TERMS OF REFERENCE

Sports Facilities Advisory Committee

Committee Type

Advisory Committee

1 Purpose

To advise Council in relation to investment in sustainable quality sporting facilities.

2 Functions

The functions of the Sports Facilities Advisory Committee (the Committee) are to:

- develop and oversee implementation of a 10-year Sports Facilities Master Plan
- develop and oversee implementation of Sports Facilities' Annual Plans
- oversee the management of the Sports Facilities Fund, as per the Sports Facilities Fund Guidelines advise and make recommendations to Council on matters relating to the development and sustainable management of Alice Springs sporting facilities
- create a forum for collaboration and coordination across sports to address issues that impact efficient use of facilities.

3 Authority

The Committee does not have any delegation to make decisions. The Committee can put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 Membership

4.1 Committee Members (voting)

- Up to four (4) Elected Members of Council, one (1) of which is the Mayor.
- One (1) local representative from each Sports Facilities Fund member association.

4.2 Committee Members (non-voting)

- Northern Territory Government Department of People, Sports and Culture

5 Terms of Office

5.1 Appointment of external members

Membership to the committee is one (1) member per Sports Facility Fund member association. It is the association's discretion as to who attends committee meetings on their behalf, but that individual must be a member of their association.

5.2 Appointment of Elected Members

Elected Members are appointed to the committee as per the Appointment of Deputy Mayor and Council Committee Representative Policy.

6 Meetings

6.1 Attendance

Should a member be unable to attend a committee meeting, an apology shall be provided to the Chief Executive Officer (CEO) prior to the scheduled meeting time.

The following Council Officers will be present at SFAC meetings:

- Chief Executive Officer
- Director Community Development
- Sports Development Officer
- Other relevant officers may attend Committee meetings in an administrative capacity.

6.2 Chair

The position of Chair is to be held by a nominated Elected Member as determined at the first committee meeting after the annual Ordinary Council Representative Elections to Committees. The committee provides a recommendation to Council for their formal appointment.

6.3 Quorum

As per section 98 of the *Local Government Act 2019* (the Act), quorum is achieved by attendance of over 50% of members.

6.4 Meeting frequency

The committee will meet three (3) times per year. Additional meetings can be arranged as required.

6.5 Postponement of meeting

If quorum is not present within 30 minutes of the start time the meeting may be postponed in accordance with section 100 of the Act.

6.6 Decisions

A decision of the committee is to be by majority vote of the members present at the meeting.

6.7 Minutes

The CEO is to ensure that minutes of the meeting are kept in accordance with section 101 of the Act.

The minutes of the Committee are to be tabled at the next meeting of Council for noting.

7 Evaluation and review

7.1 Terms of reference

The Terms of Reference will be reviewed every two years by the Committee, and formally approved by Council.

8 Applicable Legislation, Council Policies and/or Guidelines

Local Government Act 2019
ASTC Sports Facilities Fund Guidelines 2019

9 Responsible Officer

Director Community Development

10 Reporting to

Council

Adopted by Council - Date		***Resolution #***	
Document Owner	Chief Executive Officer	***Controller***	Governance Unit