

Armidale

Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 29 June 2016
9am

at

Guyra Council Chambers

Members

Dr Ian Tiley, Administrator

SUPPLEMENTARY AGENDA

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7.3.5 Armidale Regional Sports Council Terms of Reference3

Item: 7.3.5 **Ref:** INT/2016/06781
Title: Armidale Regional Sports Council Terms of Reference **Container:**
A02/0139-5
Author: Director of Regional Infrastructure
Attachments: 1. Terms of Reference - Armidale Regional Sports Council

RECOMMENDATION:

That the Terms of Reference for the Armidale Regional Sports Council be approved.

Introduction:

Within the attachment is the Terms of Reference for the Armidale Regional Sports Council.

Report:

After the merger of the two councils of Armidale Dumaresq and Guyra Shire Councils on the 12 May 2016, the committee structures were reviewed at the Council meeting held on 15 June 2016. This report addresses the proposed structure of the Armidale Regional Sports Council.

The attached Terms of Reference sets out the committee's purpose, membership and meeting frequency to achieve administration efficiencies.

Financial Implications:

Not applicable.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Not applicable.

Armidale Regional Sports Council - Terms of Reference

Name

The name of the Committee is Armidale Regional Sports Council

Council Portfolio

Organisational Directorate – Regional Infrastructure

Establishment

The committee is established under section 355 of the NSW Local Government Act 1993 which states:

A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council

Term of the Committee

The committee will function until the next Council election in September 2017. The Council reserves the right to dissolve the committee at any time by a resolution of the Council.

Delegations

Section 355 NSW Local Government Act 1993 allows Council to delegate some of its functions to a Committee of Council. Along with Section 377, Council uses this delegation to appoint community people to manage facilities or functions.

Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

Purpose

The core responsibilities of the committee are to:

- provide advice on the strategic direction of the Armidale Regional Council;
- provide advice on the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the committee;
- consider the potential social, economic, environmental and financial impacts (sustainability) of the committee recommendations;
- engage the community and stakeholders on matters being considered by the committee;
- provide advice to the Council on any matter referred to the committee.

The primary responsibilities of the committee are to:

- make recommendations to Council in respect to Capital Works Program and in the selection of projects for the expenditure of Development Fund Levy;
- administer the Small Grants Program in accordance with the application criteria;
- act as a central point of communication between Council and the Sporting Clubs

Membership

The Executive Committee will be comprised of the following representation:

1. Chairperson
2. Armidale Sports Council Chairperson
3. Guyra Sports Council Chairperson

The Management Committees will be comprised of the following representation:

Armidale Sub-committee

1. Executive Committee (3)
2. Sporting Club Representatives (5)
3. Youth Representatives (2)

Guyra Sub-committee

1. Executive Committee (3)
2. Sporting Club Representatives (5)
3. Youth Representatives (2)

The Administrator may appoint other community representatives where appropriate. The Management Committee will be elected at an Annual General Meeting of all member sporting codes.

The Interim General Manager and other Council staff may attend committee meetings, on the invitation of the Chairperson.

Chairperson

The Administrator will determine the chairperson of the Executive Committee.

Executive Officer

The Executive Officer will be the Manager directly responsible for the organisational function.

The responsibilities of the Executive Officer are:

- provide executive support to the committee;
- be responsible for preparing the meeting agenda and minutes;
- be responsible for preparing a report to the council containing the minutes and, providing staff comment on the recommendations made by the committee;
- provide to the committee the outcome and resolutions of the Council regarding each recommendation

Reporting

The committee will report to the Council.

Frequency of Meetings

The Executive and Management Committees will meet at least quarterly, with capacity for additional meetings as needed. Meeting schedules will be determined by the Executive Committee, in consultation with management committees.

A joint meeting of the Sports Councils Management Committees be held annually to be rotated between Armidale and Guyra.

Implementation Principles

- **Service:** maintain seamless service delivery to communities
- **Opportunity:** embrace opportunities to improve services and infrastructure for communities
- **Cohesion:** bring together and build on the strengths of strategies, structures, staff and systems
- **Engagement:** inform and involve communities, staff and other partners, in planning and implementing change
- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

Organisational Principles

- **Governance:** focus on the corporate governance processes and internal support services of council as an organisation. Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.
- **Infrastructure:** focus on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities.
- **Services:** focus on the programs within the council aimed at our local people and communities. It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security. This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries.

Code of Conduct

The Model Code of Conduct applies to the members of the committee.

Code of Meeting Practice

The Councils Code of Meeting Practice shall guide the meeting procedures of the committee.

Remuneration of Members

Members of the committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

Media Liaison

The Administrator is the designated media spokesperson for the new Council.

Meeting Protocol

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least three (3) business days prior to a meeting;
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members;

- any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue;
- minutes will be circulated within seven (7) days of each meeting;
- minutes of the meeting will be submitted to the Council as soon as possible after the meeting; and
- a quorum of members is required at all meetings and shall be 50% plus one of all voting members

Standard Agenda Items

Agendas will be determined by the Executive Chairperson. As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
- formal close.