 'Reports From Council And Special Committees And Other Representative Bodies' section of the Council's meeting agenda;

- The Committee report may include recommendations to the Council on matters that have been considered by the Committee.
3. The activities of the Committee will also be highlighted in Council's quarterly reports and Annual Report.
 4. Any other reports required will be on an as needed basis.

6.3 Provision of information to the community

Provision of information to the community shall occur via:

1. Quarterly Reports and Annual Report;
2. Other means as appropriate throughout the year (for example, via regular updates in the Council rates newsletter, via Council's website, etc).

6.4 Communication of budget matters

The Committee when forward planning and considering upcoming actions will communicate recommendations to Council on a timely basis prior to annual budget deliberations.

7. Resourcing

7.1 Budget

The Committee does not have a budget but will be supported by Council as follows:

1. Council administrative support;
2. Paper, postage and stationary requirements;
3. Reimbursement of reasonable out of pocket expenses for committee members (i.e. travel, refreshments); and
4. Any additional committee expenses (i.e. conference fees).

7.2 Responsible Council Officer

The Group Manager Engineering Services shall delegate a Council manager as the Responsible Council Officer.

8. Review of Constitution

1. The Committee may make recommendations to Council on the review of the Committee's responsibilities (Powers and Obligations) and this constitutional framework.

2. Recommendations for amendments to the constitutional framework can be made at any time provided that suggested changes are noted on the agenda (as per the framework), a quorum is present at the meeting, and two-thirds of those present and entitled to vote support the recommendations.
3. Amendments to this constitution must be approved by Council.
4. As a minimum timeframe the Constitution is to be reviewed every five (5) years by report to the Council.

Attachment 1

Sport and Recreation Advisory Committee

Nomination Form

Name:

Address:

Email:

Phone:

Please specify the name of sporting and/or recreation organisation which you are a member of :

Please state why you wish to become a member of the Sport and Recreation Advisory Committee. (You may wish to include skills or knowledge you think you would be able to contribute to the group.):

Signature

Date:

Attachment 2

Clarence City Council

Sport and Recreation Advisory Committee

Agenda

Date: _____ **Time:** _____ **Location:** Council Offices

- 1. Present**
- 2. Apologies**
- 3. Confirmation of Previous Minutes**
- 4. Correspondence**
- 5. General Business**
 - 5.1 Status of projects
 - 5.2 Reports
 - 5.3 Information sharing news items
- 6. Matters Arising**
- 7. Meeting Closed**
- 8. Next Meeting**