

# Shoalhaven Sports Board – Terms of Reference

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| <b>Directorate:</b>    | City Lifestyles  |
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## 1. Purpose

The Shoalhaven Sports Board (Board) is to provide advocacy for the sporting community on policy, direction and strategic planning related to Council's objectives. To achieve this policy and strategic objective, the Board will be strategic in nature and focus on appointments to achieve this outcome.

## 2. Statement

Council encourages and recognises the value of community participation in guiding the strategic development of both sport facilities and participation within the Shoalhaven Local Government Area. To guide sports development each Board member will be responsible for maintaining and reporting on a specific portfolio.

## 3. Terms of Reference

### 3.1. Relationship to Council

The Shoalhaven Sports Board is a strategic advisory committee to advocate for and inform Council's decision-making processes related to improving Shoalhaven sporting facilities and sports participation.

### 3.2. Role of the Shoalhaven Sports Board

- Represent the whole Shoalhaven Sporting Community (all sports)
- Provide ongoing, high level policy and planning advice to Council.
- Make recommendations to the Council on all relevant business presented before it
- Advocate and maintain specific sports related portfolios.
- Advocate and promote Board recommendations.

### 3.3. Membership

Board membership is to have a range of strategic capability, expertise and advice to cover specific sports related portfolios.

The Board will have a total membership consisting of the following:

- Thirteen (13) local community members (includes 2 honorary community members set to expire 30 June 2025 and 2 positions from disadvantaged sporting groups).
- All Councillors.
- General Manager (or nominee)

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

In addition, a member of NSW Sport & Recreation will be invited to attend Board meetings but will have no voting privilege.

The Sports Board be delegated authority to invite representative from disadvantaged sporting groups to inform the Board.

### 3.4. Community Member Appointments

- Nominations should be advertised throughout the community.
- Appointments to the Board will be for a four (4) year term with a set commencement and finish date.

- There is no limit on the number of terms a community member may serve.
- Community members may re-apply for nomination at the conclusion of their Term.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An interview panel consisting of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to the Board.

### **3.5. Term of Office**

- Community membership will be renewed every 4 years and ideally during the midterm of the elected Council.
- Councillor membership will be renewed at following normal Council elections.
- Should there be a casual Community membership vacancy it may be filled upon the resignation of a Community member and will align with set fixed finish dates.

### **3.6. BOARD membership with specific portfolios**

All Board members will have specific portfolios which cover the following areas of focus:

#### ***Sporting Governance***

- Sports Association liaison
- Sports Management Training
- Marketing & Advertising
- Induction for members
- Governance
- Strategic planning
- Stakeholders

#### ***Communication and Marketing***

- Systems & Processes.
- How to interact with Council links with:
  - Grass roots sports
  - Elite sports
  - Peak sporting bodies
  - Indigenous sports
- sports tourism

#### ***Grass Roots Club Development***

- Volunteers educated/supported
- Volunteer Succession Planning
- Evaluate programs

#### ***Grants and Funding***

- Identify grant and other funding opportunities
- Assist with preparation of funding submissions working with Council staff and other stakeholders

#### ***Sports Tourism, Programs and Events***

- Advocate for sports tourism opportunities
- Represent Sports Community Advisory Group at programs and events

### **Facility Development**

- Ensure consistent with adopted Council Policies / position
- Alignment with strategic direction

### **Talent Programs**

- Linkages, facilitation and liaison between grass root sport clubs / organisations and elite training programs / opportunities

### **3.7. Meeting Practices and Procedures**

- The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Terms of Reference.
- The chairperson will be appointed by the Board, the position will be limited to a two (2) year term and be open to all members.
- Each Board meeting shall be properly recorded by the taking of minutes by Governance Unit.
- The minutes of the Board meeting will be submitted to the next available Council Meeting.
- The quorum for each meeting will be seven (7) members of the Board.
- If a quorum is not present within 30 minutes of the time appointed for the commencement of the Board meeting, the meeting shall lapse.
- In the event of a tied vote, the Chair can exercise a casting vote.
- Formal Board meetings will be held quarterly.
- Agenda and minutes from previous Board meetings will be circulated to members at least seven (7) days prior to the meeting.
- Board members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest.
- Informal Board meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council.
- Board recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Board.

### **3.8. Code of Conduct**

- All members of the Board are required to observe the provisions of the Council's Code of Conduct.
- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board require openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination.
- It is essential for Board members to accept collective responsibility, and remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

### **3.9. Confidentiality and Privacy**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

### **3.10. Communication**

- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson.

- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

### **3.11. Council Staff Attendance**

Executive Council staff are normally required to attend the meetings of the Board. Other staff at the relevant Group Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

Council will provide secretarial support to arrange meetings and take minutes and provide professional office support where required.

### **3.12. Expectations of Board Members**

- Board members will undertake the prescribed Induction process.
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council.

### **3.13. Responsibility of Council**

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.