

Blue Mountains Sports Council Terms of Reference

1. Name

The name shall be the Blue Mountains Sports Council.

2. Objectives

The objectives of the Sports Council shall be to:

- 2.1 Act as a central point of communication between the Blue Mountains City Council and Sporting Clubs in the Blue Mountains.
- 2.2 Foster the appreciation, development and maintenance of sporting facilities, clubs and opportunities in the Blue Mountains.
- 2.3 To assist clubs where possible, in the application process for grants.
- 2.4 Make recommendations to the Blue Mountains City Council in respect to Council's Capital Works Program and in the selection of projects for the expenditure of Sports Fees.
- 2.5 Implement the Sports Fees Operational Plan by recommending to Council projects for the expenditure of the Sports Fees.
- 2.6 To assist in the promotion of sport in the Blue Mountains.

3. Membership

- 3.1 Membership of the Blue Mountains Sports Council shall consist of members approved and appointed by Council.
- 3.2 Each sporting code admitted to membership shall be entitled to nominate one delegate to the Sports Council. Membership is open to City Councillors with no limit to how many, provided there is a minimum of one City Councillor per Area Ward.
- 3.3 Membership is limited to one person per sport code, of codes with membership greater than 100 members.
- 3.4 It is Council's prerogative to accept or reject any application for membership without assigning any reason therefore.
- 3.5 Membership is open to the Mayor – regardless of Ward representation.
- 3.6 One Council staff.

4. Election of non Councillor Officer Bearers

Individual Sporting code representatives will be nominated from within their particular code. Where problems arise in electing a representative, Sporting codes can request the Sports Council to choose a representative from those nominated on the codes behalf – all decisions will be final.

5. Term of membership

Term of membership is one year. Membership shall be reviewed yearly at the Annual General Meeting with re election of existing membership permitted. After three years of continuous membership a review will be undertaken by Council to determine whether the delegate should continue representing their sporting code or if a new representative should be sought.

6. Disqualification of members

If for any reason the majority of members consider that disqualification of any member is warranted, and if after mediation by the Chair the dispute hasn't been resolved, the facts shall be examined and a vote taken to determine the appropriate action. The decision by the vote majority will be final.

7. Resignation of membership

In the event of a member resigning a request will be made to the sporting code clubs seeking a new representative. All resignations must be in writing and addressed to the Sports Council convenor.

8. Chairmanship

A City Councillor, nominated through Council at an Ordinary meeting, shall chair the Sports Council. The Councillor shall be a member of the Sports Council. The Deputy Chair likewise will be appointed. The Chair is responsible for:

- 8.1 Directing the business of the Sports Council.
- 8.2 Ensuring the agenda is followed.
- 8.3 Ensuring there is fair discussion on each issue and that all points are expressed.
- 8.4 Ensures a true and correct record of meetings is kept.
- 8.5 In the event of a dispute between members of the Council, the Chair shall act as a mediator to resolve the issue. Should a dispute not be resolved item 6 of the Terms of Reference will apply.

9. Convening of meetings and attendance

- 9.1 Convener – Council staff
- 9.2 Elected representatives are expected to attend all Ordinary General meetings and the Annual General meeting however apologies may be given prior to any meeting should the representative not be able to attend.
- 9.3 Should an elected representative be unable to attend a Sports Council meeting, an alternative representative may attend on their behalf. Notification of such should be made via the Sports Council convenor seven (7) days prior to the scheduled meeting.

10. Sports Council Meetings

General Meetings

- 10.1 At least fourteen (14) days notice in writing shall be given for an Ordinary General meeting.
- 10.2 A special Meeting of the Sports Council may be called by the Sports Council, or should the Convenor receive requisition in writing from no less than (5) members of the Sports council he/she shall forthwith call a Special General Meeting provided that such requisition states the object of the meeting.
- 10.3 The Chair shall be chairperson at all General Meetings at which he/she is present and in his/her absence the Deputy Chair shall chair the meeting. In the case of an equal number of votes being recorded the Chairperson of the meeting shall have the casting vote.
- 10.4 Notice of a Special General Meeting shall be in writing and given at least (7) days before such meeting.
- 10.5 At any General Meeting of the Sports council the presence of 30% of the members shall constitute a quorum. If no quorum is present within twenty (20) minutes of the advertised time of the meeting, such meeting shall be postponed for at least seven (7) days and not more than twenty one (21) clear days when due notice of at least forty eight (48) hours have been given, it shall then be held and irrespective of the number of members attending shall be empowered to transact legally the business for which the General Meeting was called.
- 10.6 Every resolution passed at any General meeting of the Sports Council shall be binding on all members thereof, whether present there or not.

Annual General Meetings

Notice of the Annual General Meeting of the Sports Council shall be in writing and given at least twenty-eight (28) days before such meeting. Annual General Meetings will be held on the last Monday of July.

11. Voting

Members will pass all resolutions on a simple majority of votes cast - each Member has one (1) deliberative vote at all Meetings.

12. Code of conduct

Sports Council members when carrying out the tasks involved as members of the Sports Council are part of Council. Consequently they have the legal rights, duties and protections that come with being part of Council.

- 12.1 Council's Code of Conduct and supplementary standards and guidelines will apply in relation to the Sports Council dealings and members participation and advice on Sporting matters.

- 12.2 The Pecuniary Interest provisions of the Local Government Act shall apply to all members of the Sports Council. Anyone with such interests must disclose the nature and extent of the interest and not take part in any deliberations on the matter
- 12.3 The minutes of the Sports Council must include a record of the nature and extent of the interest where a Member makes a disclosure about a conflict of interest.
- 12.4 The principles and procedures espoused in Council's Code of Conduct and Standards of Ethical Behaviour for Staff shall apply to Sports Council members wherever appropriate. Guidance may be sought from Council's Executive Officer.

13. Minutes

The Sports Council shall cause minutes to be made of all appointments to the sports council, all persons taking part in Sports Council meetings, of all proceedings at all general meetings. The chairperson is responsible for ensuring that recommendations of the Sports Council are minuted.

14. Reporting to Council

The Sports Council shall report and make recommendations to Council for their consideration no less than once a year.

15. Liability

Refer item 12.

16. Amending the Terms of Reference

Any member of the Sports Council can request an amendment to the Terms of Reference however such a request should be tabled as a Sports Council agenda item and any agreed changes recorded in the meeting minutes.