MACKAY REGIONAL COUNCIL

SPORT and RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Scope

The Sport and Recreation Advisory Committee will provide advice to Council on current and emerging sports and recreation issues and opportunities within Mackay Regional Council area.

2. Aim

To provide a forum for identifying issues and opportunities and produce advice to Council about effective policy and service provision regarding sports and recreation within the Mackay Region.

3. Role

The role of this Committee is to be strategically focussed on issues and opportunities relevant to the whole community and to;

- Advise Council on the provision of assets to meet the needs of current and future generations for sport and recreation in the region
- Advise Council on the provision of parks, playgrounds and reserves to meet community needs,
- Assist Council in the planning of a community linked through trails, tracks and pathways
- Provide community leadership to ensure connected and effective community groups in the sport and recreation fields.
- Assist Council in promoting increased participation in physical activity through Sport and Recreation services

4. Responsibilities

The responsibilities of the Sport and Recreation Advisory Committee are to:

- ensure representation on the committee of the diversity of sport and recreation groups and organisations;
- serve as an information link between sport and recreation groups and organisations, agencies and stakeholders and Mackay Regional Council;

- participate in strategising activities to resolve issues and/or develop projects related to the role of the committee;

- attend meetings regularly, or if representing an organisation and unable to attend, appoint a delegate to attend in their absence.

5. Membership

5.1 Key Representation

- community members to be sought by calling for expressions of interest.

- interested persons/organisations then complete an application for membership, outlining why they would like to be a member.

- the process for the selection of committee community members will be undertaken by a panel consisting of the chairperson of the committee and the Director of Community and Client Services.

5.2 Composition of Membership

Councillor Chair/ Membership

- The Committee will consist of a Councillor as Chair and other Councillors as needed.

Representatives

- up to ten(10) community members will be sourced

- members are to be selected to meet the majority of the following criteria:

  - Currently involved in service provision, policy or program development in sports and recreation;
  - Endorsement by a sport and recreation organisation if applicable;
  - Demonstrates strong community networks and an understanding of local issues relevant to sport and recreation;
  - An ability to represent more than just a single agenda or club or interest

Council Officers

Community Services

- Director Community and Client Services
- Sports and Recreation Co-ordinator

Development Services

- A representative from Strategic Planning Program

Other Council officers may attend individual meetings as required for specific topics at the invitation of the Chairperson or appointed Director, and may be appointed to the Committee at the discretion of the Chief Executive Officer.

The committee will be resourced by an officer of the Community and Client Services Directorate.

5.3 Term of Membership

- members of the Sport and Recreation Advisory Committee will be appointed for a period of three (3) years after implementation of the selection process.

- members may re-apply for membership at the end of the term.

- there is no maximum number of terms to be served by Committee members. However, the assessment and selection process will take the number of terms into consideration to ensure equity of opportunity for individuals and organisations.

- membership will be discontinued if a member, or their delegate, fails to attend three (3) consecutive meetings without notification.

5.4 Replacing Vacating Members

- vacating individual members or member organisations should forward their withdrawal/resignation in writing to the committee.

- the committee will request an application for membership from suitable candidates, either individuals or organisations, including any suggested by outgoing members.

- if a member organisation representative relinquishes their position, the following applies:

    - the member organisation being represented hold the committee position.

- the organisation will nominate a replacement representative with similar skills and delegation as a vacating representative.

- expressions of interest for membership received through the initial call for applications will also be reconsidered in the replacement process.

- if a suitable replacement is unable to be found through these means, an expression of interest will be called for, targeting the key issues/area represented by the vacating member.

- the chairperson of the committee, in consultation with the Director of Community and Client Services will be responsible for the selection of a member to replace a vacating member.

6. Quorum

A quorum is formed by five (5) members including at least two (2) Council representatives.

7. Frequency of Meetings

Meetings will be held on a bi-monthly basis. In the event of the committee being unable to meet at the delegated time, the meeting will be rescheduled at a date as close as possible to the original date.

8. Reporting Requirements

The Committee does not hold any delegated authorisation from Council, or separate Budget or financial delegation approval. The minutes and any recommendations of the Sport and Recreation Advisory Committee will be presented for consideration to Council's Community Engagement Standing Committee through the Community and Client Services Department, including any recommendations.

9. Review of Terms of Reference

To be reviewed biennially - at the commencement and midway through term of Council.