

Terms of Reference: S355 Sportz Central Advisory Committee

PREAMBLE

The creation of community advisory committees reflects Council's level of encouragement to actively engage and utilise the expertise within its community. Community advisory committees enable a sense of community involvement, development and overall community wellbeing, all meeting Council's objective of a connected community. The advice provided by the Sportz Central Advisory Committee is invaluable as a consultative and information mechanism.

1. THE VISION

The vision is a true collaboration model for the advice, care, control & management of community venues in the City of Coffs Harbour.

2. SCOPE/ROLE

The role of the Sportz Central Advisory Committee is to assist Council and the Licensee with:

1. Advice on fees;
2. Advice on prioritisation of maintenance;
3. Advice on competing hirers; and
4. Other matters as they arise in relation to Sportz Central.

3. DELEGATIONS

The committee has delegation to provide advice on fees, priority of maintenance, competing hirers & other matters as they arise at Sportz central. The Committee has no financial or media delegations from the Council.

4. COMPOSITION OF THE COMMITTEE

Minimum of five members and maximum of nine members made up of user groups representatives and community representatives.

5. MEETINGS OF THE COMMITTEE

The minimum number of meetings to be held each year is four (4). There is no restriction on the number of additional meetings that your Committee may wish to hold. A quorum of members is required at all meetings and shall be over 50% of all voting members.

6. OFFICE BEARERS

No Office bearers are required, the Sportz Central Licensee shall provide secretariat.

7. TERM OF OFFICE

The Committee will serve a term of three (3) years plus three (3) years in line with the terms of the Sportz Central Licence.

When a position(s) becomes vacant (i.e. term is complete, or a member resigns etc.) Council will advertise the vacancy on the Council website, the Committee will recommend nominee(s) and the nominee will be presented to Council for approval by resolution.

8. SUB-COMMITTEE(S)

N/A

9. EXPENDITURE

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

10. RECORD KEEPING

Record keeping is the responsibility of the Sportz Central Licensee. Agendas to be circulated 7 days prior to the meeting. Minutes to be circulated within 7 days.

11. ANNUAL REPORT

N/A

12. RULES, REGULATIONS AND PROCEDURES

Refer to Coffs Harbour City Council guidebook for S355 Community Committees. Operational requirements include, but are not limited to:

- Annually submit recommended fees for the venue.