

PORT MACQUARIE HASTINGS SPORTS COUNCIL TERMS OF REFERENCE

Adopted:

1.0 INTRODUCTION

Port Macquarie- Hastings Council (PMHC) has resolved to appoint a Sports Council, to be known as the Port Macquarie-Hastings Sports Council (the Sports Council).

The Sports Council shall comprise of representatives of the sporting clubs and sporting community as appointed by Council.

2.0 OBJECTIVES

The objectives of the Port Macquarie Hastings Sports Council are to:

- Assist in the development, review and monitoring of the Recreation Action Plan 2023-2028 which assists PMHC in the identification for sport and sporting infrastructure.
- Consider the cumulative effects of PMHC's decisions on identification of priorities for sport and sporting infrastructure;
- Provide advice to PMHC on strategic projects and PMHC policies related to, or that may impact on the implementation of the Recreation Action Plan 2023-2028;
- Initiate increased communication between the sporting community and PMHC to ensure that all existing and future needs and requirements of sport are identified and considered;
- Work with PMHC to ensure to ensure that sporting and recreation facilities are provided and maintained to an acceptable standard;
- Raise funds and source grants which will assist in furthering the objectives of the Sports Council; and
- Provide input to the setting and review of fees and charges for sporting fields and recreation facilities.

The Port Macquarie Hastings Sports Council will not consider:

- Sport and recreation program development.
- Sports club development and capacity building.
- Day-to-day operational management of facilities including sport facility allocations.

3.0 MEMBERSHIP

Port Macquarie Hastings Sports Council is to be made up of:

- Two Councillors (to be determined by PMHC)
- One representative from the NSW Office of Sport
- Up to 4 staff representatives from PMHC
- Minimum of 8 members, representative of peak bodies and major sporting clubs and associations that utilise PMHC sporting facilities and grounds

Representation to include links with the following groups/categories:

- Women in Sport
- Emerging Sports
- Access for people with Disability

Members will be appointed by Councillors via a Council resolution following a formal nomination process.

Term of appointment will be up to a period of 2 years.

Should there be a need for the Sports Council to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Specific representatives may be invited to nominate.

Members will be selected to ensure a range of sport codes who represent a range of regions are selected for the Sports Council.

The Chairperson will be appointed by Councillors via a Council Resolution.

Vacancies that occur on the Sports Council will be filled by public advertisement and appointed through a resolution of Council.

Other PMHC 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 Sports Council's business.

4.0 CODE OF CONDUCT

Councillors, PMHC staff and members of this Sports Council must comply with the applicable provisions of PMHC's Code of Conduct in carrying out the functions as PMHC officials. It is the personal responsibility of members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

5.0 REPORTING

The minutes for each meeting of the Sports Council shall be prepared and distributed to members and published on PMHC's website.

6.0 STAFF

The Sports Council has no delegated authority to employ or direct staff or consultants.

7.0 FINANCES

The Sports Council has no delegated authority to expend PMHC monies.

8.0 MEETING FREQUENCY

The Sports Council will determine its own meeting frequency, however, is expected to commence meeting outside of business hours from July 2023 and meet a minimum of 4 times per year.

9.0 CONFLICT OF INTEREST

Members of this Sports Council must declare any conflict of interest at the start of each meeting or before discussion of a relevant item or topic. Details of any conflict of interest should be appropriately minuted.

Where members or invitees at meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from deliberations on the issue where the conflict of interest may exist and this is to be recorded in the minutes of the meeting.

10.0 MISUSE OF POSITION

No member can use information obtained through their position on this Sports Council for private purposes or private gain.

11.0 REVIEW

PMHC shall review the Terms of Reference at least every three years. If changes are proposed at least one-month notice in writing of the proposed changes will be forwarded to members of PMHC.
