

SUTHERLANDSHIRE

SPORT AND ACTIVE COMMUNITIES SUB-COMMITTEE CHARTER

JUNE 2023

PREPARED BY:
SPORT AND LEISURE SERVICES UNIT



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1. NAME

Sport and Active Communities Sub-Committee.

2. PURPOSE

The purpose of the Sport and Active Communities Sub-Committee is to facilitate the outcomes of the Sport and Leisure Strategies and other Council strategies that include Sport and Recreation participation and recommendations.

3. OBJECTIVES

Outcome 1: Planning for Open Space to best meet the needs of current and future generations (including but not limited to):

- Open Space allocations
- Consultation with community regarding needs and collection of data
- Balancing both passive and active recreation
- Plans of Management
- Fostering a close working relationship between Council, Clubs and Associations
- Department of Education - agreements with schools
- Impacts of future developments and other infrastructure (e.g. F6)
- Supporting growth of current, new and / or emerging sports

Outcome 2: Increased number of people of all ages, physical abilities and interests participating in physical and recreation activities that improve health and wellbeing (including but not limited to):

- Advocating for people of all abilities to access sport
- Advocating for sports venues to accommodate players, and spectators of all abilities
- Set service standards to prioritise grass roots participation
- Partner with agencies, interest groups and user groups to promote health benefits of exercise, social engagement and opportunities for recreation, sport, exercise and volunteering

Outcome 3: Best value for the community from Open Space investment and management (including but not limited to):

- Council Fees and charges
- Maximise partnership funding opportunities and source grants, State and Federal government funding
- Commercial use of open space
- Leases, licenses and hire agreements
- Allocations based on needs, field carrying capacity, maintenance and costs

4. MEMBERSHIP

Sub-Committee Membership shall consist of:

4.1. Voting Members

- Chairperson (Councillor appointed by Council)
- Deputy Chairperson (Councillor appointed by Council)
- Councillor
- Community Stakeholders – Engagement will extend to all user groups that are focused on sport and recreation in the Sutherland Shire Local Government area.

Attendance at each Meeting will extend to one representative for each user group with an interest in the matters on the agenda for that specific Meeting. A maximum of 15 community representatives will be invited to anyone Meeting.

In an event the Primary Representative is unable to attend, the alternate representative will be granted to participate on their behalf if a request is received via email to Sports Services a minimum 2 hours before the Meeting is due to commence to: sport@ssc.nsw.gov.au.

User groups to include but not limited to those listed below. The Sub-Committee may add to this list as it develops a greater understanding of the issues, particularly emerging sports and activity groups.

Athletics	Off Road Cycling
AFL	Oztag
Archery	Personal Trainers
Baseball	Rock Climbing
Board Riders	Rugby League
Basketball	Rugby Union
Cricket	Running
Cycling	Softball
Dog Training	Soccer
Paddle Sports	Surf Clubs
Pickle Ball	Swimming Sports
Golf	Tennis
Hockey	Touch Football
Horses	Triathlon
Netball	Water Polo
and Invitees of the sub-committee as required	

4.2. Non-Voting Members

- Director Shire Services
- Manager Sport and Leisure Services
- Senior Manager Assets Strategy and Delivery
- Manager Open Space Operations
- Team Leader Sport Services
- Relevant professional Council staff as required from time to time.

4.3. Chairperson

A Councillor elected by Council.

4.4. Deputy Chairperson

A Councillor elected by Council.

5. MEMBER COMPLIANCE

All Sport and Active Communities Sub-Committee members shall be bound by the provision of this Charter, the Code of Conduct for Councillors, the Code of Conduct for Council Staff and the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

6. AUTHORITY

The Sport and Active Communities Sub-Committee was established on the authority of Council at its Meeting held on 21 February 2022 (COR017-22, Minute No. 24).

The Sport and Active Communities Sub-Committee may set up / disband relevant working parties as required.

7. MEETINGS

7.1. Agenda and Minutes

The agenda shall be determined by the Chairperson of the Sport and Active Communities Sub-Committee and circulated to Members at least one week prior to any Meeting.

Minutes of all Meetings are to be recorded accurately, approved by the Chairperson and circulated to members within three weeks following the Meeting.

7.2. Meeting Frequency

Meetings of the Sport and Active Communities Sub-Committee shall be held six (6) times per year or as required / determined by the Sub-Committee.

7.3. Quorum

The quorum of the Sport and Active Communities Sub-Committee shall be six (6) voting members and must include one Councillor.

7.4. Voting

Each Voting Member shall be entitled to one vote in respect to any matter and the decision of the Sport and Active Communities Sub-Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote.

Decisions requiring a vote shall not be made at any Meeting unless a quorum is present.

All monies spent will be determined by Council unless delegated by Council directly to the Committee.

7.5. Venue

The venue shall be at Council's Administration Building or at a Meeting place determined by the Sport and Active Communities Sub-Committee.

7.6. Non-Attendance

A register of attendance will be recorded and shared at each Meeting. If a user group misses three consecutive Meetings without apology, Council is permitted to relieve the committee member, creating a casual vacancy and seek another representative for this user group.

7.7. Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

8. TERM AND TENURE OF SUB-COMMITTEE

8.1. Term of Sub-Committee

The term of the Committee is subject to the discretion of Council when Council's committees are reviewed every two years.

8.2. Tenure of Office

Members of the Sport and Active Communities Sub-Committee shall hold office:

- In the case of the Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.
- In the case of staff, as required by Chief Executive Officer.
- In the case of a community representative:
 - One primary representative and alternate as nominated by the relevant sporting code
 - Invitees as nominated by the committee

8.3. Vacancies

A vacancy on the Sport and Active Communities Sub-Committee shall be filled in the same manner as the original appointment was made.

9. VARIATION OF THE CHARTER

This Charter may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Sport and Active Communities Sub-Committee.

End of Document

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