

STRATEGIC SPORT AND RECREATION ADVISORY GROUP

Terms of Reference
November 2023

1. Name

The name of the Advisory Group shall be the *Strategic Sport and Recreation Advisory Group (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

- 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 Advisory Group

- 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 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 - Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the community.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Objective 1.3 - To support the active participation of local communities.

Strategy 1.3.1 - Support local communities to connect, grow and shape the future

of Kalamunda.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Objective 3.4 - To be recognised as a preferred tourism destination.

Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

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 Number of Members

A total membership of up to eleven full members comprising of:

- i. two City of Kalamunda officers will be ex-officio members of the Advisory Group:
 - 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 Advisory Group may choose to recommend to Council that the member is removed.
- ii. An Advisory Group member may resign from membership of the Advisory Group by giving the Chief Executive Officer or the Advisory Group'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 the City of Kalamunda Code of Conduct.

b. Scheduling of Ordinary Meetings

The Advisory Group 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 Advisory Group
- ii. The presiding member of the Advisory Group
- iii. By at least 1/3rd of the members of the Advisory Group

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 Advisory Group 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 Advisory Group 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 Advisory Group.
- 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 Advisory Group 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 Advisory Group 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 Advisory Group 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 Advisory Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.