Sportsgrounds Site Committee Guidelines
September 2018
# S355 General Sportground Committee Guidelines

Adopted by Council

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# Preface

Bega Valley Shire Council recognises the essential and active role community members play in the provision of services to our community. One of the key roles that community members play in Council operations is the management of community facilities, including the sportgrounds available across the Shire for the use and enjoyment by the local community.

Council’s adopted framework is based on two levels of committees – the S355 General Sportsgrounds Committee and Sportground Site Committees for individual sportground sites.

The operations of Council committees are governed by a range of legislative, policy and procedural requirements. These guidelines have been developed by Council to provide an operating framework for the Sportgrounds Site Committees. These guidelines include information on the roles and responsibilities of site committee accept the scope and limitations of the committee. These are to be read in conjunction with the S355 General Sportground Committee guidelines.

## 1.1 Review

These documents will be reviewed and amended by Council as required.

All committee suggestions and feedback is welcome and should be forwarded to Council to ensure consideration in the review process. Correspondence can be forwarded to council@begavalley.nsw.gov.au or PO Box 492 Bega NSW 2550.

## 1.2 Support

Although these guidelines are designed to give members an understanding of the committees’ operating framework, Council is committed to ensuring that committees have access to the support needed to fulfil the committee’s roles and responsibilities.

Any questions or requests for assistance should be directed in the first instance to Council on 6499 2222.
2 Introduction

2.1 Implementation of these guidelines

All Committee members must have access to these guidelines. A copy of the guidelines will be provided to all members of committees at their induction. Additional copies of the guidelines are available from Council and on the Council website.

The absence of guidelines for specific activities in this, or related documents, must not be taken as an absence of any required procedures or responsibilities, and as such, committees with questions not specifically addressed should be directed in the first instance to Council on 6499 2222.
3 Committee Operations

3.1 Related Council policies and procedures

Policies and procedures ensure that legal, fair and consistent decisions are made across Council operations. Policies and procedures support Council in achieving its corporate objectives, including deliverables identified in the Community Strategic Plan, and provide crucial guidelines for Councillors, staff and other stakeholders.

This document aims to provide details of the steps that committees need to follow to meet the requirements of Council policies and procedures.

A copy of all related Council policies and procedures are available from Council or online at www.begavalley.nsw.gov.au/Your_Council/Policies/Policies.htm. Council officers are also able to assist Committee members and other volunteers with any queries on policies and procedures.

3.2 Sportsgrounds committee hierarchy

The following table shows the structure of the Council committees and lists the name of each of the individual Sportsground community committees for facilities managed under this framework.
3.3 Committee correspondence and communications

The following guidelines are provided for all committees to use in correspondence and communications to ensure appropriate representation on behalf of Council:

- Committees may write to any person, body, organisation or agency in the pursuit of information which, in the committee’s opinion is an integral part of information and data gathering and collecting to enable the committee to be best placed to advise the Council on a matter relating to use of the site.

- Committee may write or otherwise communicate with any person, body, organisation or agency on any other matters which are not of a contentious nature. A contentious matter is taken to be a matter which has the potential to be derogatory, unseemly, not in the public interest, or likely to erode public confidence in the Council.

- Committees may not represent or imply a representation of the views of Council without express authorisation of a Council representative or Council’s General Manager.

3.4 Code of Conduct and Code of Meeting Practice

Council recognises the importance of being transparent in all its dealings, and has adopted a Model Code of Conduct (Procedure 5.02.1A) and Code of Meeting Practice (procedure 5.02.2). These codes detail the appropriate behaviours of Committee members and the obligations of Committee members should a conflict of interest or pecuniary interest arises. Definitions of these are:

a) A **conflict of interest** exists when a Committee person has to deal in a matter in their public capacity, which is also a matter where the person:

- has a private interest arising out of kinship, friendship, membership of an association, society or trade union, or involvement or interest in an activity; or

- Could reasonably be perceived by others as one in which a conflict of interest could possibly exist.

b) A **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom that person is associated.

In the event of a Committee member feeling that they may have a conflict of interest or pecuniary interest, it is their obligation to ensure that they comply with the Council Code of Conduct and the Council Code of Meeting Practice.

The appropriate procedure for handling conflicts of interest or pecuniary interests is for that person to declare the interest and taking no part in discussion or voting on the matter under
discussion. This may include the necessity for the person to leave the meeting while the agenda item is addressed.

Full copies of Council’s Code of Conduct and Code of Meeting Practice and are available from Council or online at: http://www.begavalley.nsw.gov.au/Your_Council/Policies/Policies.htm

Committee members should be aware that conflicts of interest and pecuniary interest are also governed by Part 2, Division 1 of the Local Government Act and there may be consequences for breaching these conditions.

4 Sportsground Site Committees

4.1 Committee roles and responsibilities

The roles and responsibilities of the Sportsground Site Committees as delegated by resolution of Council are to:

- Make recommendations to Council on any site of sportsground management and/or sportsground operations;
- The assistance with management of bookings for the broader community’s use of the facility;
- Establish working groups or special task groups where required;
- The general care and maintenance of the facility;
- Undertake agreed tasks in the sites Facility Management Plan;
- Financial delegations for incidental purchases of up to $100.00; and
- Authorisation of essential emergency repairs where Council’s after hour’s assistance line is unable to coordinate emergency repairs.
4.2 Site Committee membership and appointment

Whilst no particular qualifications are necessary to hold a position on a Committee, a commitment to the Committee’s delegated roles and responsibilities and a willingness to be actively involved in Committee activities is essential.

4.2.1 Sportsground Site Committee membership

The intent is that committee membership is balanced and reflects users of the site and levels of use. Members of the Sportsground Site Committees are appointed by resolution of Council.

Committee members are nominated via Council’s Volunteer and Committee Application Form. There is a minimum requirement of 3 persons on each Community Committee. The term of Committee appointments is the same term as the Council who appointed Committee members with the addition of an extra three months leeway following the general election of Councillors.

Wherever possible, Committee membership should comprise of representatives of regular user groups and community members.

The individual Sportsgrounds Site Committees do not have nor require a Councillor delegate in order to function.

The Committee may nominate new members to fill vacant positions during the term of the Committee. Individual nominations can also be made to fill casual vacancies during term via the Volunteer & Committee Application form.

These new nominations must be reported to Council, for official appointment, as soon as practicable. New Committee members will not be able to hold elected positions within a Committee until formally endorsed by Council.

4.2.2 Member ceasing to hold office

A Committee member shall cease to hold office if they; resign; fail to attend three (3) consecutive meetings of a Committee without formal apology or reasonable excuse; fail to attend at least half the Committee meetings in any one (1) year

Where members cease to hold office as a result of the above, Committees shall notify Council as soon as possible after becoming aware of the situation. Copies of the Committee member resignation and reappointment forms can be made available to Committees by Council officers
4.2.3 Structure and appointment of the Site Committee Executive

Committees appoint office bearers for a Committee Executive which will include the annual appointment of a Chairperson, Vice-Chairperson, Secretary and Treasurer. Council is to be notified of the appointment of office bearers.

Committees can designate additional positions such as it sees necessary (such as an emergency repairs officer, or bookings officers) with such positions being filled by any Committee member.

Generally, a Committee member will not hold more than one executive position at any one time; however in some instances Committees may combine the positions of to one executive position by agreement in reasonable circumstances.

If an executive office bearer ceases to hold the position, an election should be held at the next scheduled meeting or at a special meeting called for that purpose.

4.3 Meeting procedures

Site Committees are subject to Council’s requirements for transparency, accountability and responsibility. To ensure these aims are met, meetings are open to the public. Committees should note that public observers do not have voting rights and may only address the Committee if agreed to by the Committee representatives.

Site Committees must develop and implement appropriate governance and record keeping procedures that meet Council’s and the community’s expectations of community Committees.

Confidential and sensitive matters may be discussed in closed meetings.

4.3.1 Meeting frequency

Sportsground Site Committees may meet at the frequency required to ensure that decisions can be made in a timely manner, however meetings must be held at least 3 times per year. (The S355 General Sportsgrounds Committee meetings are held quarterly).

4.3.2 Quorum

The Quorum of a meeting shall be a majority of members of the Committee. The majority is taken to be one half of the number of the Committee members rounded up to the next number (i.e. in the case of thirteen Committee members, the quorum is seven).

4.3.3 Voting

Voting allows members to express their agreement or disagreement.

Generally, voting can be conducted in one of two ways: Vote verbally where the chairperson asks people to say ‘for’ or ‘against’ and then decides which group is the largest; or vote by show of hands where the chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against. For the vote to be carried, the majority of the Committee (more than half) must be in agreement.
Where there is a dispute within a Committee on a motion, Council may be asked to assist the Committee in making a final determination.

All decisions must be adopted by a majority of members present.

4.4 Record keeping and public access to information

Any information that Committee members engage with, or provide, can be requested by a third party under Government Information Public Access Act 2009. This means Committees have an obligation to keep to accurate records of their activities and decisions. This is also a requirement of the State Records Act NSW (1998)

4.4.1 Minutes

Minutes of the proceedings of all meetings must be recorded. Resolutions should be worded carefully and unambiguously to show the intent of the Site Committee.

Minutes are to be confirmed as a true and accurate record or amended appropriately by resolution at subsequent meetings.

A copy of draft meeting minutes (and final meeting minutes where the Site Committee amends draft minutes from a previous meeting at the following meeting) must be provided to Council within 4 weeks of the meeting date.

A copy of all meeting minutes must be kept by the Secretary of the Committee and provided to the incoming Secretary in the event of a change in the Committee Executive.

Minutes of meetings must be made available to any member of the public on request. Council may also make copies of the meeting minutes available to the public at any time.

4.4.2 Site Committee contact details

Site Committees must provide the contact details for the Committee to Council. To ensure that Committee contact details are current, any changes to these contact details must be reported to Council once known.