



Sporting and Recreation Facilities Committee Terms of Reference

Adoption Date:	February 2023
Last Review:	
Next Review Date:	February 2027
Responsible Officer(s):	Director Commercial & Community Services
Council File GDS Reference:	
Relevant Legislation:	Section 41 of the Local Government Act 1999

1. NAME

Pursuant to section 41(1) of the Local Government Act 1999, the District Council of Loxton Waikerie (Council) resolved on 18th January 2023 to establish a committee to be known as the Sporting and Recreation Facilities Committee (the Committee)

2. MEMBERSHIP

- 2.1 The members of the Committee shall be appointed or removed by resolution of Council and will consist of no less than 5 and no more than 7 persons, with membership limited to elected members.
- 2.2 Members of the committee shall hold office for a period up to four (4) years, or until the end of the term of Council. Appointees may be reappointed by Council.
- 2.3 The Council will appoint a Chair of the Committee subject to the policy of Council in relation to the payment of an additional allowance to the Chairperson of a standing committee of Council.
- 2.4 Each member must vote on every matter that is before the Committee for decision.
- 2.5 Council staff may attend any meeting as directed by the Chief Executive Officer for the provision of advice or the conduct of administrative functions but are not entitled to vote.
- 2.6 No additional allowance will be paid to an elected member representative over and above the allowance already received by the elected member in accordance with the Local Government (Members Allowances and Benefits) regulations 1999.

3. QUORUM

A quorum shall consist of half the appointed members plus one. (Three)

4. MEMBERS LIABILITY

- 4.1 No civil Liability shall attach to a member of the Committee for an honest act or omission in the exercise performance or discharge or purported exercise, performance or discharge of the members or committee's functions or duties. A liability that would but for the foregoing attach to a member of a committee, attaches instead to the Council.

4.2 Pursuant to the Rules of the LGAMLS, the Council must apply prudent industry based risk management practices across all of its operations.

4.3 Any liability or risk management issues must be communicated within the Council.

5 CONFLICT OF INTEREST

The provisions of sections 73, 74, 75, 75A and 75B the Local Government Act 1999 will apply to all members of the Committee.

6. REGISTER OF INTEREST

The provisions of section 68 of the Local Government Act 1999 apply to members of the Committee.

7. PROCEEDINGS THE COMMITTEE MEETINGS

7.1 The Committee shall be subject to the provisions of the Local Government (Procedures at Meetings) Regulations 2000, Part 2.

7.2 The Committee shall meet at least quarterly, or otherwise as required, (and the purpose and outcomes of the Committee be reviewed each 12 month period to determine the ongoing need for the Committee).

7.3 A notice of meeting and agenda shall be provided to each committee member at least 3 clear days before each meeting.

7.4 Special Meetings may be held at any time, at the request of the Presiding Member of the Committee or at least three members of the Committee.

7.5 All resolutions of the Committee shall be subject to the Committee's delegated authority to act according to Council policy and procedures in designated matters, or where Council has previously approved a course of action.

7.6 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

7.7 All members of the Committee who are present at a meeting shall have a deliberative vote.

7.8 The Chairperson shall also have a casting vote if required.

7.9 In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. The agenda and minutes of Committee meetings are also required to be made available to the public, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act.

8 DUTIES OF THE CHAIRPERSON

- 8.1 The duties of the Chairperson of the committee are:
- 8.1.1 to preside at meetings of the committee
 - 8.1.2 preserve order at meetings so that the business may be conducted in due form and with propriety
 - 8.1.3 upon confirmation of the minutes, sign them in the presence of the meeting
 - 8.1.4 responsibility to the Council for the proper observance of these Terms of Reference
 - 8.1.5 if requested, to provide advice to the Responsible Officer between committee meetings on the implementation of the decisions of the committee
 - 8.1.6 to act as the principal spokesperson of the committee
 - 8.1.7 to exercise other functions of the committee as the Council determines
 - 8.1.8 to carry out the ceremonial duties of the committee

9. FUNCTIONS OF THE COMMITTEE

The Committee has been established to provide information, advice and recommendations to council in relation to the breadth of sports, recreation and facility matters throughout the community.

The Committee will provide an important platform for identifying municipal-wide issues and opportunities and advising Council about efficiencies, asset management and service provision regarding sports and recreation facilities.

The Committee has the following functions:

- Review and prioritise any application requests submitted from sporting and recreation bodies toward any new or facility upgrade projects received and to make recommendations to Council for consideration.
- The Committee will put forward proposals for improvements and development and any other capital expenditure for the agreement of the Council when requesting funding for the following financial year.
- The Committee to assess sporting and recreation facilities leases, licences, user charges, hire fees and management agreements to provide an understanding of revenue and operating costs to Council.
- To work with local sporting and recreation organisations to ascertain the demand and future needs for sports facilities within the district and develop a priority matrix.
- To optimise usage of the sports facilities, identify cost efficiencies, promote multi use and shared facilities within the district to help maintain and improve the existing facilities.

10. REPORTING & ACCOUNTABILITY

- 10.1 Administration support will be provided by at the direction of Councils Chief Executive Officer via the Commercial and Community Services Department.
- 10.2 Council will provide a Responsible Officer by direction of Councils Chief Executive Officer.
- 10.3 A copy of the agenda and minutes of every meeting provided for public display and on council's website.
- 10.4 A copy of the minutes of every meeting shall be provided to the Chief Executive Officer for inclusion in the agenda of the next Council meeting.

11. REVIEW AND AMENDMENT TO TERMS OF REFERENCE

Council may at any time amend or alter these terms of reference by resolution of the Council. The committee shall at least annually, review these Terms of Reference to ensure that they properly reflect the role and function of the committee.

12. CESSATION OF THE COMMITTEE

The Committee shall be dissolved by a decision of Council, or the end of the current term of Council, being November 2026

Signed: 

Committee Chairperson

Date: 31/3/2023

Signed: 

Chief Executive Officer

Date: 31/3/2023

Approved at the meeting of Council held on: 15th February 2023

Next Review Date: February 2027

13. DOCUMENT HISTORY AND VERSION CONTROL

Date	Version	Authorisation by Council	Amendment details
15/2/2023	1.0	Council	New Terms of Reference document