



RURAL CITY OF
WANGARATTA

SPORT AND RECREATION ADVISORY COMMITTEE

CHARTER

June 2011

Amended 15 November 2011

1. **BACKGROUND**

This Charter has been developed under the Local Government Act 1989.

2. **CONSTITUTION**

- 2.1. The Wangaratta Rural City Council (“Council”) has resolved to appoint an Advisory Committee, to be known as the Sport and Recreation Advisory Committee, (“Committee”).
- 2.2. The Committee shall comprise of appropriately skilled representatives of the community as appointed by Council.
- 2.3. The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its appointment.

3. **OBJECTIVES OF THE COMMITTEE**

- 3.1 The primary objective of the Committee is to advise Council on the effective conduct of its responsibilities for strategic planning and management of Sport and Recreation opportunities in the Rural City of Wangaratta, providing support and advice.
- 3.2 To provide advice to Council on strategic sport and recreation issues that impact upon the community.
- 3.3 To provide information on how sport and recreation opportunities within the community may be promoted.
- 3.4 To provide advice in the monitoring and review the Rural City of Wangaratta Sport and Recreation Plan and associated strategies.
- 3.5 To encourage and facilitate communication and initiatives between sport and recreation user groups/clubs/individuals/stakeholders throughout the Rural City of Wangaratta.
- 3.6 To ensure all sectors of the community within the Rural City of Wangaratta have the opportunity to provide input into the directions and issues considered by the Committee.
- 3.7 To be proactive in initiating and/or supporting ‘cross municipal’ initiatives and projects.
- 3.8 To broaden community access to sport and recreation through the attraction of significant events.

4. **FUNCTIONS OF THE COMMITTEE**

The Committee shall have the following functions:

- 4.1 To establish special interest task forces and sub-committees on strategic matters (where appropriate) to carry out work on behalf of the committee. Such task forces and sub-committees shall be required to report findings to the Committee.
- 4.2 To provide quality and timely advice, make recommendations or provide comment to Council on issues considered appropriate by the Committee or of matters referred by Council to the Committee.
- 4.3 On behalf of the Rural City of Wangaratta, advocate for sport and recreation initiatives where appropriate.
- 4.4 To advise on the preparation and delivery of submissions for sport and recreation initiatives, where appropriate.
- 4.5 To inform, liaise with and seek input from appropriate businesses, stakeholders, relevant agencies and the community with regard to Sport and Recreation issues.
- 4.6 To advise on attracting new active and passive sport and recreation opportunities to the Rural City of Wangaratta for all sectors of the community.
- 4.7 To identify and recommend budget allocations for issues relating to sport and recreation to the council.

5. COMMITTEE MEMBERSHIP

- 5.1 Council has resolved that the Committee will consist of the following members:
 - 5.1.1 Councillor holding the Sport and Recreation portfolio (Chairperson);
 - 5.1.2 Up to 9 appropriately skilled representatives of the community, based on an established skills matrix (Appendix 1).
- 5.2 The Committee may co-opt as many persons as it sees fit in order to undertake specific tasks identified by the Committee or the Council. Co-opted members have no voting rights;
- 5.3 The Chief Executive Officer of the Council shall appoint the Director Community Wellbeing to regularly attend meetings of the Committee.

Appointed officer/s do not have voting rights.
- 5.4 A quorum requires the attendance of the majority of members at formal committee meetings called.

6. TERM OF APPOINTMENT

- 6.1 Any person appointed to the Committee shall hold office for a period of up to three years. At the conclusion of the three year period the position will be declared vacant.

- 6.2 Members of the Committee shall be eligible for re-appointment for a further term or terms of up to three years each.
- 6.3 Such appointment will be made to provide for three year appointments on a staggered basis.
- 6.4 A member of the Committee may resign his/her position at any time.
- 6.5 All vacant positions shall be publicly advertised.
- 6.6 Non attendance at three (3) consecutive meetings without registering apologies shall trigger a committee vacancy.

7. CHAIRPERSON AND SUB-COMMITTEES OF THE COMMITTEE

- 7.1 The Councillor holding the Sport and Recreation portfolio shall act as a Chairperson to the Committee.
- 7.2 The role of the Chairperson shall be:
- (a) To chair all meetings of the Sport and Recreation Advisory Committee at which they are in attendance
 - (b) To act as the liaison person between the Committee, Council and the community;
 - (c) To represent the Committee as and where appropriate.
- 7.3 If the chairperson is unable to attend a scheduled committee meeting for any reason the committee must appoint an acting chairperson.
- 7.3.1 Any election for the appointment of an acting chair will follow the same procedure as that for an election of Mayor as specified in Council's Local Law No. 2.
- 7.4 The Chief Executive Officer of the Council will appoint an officer of the Council to act as executive to the Committee.

The appointed executive does not have voting rights.

8. REPORTING

The minutes for each meeting of the Sport and Recreation Advisory Committee shall be prepared and distributed to members of the Committee and to the Council.

9. STAFF

As an Advisory Committee of the Council has the Committee has no delegated authority to employ staff or consultants.

10. FINANCES

As an Advisory Committee of the Council has no delegated authority to expend Council monies.

11. INSURANCES

Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

12. MEETINGS FOR THE COMMITTEE

Meetings to be convened regularly and at least quarterly.

13. CONFLICT OF INTEREST

13.1 Where members of the Committee have a direct or indirect conflict of interest in a matter (as defined in the Local Government Act 1989) the committee member must:

13.1.1 Disclose the interests:

- Advise the meeting that you have a conflict of interest in the matter,
- State the type (or types) of interest, and
- Describe the nature of the interest.

13.1.2 Abstain from the proceedings:

- Notify the Chairperson that you are leaving the meeting because you have a conflict of interest,
- Leave the room and any area where you can see or hear the proceedings,
- Stay outside until all discussion and voting on the matter is completed, and
- The Chairperson must ensure you are told when the matter is concluded so you can return to the meeting.

13.2 Members of the Committee are not required to submit primary and ordinary returns.

14. MISUSE OF POSITION

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

15. REVIEW

15.1 Council shall review the Charter at least every four years. If changes are proposed at least one (1) month notice in writing of the proposed changes will be forwarded to members of the Committee.

- 15.2 In addition to Council’s regular reviews, the Council may carry out a review of the Charter at the written request of the committee.
- 15.3 The Council will consult with the committee prior to giving its consideration to any proposals to amend the Charter.
- 15.4 All changes to the Charter shall be subject to the approval of the Council.

SIGNED by the RURAL CITY OF WANGARATTA
by its authorised officer

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Chief Executive Officer

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Date

