

CHARTER

SPORTS AND FACILITIES REFERENCE GROUP



1 INTRODUCTION

The Sports and Facilities Reference Group has been established to provide advice to Council on policies and strategies which relate to the implementation of the Sportsground and Sporting Facilities Strategy. The focus of the Sports and Facilities Reference Group is to assist Council in working towards the identification of priorities for sport and sporting infrastructure. The Sports and Facilities Reference Group comprises people interested in furthering these aims.

2 AUTHORITY

The Sports and Facilities Reference Group will provide advice, feedback and support to Council in developing, implementing and monitoring policies and strategies which relate to the implementation of the Sportsground and Sporting Facilities Strategy.

The Sports and Facilities Reference Group does not have decision making authority, the power to bind the Council, nor the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Sports and Facilities Reference Group are to -

- Review and monitor Council's Sportsground and Sporting Facilities Strategy;
- Develop, review and monitor the Sportsground and Sporting Facilities Strategy which assists Council in the identification of priorities for sport and sporting infrastructure;
- Consider the cumulative effects of Council's decisions on identification of priorities for sport and sporting infrastructure; and
- Provide advice to Council on strategic projects and Council policies related to, or that may impact on the implementation of the Sportsground and Sporting Facilities Strategy.

4 PRIORITIES

The immediate priority of the Sports and Facilities Reference Group is to:

- Provide strategic advice and input relating to the development of Council's Sportsground and Sporting Facilities Strategy and policies;
- Contribute to the master planning process of Regional and District level facilities;
- Provide advice and assist in facilitating Council's Sports Grant process;
- Assist in the implementation of the Sportsgrounds and Sporting Facilities Strategy;
- Identify opportunities for the City to attract and secure major sporting events; and
- Participate in discussions regarding emerging sport and recreation related trends/topics and their impact on sport.

Other priorities will be determined by the Reference Group from time to time.

5 COMPOSITION OF THE REFERENCE GROUP

The Sports and Facilities Reference Group is to be made up of:

- Three (3) Councillors
- One (1) representative from the NSW Office of Sport;
- One (1) representative of Illawarra Academy of Sport;
- Minimum of 10 members with Council Officers requesting nominations from the peak bodies and major sporting associations that utilise Council sporting facilities and grounds from each of the following sporting associations:
 - AFL;
 - Athletics;
 - Baseball;
 - Basketball;

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- Cricket;
 - Football;
 - Hockey;
 - Netball;
 - Rugby League;
 - Rugby;
 - Tennis; and
 - Touch Football.
- The Sports and Facilities Reference Group is to also include representatives from each of the following groups:
 - Women in Sport (1)
 - Emerging Sports (2)
 - Access for people with Disability (1)
 - Other peak sporting bodies specifically using Council's grounds and sporting facilities
 - Non-Voting Members to include:
 - Manager Property and Recreation;
 - Recreation Services Manager;
 - Recreation and Open Space Project Officer; and
 - Sportsground Coordinator.

The Chairperson will be appointed by Council from the Councillor representatives.

Vacancies that occur on the Sports and Facilities Reference Group will be filled by public advertisement and selection by Council.

Council's Manager Property and Recreation will attend Reference Group meetings as an ex-officio member and will provide professional advice to the Reference Group. Other Council staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Reference Group's business. These individuals will act as ex-officio members.

Representation to the Reference Group will be sought through direct correspondence being forwarded to sporting Associations.

6 TERM OF APPOINTMENT

Term of appointment is to be for the term of the 2021-2024 elected Council, subject to attending 70% of the scheduled meetings.

7 OBLIGATIONS OF MEMBERS

Members of the Sports and Facilities Reference Group, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Reference Group;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Reference Group's Charter; and
- Comply with Council's Code of Conduct.

8 MEETINGS

Meetings will be held quarterly with an online option available, except where no business has been identified.

A quorum will consist of half the nominated sports representatives of the Sports & Facilities Reference Group plus one (1).

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson from the members present to preside over such meeting.

The Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of Reference Group members.

Meeting agendas will be distributed at least one week prior to the meeting.

9 REPORTING

The minutes of meetings will be provided to Councillors and Council's Executive Management for information. Minutes will also be distributed to all members.

Advice and decisions of the Reference Group relating to specific Council projects will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager Property and Recreation.

10 EVALUATION AND REVIEW

A review of the Reference Group will be undertaken every 12 months to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes.