



LIVERPOOL CITY COUNCIL SPORTS COMMITTEE CHARTER

Adopted: 30 August 2017

Trim: 005808.2018



1. NAME

Liverpool City Sports Committee

2. INTERPRETATION

For the purpose of these guidelines:

Code means a sporting code which has players in a club or clubs within the Liverpool Local Government Area

Committee means the Liverpool Sports Committee

Council means the Liverpool City Council

LGA means Liverpool Local Government Area

Member means a member of the Liverpool Sports Committee

3. STATUS OF COMMITTEE

3.1 The Committee is an advisory Committee to Council.

4. PURPOSE

4.1 The Committee has been established to:

- a) Provide a forum for representing the views of sporting organisation members, clubs and associations to Council relating to sporting matters; and
- b) Assist with the promotion, coordination and growth of sporting codes within the Liverpool LGA.

5. FUNCTIONS

5.1 The functions of the Committee are to:

- a) Act as a focus of communication between Council and codes in the LGA;
- b) Assist local sporting clubs in the application process for grants;
- c) Make recommendations to Council regarding capital works projects for sporting grounds and facilities;
- d) Make recommendations to Council regarding the maintenance and standard of maintenance of sporting grounds and facilities;
- e) Assist with positive promotion of sport in the LGA;

- f) Inform Council about changes to rules and regulation changes by governing sporting bodies that may impact upon the sporting assets owned by Council; and
- g) Make recommendations to Council regarding the sporting donations program.

6. OUTCOMES

6.1 The Committee aims to achieve the following:

- a) Foster the appreciation, development and maintenance of sporting facilities, clubs and opportunities in Liverpool.
- b) Actively encourage ethical practice and the principles of fair play for all participants, officials, coaches, volunteers and spectators.

7. MEMBERSHIP

Mayor and Councillors

7.1 The Mayor (or delegate) is a member of the Committee.

Council staff representation

7.2 The Chief Executive Officer (CEO) (or delegate) will be a member of the Panel and shall assign relevant executive and other staff to this Panel in an observer capacity.

7.3 Council staff do not have any voting rights on the Committee.

Community representation

7.4 Council may offer membership of the Committee to delegates representing the NSW Police Department (SW Area), Department of Education (SW Area) and the Area Health Service (SW Area).

7.5 Membership of the Committee also includes nominated delegates of codes whose membership of the Committee must be approved by Council.

7.6 Committee members representing a code must be financial members of, and be nominated by, a club affiliated to a registered governing body of the code which they are representing. Their nomination may occur at an association or district meeting or at a special meeting organised by the Code. If a problem arises in electing a delegate from a Code, a Code may request the Committee to select a delegate from those persons nominated on behalf of the Code.

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- 7.7 A Code having more than 100 players within the Liverpool Local Government Area is entitled to nominate one delegate to the Committee.
- 7.8 For Codes with less than 100 players, one delegate is to be selected by Council, upon the recommendation of the Committee, to represent all of these Codes.
- 7.9 It is the right of Council to accept or reject any nomination for membership of the Committee. Council must provide reasons for that decision in writing.

Support Staff

- 7.10 Council's Sports Development and Leisure Officer convenes meetings of the Committee to provide administrative and other support to the Committee. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

Chairperson

- 7.11 The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to facilitate the effective functioning of the Committee.
- 7.12 The Mayor (or delegate) shall be the Chairperson of the Committee.
- 7.13 A Deputy Chairperson shall be elected. The election of the Chairperson or Deputy Chairperson should occur at the first meeting of the new Committee.

The election of a Deputy Chairperson must be conducted:

- a) By the CEO or, in his or her absence, a member of Council staff designated by the CEO to conduct such an election; or
 - b) If neither of them is present at the meeting, by the person who convened the meeting, or a person acting on his or her behalf.
- 7.14 If the Chairperson (or the Deputy Chairperson) of a Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.

Casual vacancy

- 7.15 Should a vacancy occur during the term of appointment it is to be filled by following the normal process for appointments to the Committee.

Non-attendance at meetings

- 7.16 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Committee member should notify the Chairperson or the convenor of their planned absence from a meeting.

- 7.17 Any Committee member knowing that they will be absent for three or more consecutive meetings must notify the Committee Chairperson or the convenor in writing about their planned absence.
- 7.18 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

Resignation from the Committee

- 7.19 Any Committee member wishing to resign from the Committee must do so in writing to the Committee Chairperson.

8. TERM OF OFFICE

- 8.1 The Mayor and designated Council staff remain on the Committee for the duration of the term of Council.
- 8.2 Membership of the Committee by delegates of codes is for one year. Membership must be reviewed yearly at the Annual General Meeting with re-election of existing membership permitted with the endorsement of each code. It is preferred that the maximum term of any delegate of a code is three years of continuous membership. Each code is eligible to nominate a new delegate after this period.

9. QUORUM AND DECISION MAKING

- 9.1 At any Committee meeting the presence of 30% of delegates constitutes a quorum. If no quorum is present within 20 minutes of the advertised time of the meeting, the meeting must be postponed for at least seven days and not more than 21 days when due notice of at least 48 hours have been given, it shall then be held and, irrespective of the number of delegates attending, is empowered to transact legally the business for which the Committee meeting was called.
- 9.2 In the absence of a quorum 30 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items, although any recommendations made do not become formal decisions until they have been ratified at the next Committee meeting with a quorum present.
- 9.3 Wherever possible, decisions of the Committee must be made on the basis of consensus, that is, if all present agree.
- 9.4 At the discretion of the Chairperson, a vote may be called to decide a matter. This may occur in relation to a matter that is more significant in nature. In such cases, the matter is decided by a simple majority of those at the meeting,

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provided that there is a quorum present. In the event of a tied vote, the Chairperson exercises the deciding vote.

- 9.5 Every resolution passed at any Committee meeting is binding upon all members, whether present or not at the meeting.
- 9.6 The Committee reports and makes recommendations to Council for its consideration.

Sporting Donation Program

- 9.7 The Sporting Donation Program enables Council to provide small amounts of funding to the community to assist their efforts to achieve excellence at the sporting representative level.
- 9.8 Residents of the LGA are eligible to apply for donations towards the cost of participating in representative sporting events for which they have qualified. The donations are based on level of representation they achieve, that is, regional, state or national level.
- 9.9 The designated donations that may be made payable under the Sporting Donation Program and the eligibility criteria to guide donations is defined within Council's Donations Policy.

10. GENERAL PUBLIC

- 10.1 Committee meetings are not usually open to members of the general public. However, the committee can decide to open the meeting to the public, subject to the agreement of the chairperson in consultation with the CEO (or delegate). Representatives of organisations or the local community may be invited to address the committee on matters on the agenda.

11. TIMETABLE FOR MEETINGS

- 11.1 Notice of at least 14 day's notice in writing must be given for a Committee meeting. Meetings are held on the last Thursday of every second month, starting in March. No meeting is held in January.
- 11.2 A special meeting of the Committee may be called by the Committee, or should the Chairperson receive a requisition in writing from no less than five members, the Chairperson must immediately call a special Committee meeting, provided that the requisition states the object of the meeting.
- 11.3 Notice of a special Committee meeting must be in writing and be given at least seven days before the meeting.

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- 11.4 A meeting is limited to a maximum of two hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business. Extra Committee meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his or her delegate).
- 11.5 The location, date and starting time for meetings must be advised on the agenda.
- 11.6 Committee meetings can only be held if five working day's notice has been given to all members.
- 11.7 If an Annual General Meeting is required, it must be held prior to 30 September each year with 14 days' notice given to members.

12. MEETING PRACTICE AND PROCEDURES

- 12.1 Unless otherwise specified in this Charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 12.2 The Committee must observe the provisions of any other relevant Council policies and procedures.
- 12.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 12.4 The minutes of each Committee meeting will be submitted to the next available meeting of Council.

13. INSURANCE COVER

- 13.1 Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

14. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 14.1 All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- 14.2 Should a member of the Committee breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 14.3 A breach of the Code of Conduct may result in the particular Committee member concerned being excluded from membership of the Committee.

- 14.4 If a Committee member has a pecuniary interest in any matter with which the Committee is concerned, and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 14.5 A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 14.6 A Committee member will deal with a non-pecuniary conflict of interest in at least one of these ways:
- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
 - b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 14.7 Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

15. DISCIPLINARY ACTION

- 15.1 Should a member of the Committee breach Council's Code of Conduct, the matter will be referred to Council's CEO for consideration. The CEO may consider a range of sanctions, depending on the nature of the breach. Serious breaches may result in a decision by the General Manager to remove the member concerned from the Committee. In such cases the CEO would convene a meeting with the chairperson and the person concerned to discuss the matter prior to the decision being finalised. The member who has committed the breach may be suspended from the Committee until the matter is resolved.

16. CONFIDENTIALITY AND PRIVACY

- 16.1 Committee members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 The *Privacy and Personal Information Protection Act* 1998 and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 16.3 Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

17. MEDIA PROTOCOL

- 17.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 17.2 No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

18. REVIEW

- 18.1 Council will review the work of the Committee and this charter every two years.

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

30 August 2017

DEPARTMENT RESPONSIBLE

Community and Culture (Recreation Services)

REVIEW DATE

(Two years from date of Council Resolution)

VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	28 September 2011	177585.2011
2	Council Resolution	28 November 2012	261525.2013
3	Council Resolution	29 July 2015	168525.2015
4	Council Resolution	30 August 2017	215697.2017

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan