
STRATEGIC SPORT AND RECREATION COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Strategic Sport and Recreation Committee (SSRC)***.

2. Purpose

To make recommendation to Council for the allocation of funding to support Capital sport and recreation projects within the City.

3. Objectives

To:

- a) assess and prioritise applications submitted from sporting and recreation clubs toward any new or major upgrade projects received through the City's Capital Grants program and to make recommendations to Council for funding.

Note: Renewal projects based upon replacement of 'like for like' will not be considered by this Committee

- b) review and validate sport and recreation projects identified in the City's ten-year Long-Term Financial Plan.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy

OBJECTIVE 1.3 - To support the active participation of local communities

OBJECTIVE 3.2 - To connect community to quality amenities

OBJECTIVE 4.2 - To proactively engage and partner for the benefit of community

5. Membership

5.1 Qualification to be a Member

An assessment based on selection criteria will focus on relevant skills and experience in regard to sport and recreation development projects, with an aim to achieve a balance with respect to sporting codes and locality.

Community representatives will not be selected as representatives of their individual sport and recreation clubs or reserves.

Nominations will be open to all sporting and recreation clubs based within the City.

5.2 No. of Members

A total membership of up to eleven (11) full members comprising of:

- i. two (2) City of Kalamunda officers will be ex-officio members of the Committee:
 - A. Director Corporate Services
 - B. Director Asset Services
 - C. Or their nominees will provide this support
- ii. up to nine (9) sport and recreation representatives for the community.

5.3 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.4 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet up to four times per financial year in line with the City's Capital Grants Policy and Procedure funding cycle and can increase the frequency of meetings if required.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

d) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- v. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- vi. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- vii. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- viii. All recommendations made by the Committee will be reported to Council for consideration.
- ix. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.