



## NOTICE OF TUMUT REGION SPORTS COMMITTEE MEETING

Notice is hereby given that a Sports Committee Meeting of Snowy Valleys Council will be held in the Tumut Room located on the 1<sup>st</sup> Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Tuesday, 05 June, 2018**, commencing at **5:30 PM**.

<b>Distribution: 30</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Clr Andrianna Benjamin (Delegate)			
Director Assets & Infrastructure			
Adelong Swim Club & Adelong Horse Activity Group			
South West Slopes Sporting Field Archers			
Batlow Swimming Club & Batlow Ladies Hockey			
Little Athletics			
Tumut Netball Association			
Tumut Rugby League Club			
Tumut Minor League			
Tumut Rugby Union Football Club			
McAuley Catholic Central School			
Tumut Public School			
Tumut Clay Target Club Inc			
Batlow Tennis Club			
James Hayes			
Tumut Junior Cricket Association			
Tumut Hockey Association			
Tumut District Cricket Association			
Lizabeth Smith			
Tumut Lawn Tennis Club			
Tumut Basketball Committee			
Tumut Pony Club			
Tumut Valley Canoe Club			
Riding For Dis-Abled			
Tumut Swimming Club			
Tumut Eagles Football Club			
Adelong Cricket Club			
Tumut Junior Cricket Association			
Tumut Golf Club			
<b>For Information Only</b>			
Public			

## **Business**

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Committee Reports
5. Correspondence
6. General Business

M Hyde  
**General Manager**



## **TUMUT REGION SPORTS COMMITTEE MEETING – AGENDA**

Tuesday, 05 June, 2018, commencing at 5:30 PM.

### **APOLOGIES**

### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-**

- . Tumut Region Sports Committee Meeting – 3/10/2017 4

### **BUSINESS ARISING FROM MINUTES**

### **DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

### **COMMITTEE REPORTS**

- . Tumut Sports Committee - Matters for June 2018 7
- . Sports Capital Grant 2018/19 14

### **GENERAL BUSINESS**

### **NEXT MEETING**

The next meeting date is scheduled to be held 4 September 2018.

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**MEETING COMMENCEMENT:** 5:37pm

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Parks & Property Officer-Brad Beed (Delegate)		✓	
Clr James Hayes	✓		
Clr Adrianna Benjamin (Delegate)	✓		
David Aber – Acting Interim General Manager	✓		
Matthew Christensen – Director Assets & Infrastructure	✓		
Adelong Swim Club & Adelong Horse Activity Group			
South West Slopes Sporting Field Archers – John Whitley	✓		
Batlow Swimming Club & Batlow Ladies Hockey – Jen Taylor	✓		
Little Athletics – Rebekah Gould, Sanette Louwens, Neil Louwens	✓		
Tumut Netball Association			
Tumut Rugby League Club			
Tumut Minor League			
Tumut Rugby Union Football Club			
McAuley Catholic Central School			
Tumut Public School			
Tumut Clay Target Club Inc – Phil Green	✓		
Batlow Tennis Club			
Tumut Junior Cricket Association – James Butt	✓		
Tumut Hockey Association – Lyn Bathgate	✓		
Tumut District Cricket Association – James Carberry	✓		
Lizabeth Smith			
Tumut Lawn Tennis Club	✓		
Tumut Basketball Committee – Jason Beavan, Tanya Gaul	✓		
Tumut Eagles Football Club			
Tumut Pony Club			
Tumut Valley Canoe Club			
Riding For Dis-Abled			
Tumut Swimming Club			
Adelong Cricket Club			
Tumut Golf Club- Geoff Brain	✓		

Council staff in attendance were Matthew Christensen and David Aber.

**APOLOGIES:**

**RESOLVED** that the apologies from Brad Beed and Karen Collins be received and leave granted

Phil Green / Jason Beavan

**CONFIRMATION OF MINUTES:**

**RESOLVED** that the minutes of the **Sports Committee** held on **04-July-2017** be accepted as read.

Geoff Brain / James Butt

**BUSINESS ARISING FROM MINUTES:**

Nil

**DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

Clr. James Hayes declared a non-pecuniary interest in the committee report for Sports Capital Projects Grant 2017/18 as a board member of the Adelong Junior Sports Foundation.

**COMMITTEE REPORTS:**

**TSC1. Athletes Assistance (.)**

**1. RECOMMENDATION**

**That Council provide \$100 from the Athletes Assistance fund to Drew Beavan for representing NSW in AFL at a National Carnival in Perth this year.**

Phil Green/ Liz Crampton

**TSC2. Garage Sale Trail (.)**

**2. RECOMMENDATION**

**The committee note the report.**

Lyn Bathgate / James Rosetta

**Sports Capital Projects Grant 2017/18 (.)**

**As a matter of urgency, the committee considered a verbal briefing from Clr. James Hayes with regards to a late application for the Sports Capital Projects Grant 2017/18 from the Tumut District Cricket Association.**

**RESOLVED That the Tumut Sports Committee does not accept the late application of Tumut District Cricket Association for the Sports Capital Projects Grant 2017/18.**

**Lyn Bathgate / John Whitley**

Presentations were provided by the following grant applications:

1. Adelong Junior Sports
2. Tumut Basketball Assoc. Inc.
3. Tumut Junior Cricket Assoc.
4. Tumut Clay Target Club Inc.
5. Tumut Golf Club
6. Tumut Lawn Tennis Club

The following individuals declared a non-pecuniary interest and left the meeting at 5.55pm

1. Adelong Junior Sports – James Rosetta
2. Tumut Basketball Assoc. Inc. – Jason Beavan, Tanya Gaul
3. Tumut Junior Cricket Assoc. – James Butt
4. Tumut Clay Target Club Inc. – Phil Green
5. Tumut Golf Club – Geoff Brain
6. Tumut Lawn Tennis Club – John Piper

### **3. RECOMMENDATION**

**That the Council allocate the following capital grant applications for the financial year 2017/2018.**

<b>No.</b>	<b>Applicant</b>	<b>Project Location</b>	<b>Brief Project Description</b>	<b>Funding \$</b>
1	Adelong Junior Sports Foundation	Adelong	Purchase of 8 portable shade shelters	3,480
2	Tumut Basketball Assoc. Inc.	Tumut Basketball Stadium	Seating	18,000
3	Tumut Junior Cricket Assoc.	Bull Paddock	Training facility	4,000
4	Tumut Clay Target Club Inc.	Wyangle Reserve	Pathway construction	2,969
5	Tumut Golf Club	Tumut Golf Course	6 teaching kits	3,200
6	Tumut Rugby Club	Jarraah Oval	Top dressing	6,406
7	Tumut Lawn Tennis Club	Tumut Tennis Club	Pathway construction	1,945
			<b>TOTAL</b>	<b>\$40,000</b>

John Whitley / James Carberry

#### **GENERAL BUSINESS:**

The committee noted that the sports fields in the town were being well maintained of late.

#### **NEXT MEETING**

The next meeting will be held on early 2018.

#### **CLOSED:**

The meeting closed at 6:38.

**REPORT NUMBER:**  
**SUBJECT:** Tumut Sports Committee - Matters for June 2018  
(.)  
**REPORT AUTHOR:** Glen McGrath  
**RESPONSIBLE MANAGER:** Matthew Christensen

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**PURPOSE OF REPORT:** To inform the Committee of strategic matters concerning the Tumut Sports Committee.

#### **KEY ISSUES**

1. Tumut Sports Committee Membership Forms
2. Draft Terms of Reference – Tumut Sports Committee

#### **COMMENTS**

1. Tumut Sports Committee Membership Forms

All Tumut Sports Committee members are advised that they will need to submit new Committee membership application forms. (attached under separate cover)

2. Draft Terms Of Reference – Tumut Sports Committee

The Terms of Reference for the Tumut Sports Committee is to be reviewed and readopted.

The Committee is respectfully asked to review the Terms of Reference (SVC-TofR-010-01). Any changes will need to be reflected in the recommendation to Council for adoption.

#### **RECOMMENDATION**

**That the Council adopt the Draft Tumut Sports Committee Terms of Reference.**

#### **ATTACHMENTS**

1. Draft Terms of Reference No SVC-TofR-010-01
2. Committee Membership Forms (under separate Cover)



## Tumut Sports Committee

### *DRAFT* Terms of Reference

ToR No: SVC-TofR-010-01

**1. NAME**

The name of the Committee is the Snowy Valleys Tumut Sports Committee

The Snowy Valleys Tumut Sports Committee is an advisory committee to Snowy Valleys Council.

**2. STATUS**

Being an advisory committee, the Snowy Valleys Tumut Sports Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council. All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**3. DELEGATION**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters relevant to sport and recreation in the Shire;
- Provide a forum for discussion of sport and recreation issues;
- To advise Council on the level of service preferred regarding the maintenance of sporting facilities;
- To recommend to Council the allocation of Snowy Valleys Council's Sports Capital Projects Grant and Athletes Assistance program;
- To assist new or struggling clubs to survive and grow if deemed appropriate.
- To promote sport and recreation in our Shire;

**3. OBJECTIVES OF THE COMMITTEE**

The Tumut Sports Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support. The objectives of the committee are to:

- Aid Council in improving the amenity of the Shire parks, sporting fields, pools and Tumut Boys Club Hall;
- Future strategies for funding and designing improvements for Shire parks, sporting fields, pools and Boys Club Hall;
- Promote sport in shire;
- Make recommendations to Council regarding the allocation of Snowy Valleys Council's Sports Capital Projects Grant and Athletes Assistance program;

**4. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.



**5. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of one (1) representative per Shire sporting organisation, the General Manager or nominated delegate and 1 Councillor/s. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Tumut Sports Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Tumut Sports Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be the Councillor representative.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be seven (7) number of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present.

For voting:

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Snowy Valleys Tumut Sports Committee for the Snowy Valleys. Only those Councillors appointed to the Snowy Valleys Sports Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

**l) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**6. COMMITTEE OPERATION AND MEETINGS**

**a) MEETINGS**

Meetings will be held quarterly at 5.30pm at the Riverina highlands Building.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee member will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**7. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**8. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**9. FINANCE**

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee upon request.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

**10. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**11. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**12. DISSOLUTION**

Council may at any time dissolve the Committee.

**13. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**14. SUPERSEDING POLICY NO AND TITLE**

Tumut Sports Committee Terms of Reference No.04 Version 1.3 – Former Tumut Shire Council

**15. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

Director Assets and Infrastructure

**16. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.3	26 March 2013	135	

**REPORT NUMBER:** SC 2  
**SUBJECT:** Sports Capital Grant 2018/19 (.)  
**REPORT AUTHOR:** Glen McGrath  
**RESPONSIBLE MANAGER:** Matthew Christensen

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**PURPOSE OF REPORT:** To advise the Committee of Council's proposed 2018/2019 Sports Capital Grant program.

## **KEY ISSUES**

### **2018/2019 Sports Capital Grant application**

## **COMMENTS**

Council will be running its highly successful Sports Capital Grant program for 2018/2019 subject to the adoption of Council's 2018/19 Budget. A total of \$40,000 may be available for the program.

Applications will open on the 2<sup>nd</sup> July 2018 and close on the 17<sup>th</sup> August 2018. All successful projects must be completed by 30<sup>th</sup> June 2019.

### **Selection Criteria**

Proposed projects will be evaluated against the following selection criteria:

1. Applicants must be not-for-profit organisations. For profit organisations are ineligible.
2. Projects must be for capital development of sporting facilities within the former Tumut Shire. Applications for maintenance or noncapital related projects will not be considered.
3. Preference will be given to projects that develop and enhance Council managed land.
4. Preference will be given to Sporting Organisations that regularly attend and participate in Sports Committee meetings.
5. Preference will be given to projects that are partly funded by the applicant and/or other grants that maximises value for the community.
6. Preference will be given to projects which demonstrate community benefits.

### **Application Guidelines**

1. Applications must be lodged to Council by close of business on the 17<sup>th</sup> August 2018. Late applications will not be accepted.
2. The project shall be completed and fully invoiced to Snowy Valleys Council by 30<sup>th</sup> June 2019. Funds not expended by this date will be forfeited.
3. All sections of the application must be filled out and returned for application to be considered.
4. Applicants will be required to provide a brief presentation to the Sports Committee outlining their application at a meeting nominated.

5. Funds will only be paid upon completion of the project and following evidence of completion.
6. It is preferred all monies be handled by Council – that is, all invoices for works are submitted to Council for payment upon completion of works.
7. The applicant must verify that any matching funds are available.
8. Any contractor involved in the project must comply with Council's insurances, WH&S and quality requirements.
9. Council or the Sports Committee may lodge an application/s on its own behalf.
10. Applications will be referred to the Sports Committee to make recommendations to Council on success of applications.
11. The Sports Committee members shall evaluate applications by way of ranking. Results will be tallied and recommended to Council.
12. The Sports Committee in evaluating applications may, at its discretion, reject any or all applications that are deemed unsuitable. Should this result in unallocated funds the Committee may elect to make a recommendation to Council on expenditure of those funds.
13. Only those Sports Committee members whom have no conflict of interest (i.e. member that is not an applicant or member of an organisation whom is an applicant) shall vote. Those with a conflict of interest are not to be present during voting.
14. Successful applicants will be notified in writing.
15. Snowy Valleys Council reserves the right to terminate the funding of successful applications at anytime. Any notice of intention to terminate will be issued in writing and must be responded to within 14 days.
16. Snowy Valleys Council does not accept responsibility or liability for works carried out and bears no responsibility for projects which do not have all necessary local council and other government department approvals.

## **RECOMMENDATION**

**That the Committee note the report.**

## **ATTACHMENTS**

Nil