

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 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Tuesday, 04 September, 2018**, commencing at **5:30 PM**.

| Distribution: 30 | Present: | Apology: | Absent: |
|--|-----------------|-----------------|----------------|
| 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 | | | |
| For Information Only | | | |
| 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, 04 September, 2018, commencing at 5:30 PM.

APOLOGIES

CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-

. Tumut Region Sports Committee Meeting – 5/06/2018 4

BUSINESS ARISING FROM MINUTES

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

COMMITTEE REPORTS

. Sports Capital Projects Grant 2018/19 12

GENERAL BUSINESS

NEXT MEETING

The next meeting date is scheduled to be held in early 2019.

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MEETING COMMENCEMENT: 5.30pm

PRESENT:

| Participants: | Present: | Apology: | Absent: |
|---|-----------------|-----------------|----------------|
| Clr Andrianna Benjamin (Delegate) | ✓ | | |
| Division Manager Asset Planning & Design – Glen McGrath | ✓ | | |
| Adelong Swim Club & Adelong Horse Activity Group | | | ✓ |
| South West Slopes Sporting Field Archers | | | ✓ |
| Batlow Swimming Club & Batlow Ladies Hockey | | | ✓ |
| Little Athletics – Rebekah Gould | ✓ | | |
| Tumut Netball Association – Liz Crampton | ✓ | | |
| Tumut Rugby League Club | | | ✓ |
| Tumut Minor League | | | ✓ |
| Tumut Rugby Union Football Club – Will Reynolds | ✓ | | |
| McAuley Catholic Central School | | | ✓ |
| Tumut Public School | | | ✓ |
| Tumut Clay Target Club Inc – Phil Green | ✓ | | |
| Batlow Tennis Club | | | ✓ |
| James Hayes | | | ✓ |
| Tumut Junior Cricket Association – James Butt | ✓ | | |
| Tumut Hockey Association – Lyn Bathgate | ✓ | | |
| Tumut District Cricket Association – James Carberry | ✓ | | |
| Lizabeth Smith | | | ✓ |
| Tumut Lawn Tennis Club – Bernadette Cahill | ✓ | | |
| Tumut Basketball Committee – Jason Beavan | ✓ | | |
| Tumut Eagles Football Club – Mick Parker | ✓ | | |
| Tumut Pony Club | | | ✓ |
| Tumut Valley Canoe Club | | | ✓ |
| Riding For Dis-Abled | | | ✓ |
| Tumut Swimming Club – M Hargreaves | ✓ | | |
| Adelong Cricket Club | | | ✓ |
| Tumut Golf Club | | | ✓ |

APOLOGIES:

Nil

CONFIRMATION OF MINUTES:

TRSPC.01 RESOLVED that the minutes of the **Sports Committee** held on **03-October-2017** be accepted as read.

Bernadette Cahill /Lyn Bathgate

BUSINESS ARISING FROM MINUTES:

1. Lyn Bathgate was present at the 3 October 2017 meeting.

2. Cllr James Hayes declared a non-pecuniary interest in the committee report for Sports Capital projects as a board member of the Bendigo bank not the Adelong Junior Sports Foundation.

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

Nil

COMMITTEE REPORTS:

Tumut Sports Committee - Matters for June 2018 (.)

1. RECOMMENDATION

That the Council adopt the Draft Tumut Region Sports Committee Terms of Reference with the following changes;

1. **Change wording to remove the 'Shire' throughout the document and replace with 'Tumut Region' to be those clubs or organisations from the towns or areas of Adelong, Batlow Talbingo, Tumut or Brungle,**
2. **Under point 5b) first sentence to read: The Snowy Valleys Council will call for applications from community members within the former Tumut Council area for all community member positions.**
3. **Under point 5 h) first sentence to read: A quorum of the Committee will be five (5) number of appointed voting members present.**

Liz Crampton/Bernadette Cahill

Sports Capital Grant 2018/19 (.)

TRSPC.02 RESOLVED

That the Committee note the report with a change of date that the applications will be open from 18 June 2018 and closing 6 August 2018.

Lyn Bathgate/Mick Parker

GENERAL BUSINESS:

Nil

NEXT MEETING

The next meeting will be held on 4 September 2018.

CLOSED:

The meeting closed at 6pm.



Tumut Region Sports Committee

DRAFT Terms of Reference

ToR No: SVC-TofR-010-01

1. NAME

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

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

2. STATUS

Being an advisory committee, the Snowy Valleys Tumut Region 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 Tumut Region;
- 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 Tumut Region;

3. OBJECTIVES OF THE COMMITTEE

The Tumut Region 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 parks, sporting fields, pools and Tumut Boys Club Hall;
- Future strategies for funding and designing improvements for parks, sporting fields, pools and Boys Club Hall;
- Promote sport in Tumut Region;
- 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 sporting organisation from the Tumut Region, (to be those clubs or organisations from the towns or areas of Adelong, Batlow Brungle, Talbingo or Tumut) the General Manager or nominated delegate and 1 Councillor/s. It is desirable that there is a representation from the entire Tumut Region, 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 former Tumut 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 Region 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 five (5) 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 Region Sports Committee for the Snowy Valleys.

Only those Councillors appointed to the Snowy Valleys Tumut Region 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, and Council website.

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 1
SUBJECT: Sports Capital Projects Grant 2018/19 (.)
REPORT AUTHOR: Andrew Burke
RESPONSIBLE MANAGER: Matthew Christensen

PURPOSE OF REPORT: To advise the committee of the applications for the 2018/19 Sports Capital Projects Grant

KEY ISSUES

Assess applications for the Sport capital grants and make a recommendation to Council

Disclosure of Pecuniary Interests at meetings

Item from Bluett Local Government Handbook

[14.125] A Councillor or a Council Committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable. The person must not be present at, or in the sight of, the meeting either at any time during which the matter is being considered or discussed or at any time during which a vote is being taken on any question relating to the matter (s 451). A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

BACKGROUND

Applications for the capital grants closed on the 17th August 2018. Total funding is within the 2018/19 operation budget.

Applicants have been reviewed by the Coordinator for Open Space and Facilities against the guidelines for funding criteria.

Proposed projects will be evaluated against the following selection criteria:

1. Projects must be for not for profit organisations. For profit organisations are ineligible.
2. Projects must be for capital developments of sporting facilities with 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.

Preference will be given to projects that are partly funded by the applicant and/or other grants that maximises value for the community benefits.

RECOMMENDATION

That the Sports Committee recommend a priority order for the capital grant applications to assist Council in allocating the \$40,000 for the financial year 18/19.

ATTACHMENTS

1. Application Summary Table
2. Applications (Under separate cover)

2018/19 SPORT AND RECREATION CAPITAL PROJECTS – SUMMARY TABLE

| No. | Applicant | ATTENDANCE AT MEETINGS Since the merger 12/5/16 | Non Profit Status | Compliance with Guidelines | Capital Project | Project Location | Brief Project Description | Project Total Cost | Applicants contribution | Funding Requested |
|------------|---|--|----------------------------------|---|----------------------------|-----------------------------|--|-------------------------------|------------------------------------|------------------------------|
| 1 | Tumut Clay Target Club Inc | 4/5 | Y | Y | Y | Wyangle Reserve | Upgrade Clay Target Throwing Machine | \$23,399 | \$17,820 | \$5,589 |
| 2 | Tumut Eagles Football Club | 2/5 | Y | Y | Y | Bull Paddock Sports Ground | Two sets of portable soccer goal posts | \$10,014 | \$5,014 | \$5,000 |
| 3 | Batlow Golf Club | 0/5 | N | N | Y | Batlow Golf Course | Purchase Trimax Sticker 190 model Mower | \$7,790 | \$1,790 | \$6,000 |
| 4 | Tumut Junior and Senior Cricket Association | 4/5 2/5 | Y | Y | Y | Bull Paddock Sports Ground | Purchase self - propelled Roller | \$15,000 | \$8,000 | \$7,000 |
| 5 | Tumut & District Little Athletics Club | 3/5 | Y | Y | Y | Bull Paddock Sports Ground | Discus cage | \$7,238 | \$6,738 | \$6,738 |
| 6 | Whole community Wellness Centre | 0/5 | Y | N | Y | 29 Richmond St | Computer, Sound System, Rowers, Dumbbell set | \$32,108 | \$27,000 | \$5,108 |
| | | | | | | | | | | |
| | | | | | | | | TOTAL | \$95,549 | \$35,435 |