

Draft Hockey, Men’s Shed and Tee Ball Advisory Committee Terms of Reference

DRAFT HOCKEY, TEE-BALL and MEN’S SHED ADVISORY COMMITTEE

Terms of Reference
April 2025

1. Name

The name of the Committee shall be the Hockey, Tee-ball and Men’s Shed Advisory Committee (HTMSAC).

2. Purpose

Provide a structured mechanism for the City to engage with key stakeholders of the Hockey, Tee-ball and Men’s Shed groups, to build positive working relationships amongst stakeholders.

3. Objectives

To:

- a. Provide an opportunity for the key stakeholders to meet and discuss matters relative to the effective operation, management and usage of the site, including the Facility and Reserve.
- b. Provide the opportunity to build positive working relationships between all parties and encourage a cooperative attitude amongst site users so that the site is maximised to the benefit of all user groups.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

- Objective 1.2 - To provide safe and healthy environments for community to enjoy.
- Objective 1.3 – To support the active participation of local communities.

5. Membership

5.1 Qualification and Number of Members

The Committee shall consist of a total membership of up to Nine (9) members comprising:

- i. Two committee representatives being the President and Treasurer from the Kalamunda Districts Hockey Club (KDHC);

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- ii. Two committee representatives being the President and Treasurer from the Forrestfield Tee-Ball Softball Association (FTBSBA);
- iii. Two committee representatives being the Chairman and Treasurer from the Foothills Men's Shed (FMS);
- iv. One representative from the City of Kalamunda being a Council appointed Councillor; and
- v. Two representatives from the City of Kalamunda's Community Services Directorate as nominated by the Chief Executive Officer.

5.2 Deputy Members

Should an appointed member be unable to attend, a Deputy member may attend meetings in their place. Any Deputy member must be either:

- a representative of the Clubs Executive Committee is as defined by their Constitution.
- The nominated deputy Councillor as appointed by Council.
- The nominated deputy City representative.

5.3 Term of Appointment

Appointment is for up to one year from April 2025 to April 2026.

5.4 Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- will not participate in the business of the committee.
- will not be present when items of confidentiality are presented or discussed by the committee.

5.5 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.

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- 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.
- iii. Any KDHC, FMS and/or FTBSBA representatives who resign, will be replaced by the relative incoming stipulated position holder of the Club, as per section 5.1 and 5.2.

6. Appointment of Presiding Member and Deputy Presiding Member

The appointment of the Presiding Member and Deputy Presiding Member will be in accordance with the provisions of section 5.12 of the *Local Government Act 1995*.

The appointed Councillor to the HTMSAC will be the Presiding Member for all Meetings.

In the event, the Presiding Member is unable to attend a meeting then the appointed Deputy Councillor must act as Presiding member for the meeting.

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) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a Committee following a Council election.

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c) Scheduling of Ordinary Meetings

The Committee shall meet quarterly and can increase the frequency of meetings if required, in consultation with the City to ensure resources are available.

At a minimum, meetings are to be held on the Second Monday of February, May, August, and November each year.

d) Special or Extra Meetings and Working Groups

A special or extra meeting can be called by:

- i. A majority decision of the HTMSAC
- ii. The Presiding Member of the HTMSAC

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e) Quorum

A quorum shall consist of a minimum of five (5) members, comprising of at least:

- i. one representative from KDHC;
- ii. one representative from FTBSBA;
- iii. one representative from FMS
- iv. a Councillor; and
- v. a representative of the City.

If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

f) 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.

g) 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.

Members shall only vote on matters that affect their interests.

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

h) Minutes and Agendas

- i. Agendas and Minutes will be administered by the City of Kalamunda Staff.
- ii. A call for agenda items and notice of meeting will be distributed electronically by the relevant City Officer 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days of the request.
- iii. If there are no agenda items the City's administration in consultation with the Presiding Member, will determine the need for the meeting to progress and advise members accordingly.
- iv. The City's administration shall prepare draft minutes for all meetings within 10 working days of the meeting being held. A copy of the draft minutes shall be forwarded to the Committee within 10 working days of each meeting. Minutes shall be ratified at the next meeting.
- v. Any recommendations made by the Committee may be reported to Council at the discretion of the City representatives for consideration in line with any relevant City processes and Policies.

8. City of Kalamunda Administrative Support

The City will provide resources by way of administration 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.