

Shoalhaven Motor Sports Working Group - Terms of Reference

Adoption Date:	28/03/2022
Amendment Date:	5/12/2022, 5/06/2023
Minute Number:	MIN22.216, MIN22.937, MIN23.278
Review Date:	1/12/2024
Directorate:	City Futures
Record Number:	POL23/29

1. Role and Purpose of the Working Group

- Advocate for the development of a Motor Sports Complex (MSC) in the Shoalhaven
- Seek to identify current and future potential sites for the establishment of a MSC in the Shoalhaven.
- Upon identification of a potentially suitable site, advocate for funding for the establishment phase of this project from Federal and State Governments as part of their programs for rural and regional economic development.

2. Relationship To Council

Working group of Council

3. Delegated Authorities

- Make recommendations to Council that facilitate the development of a MSC in Shoalhaven regarding;
 - Ongoing project advocacy opportunities;
 - Requests for any joint facilitation opportunities identified for the development of a MSC in Shoalhaven;
 - Seeking approval to actively seek funding for the establishment phase of the project.
- Provide feedback to staff and Council on matters regarding the development of a MSC in Shoalhaven .

4. Membership

The membership shall comprise of the following delegates:

Councillor - Chairperson

All Councillors

CEO or Nominee

Director – City Futures and/or Nominee

Community representatives

1. *Norman Mogg*
2. *Paul Dean*
3. *Roger Walker*
4. *Robert Bridge*

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

Councillors

Council at its discretion can replace representatives at a time of its choosing.

5. Term of Appointment

Appointments will be for the term of the sitting Council

6. Executive Positions

The Working Group will appoint a Chairperson and Deputy Chairperson on an annual basis by a vote of members of the Working Group.

The role of Chairperson is:-

- To chair the meeting and exercise functions.
- To be the spokesperson for the working group
- To call Extra ordinary meetings of the working group
- The role of the Deputy Chairperson is to act as Chair when the Chair is not present at meetings.

7. Working Group Meetings

- In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person and/or electronically. Please note as required the Working Group can request to meet informally via Teams or in person without formal agenda or minutes for the purpose of receiving information only i.e. not making recommendation/resolution.
- Agenda and minutes from previous meetings will be circulated to members at least 7 days prior to the meeting.
- Members must declare in writing, or during the meeting, any interest in any report tabled at the meeting in line with the Code of Conduct.

8. Quorum

The Quorum is 4 – consisting of at least one Councillor and one Community Member.

9. Voting and Recommendations

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views and general key discussion points are to be minuted.

10. Communication

- Members of the Working Group are not permitted to speak to the media as representatives of the Group unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Working Group and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

11. Parent Advisory Group

Ordinary Council.

12. Code of Conduct

All members of the Committee are to abide by Council's Code of Conduct, including declaration and management of all conflicts of interest

Members cannot obtain private benefit because of their involvement in decision making as a member of the Committee

13. Record of Minutes

An agreed written record of each meeting will be distributed to all Members and Councillors as soon as practical.

14. Staff Attendance

Executive staff maybe required to attend the meetings of the Working Group. Other staff at the Directors' discretion or at the Working Group's request can attend meetings as required.

15. Responsibility of Council

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

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

16. Review

After each election of Council.