

Sport and Recreation Advisory Committee

Terms of Reference

1. Purpose of Committee

- 1.1 The Sport and Recreation Advisory Committee (Committee) has been established to provide advice to Frankston City Council in relation to sport and recreation issues within the Frankston municipality.
- 1.2 The Committee is an advisory committee of Council with a Councillor, or Councillors, nominated as delegates to the Committee by Council resolution on an annual basis.
- 1.3 The Committee provides an important forum for discussion of matters relating to sport and recreation within the Frankston municipality, including the identification of issues and opportunities and ensuring equitable access to sport and recreation opportunities for all members of the community.
- 1.4 The Committee provides specialist advice to Council at a strategic and policy level.
- 1.5 The Committee has no delegated decision making power from Council.

2. Objectives

The objectives of the Committee are:

- 2.1 To assist and advise Council on policy development in relation to sport and recreation;
- 2.2 To assist Council to develop key strategies in relation to sport and recreation;
- 2.3 To provide advice on the provision of sport and recreation facilities, with a view to ensuring facilities are well utilised and are fit for purpose;
- 2.4 To provide a forum for the communication, dissemination and consideration of information regarding sport and recreation issues;
- 2.5 To assist in the development of a partnership approach in addressing club development needs; and
- 2.6 To leverage partnerships and networks to advocate for support, investment and promotion of sport and recreation within the Frankston municipality.

3. Membership

3.1 Committee composition

The Committee will consist of up to nine (9) members (excluding Council Officers) comprising, where possible, of the following:

- A) A maximum of two (2) Councillors appointed as Councillor delegates to the Committee by resolution of Council (annually in December); and
- B) A maximum of seven (7) individuals representing the community ('community appointments'), who have experience and knowledge of sport and recreation in the Frankston municipality; and
- C) Two (2) Council Officers will also be represented as administration support and as per item 6 of this Terms of Reference Document.

3.2 Period of Tenure

- 3.2.1 Unless otherwise resolved by Council, Councillor appointments are for one (1) year.
- 3.2.2 Community appointments are for a period of one (1) year.
- 3.2.3 Committee members may not serve more than two (2) consecutive terms on the Committee, unless insufficient nominations are received.
- 3.2.4 If insufficient nominations are received, Committee members whose term has expired will be eligible to nominate for a further term.

3.3 Appointment and Selection

- 3.3.1 Community appointments to the Committee will be selected from a broad range and cross section of sport and recreation clubs, associations and interests, to ensure even and fair representation.
- 3.3.2 Community appointments will be made by:
 - A) calling for nominations through an advertisement on Council's website and social media channels;
 - B) assessment of nominations against the Selection Criteria (3.4 of this Terms of Reference Document); and
- 3.3.3 Any reappointments will be made using the process set out in 3.3.2.
- 3.3.4 The selection panel will consist of: CEO / Director Communities / Manager Community Strengthening.

3.4 Selection criteria

Nominees for membership of the Committee must be able to demonstrate:

- 3.4.1 Current involvement in service provision, policy or program development in the area of sport and recreation;
- 3.4.2 Endorsement by their organisation if relevant;
- 3.4.3 Strong knowledge of the Frankston municipality with networks throughout the local community;
- 3.4.4 The ability to participate effectively as part of an advisory committee;
- 3.4.5 The ability to represent a broad range of views that reflect the diversity of the Frankston community;
- 3.4.6 A strong understanding of the current trends within the municipality, both economic and social;
- 3.4.7 Strong knowledge of sport and recreation trends and impacts and relevance to the Frankston municipality;
- 3.4.8 A willingness to contribute meaningfully to meetings in a fair and unbiased manner;
- 3.4.9 The ability to look beyond personal interests for the benefit of the Frankston municipality; and
- 3.4.10 Capacity to represent and commit to the Committee for the required term.

Further to the above individual criteria, the ultimate selection of members will seek to maximise the diversity and representation of sport, genders and geographical areas within the municipality.

4. Meetings, quorum and voting

- 4.1 The Committee will meet on a quarterly basis. A schedule of meetings will be developed and agreed by the Committee annually. All meetings will have an agenda.
- 4.2 Under special circumstances, a meeting may be cancelled or rescheduled.
- 4.3 Additional meetings may be convened at the discretion of the Chair or at the written request of any member of the Committee.
- 4.4 Meetings will be held either in person at a central Council venue or virtually on Microsoft Teams or Zoom, depending on circumstances and availability.

- 4.5 It is expected that each member of the Committee will attend a minimum of three (3) meetings per year.
- 4.6 From time to time the Committee may be required to meet with other groups/stakeholders in relation to a particular issue or topic.
- 4.7 A quorum will consist of at least half the number of Committee members.
- 4.8 The Committee will provide recommendations which may be considered by Council prior to making a formal decision on a matter.
- 4.9 It is preferable that any recommendations made to Council will be unanimously supported by all members of the Committee. However, where a vote is required, each committee member will be entitled to one vote; except the Chairperson who may exercise a casting vote if necessary.
- 4.10 Minutes of each meeting will record attendees, apologies, decisions and actions.

5. Chairperson

- 5.1 A Councillor delegate to the Committee will perform the role of the Chair at Committee meetings.
- 5.2 The Chair will be appointed by the Committee for a period of 12 months, after which time a new Chair will be appointed.
- 5.3 The Chair will be responsible for the conduct of Committee meetings, ensuring fair and equitable opportunities for views and opinions to be shared and discussed in a respectful manner.
- 5.4 If the Chair is absent, or if the Chair wishes to address the Committee with a presentation, the Committee will appoint an acting Chair.

6. Council Officer Support

The Recreation Department will:

- 6.1 Provide the Terms of Reference document to all new Committee members.
- 6.2 Not have voting rights or decision rights as part of the Committee, and will not count towards achieving a quorum at a Committee meeting.
- 6.3 Facilitate a review of the Terms of Reference document every two years.
- 6.4 Provide information on matters including but not limited to: good governance, conflict of interest and confidentiality.
- 6.5 Offer training to the Chair and Committee as required.

- 6.6 Oversee the recruitment of Committee members through managing the nomination process.
- 6.7 Compile and distribute meeting agendas, minutes and action items.
- 6.8 Formulate the annual report for presentation to the Chair and Committee.

7. Conflict of Interest

- 7.1 Where a member of the Committee has a general conflict of interest or material conflict of interest in relation to a matter before the Committee at which they:
 - 7.1.1 are present, the member must disclose the conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered; or
 - 7.1.2 intend to be present, must disclose that conflict of interest by providing written notice to the Chair before the meeting commences:
 - (1) advising of the conflict;
 - (2) explaining the nature of the conflict of interest; and
 - (3) detailing, if the nature of the conflict of interest involves a member of the Committee's relationship with a gift from another person;
 - a) name of the other person
 - b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - c) nature of that other person's interest in the matter.
- 7.2 The disclosure must be recorded in the meeting minutes. All written disclosures must be provided to the Coordinator Governance who is responsible for registering and maintaining a register of Conflict of Interests in Council's Electronic Document Management System.
- 7.3 The member of the Committee must leave the Committee meeting immediately after giving the explanation or making the announcement and not return to the meeting until after the matter has been disposed of.
- 7.4 General exemptions exist where a conflict of interest does not arise and this is referenced in Council's adopted Conflict of Interest Policy (A4067151). If it is established by the Chair that the person making a conflict of interest

disclosure does not have a conflict or has an 'interest in common' then Chair may determine the person may remain in the meeting for that matter.

8. Confidential information

Committee members must not release information that the person knows, or should reasonably know, is confidential information in accordance with section 3(1) of the Local Government Act 2020.

9. Reporting

9.1 Minutes of each meeting of the Committee will presented to Council Meetings.

10. Reference Documents

- Council Plan – 2.3.3 Enhance equitable access to sport and leisure opportunities
- Recreation Strategy
- Sports Development Plan
- Sports Specific Plans