Regional Sports Hub Sub-Committee
Terms of Reference

Established pursuant to S41 of the Local Government Act 1999 by the RSH Board
Endorsed by Council on 2 September 2019

1. ROLE

1.1 The Sub-Committee will be established by the Regional Sports Hub Board (the ‘Board’).

1.2 The Sub-Committee will advise the Board on the operational aspects of the Regional Sports Hub (RSH) including:
   - Bookings
   - Special Events
   - Requests
   - Complaints
   - Performance of the facilities
   - Effectiveness of the management of the facilities
   - Communication.

2.1 REPORTING RESPONSIBILITIES

2.1 The Sub-Committee will report to and advise the Board.

3. DELEGATED AUTHORITY

The Sub-Committee will not have any delegated authority for expenditure or decision making.

4. FREQUENCY OF MEETINGS

The Sub-Committee will determine the time and dates for its meetings which are scheduled to be held bimonthly, reducing to quarterly by year 2-3.

Special meetings can be held as required.
5. MEMBERSHIP AND APPOINTMENT

5.1 The Sub-Committee will be comprised of:

5.1.1 The Chairperson being the person appointed by Council (from time to time) to the role of Executive Officer to the RSH Board.

5.1.2 One nominee of the State Sporting Organisations and one nominee from their local league/association or local club (as determined by the State Sporting Organisations) that regularly use the Regional Sports Hub being:

- Football Federation SA (FFSA)
- SA National Football League (SANFL)
- SA Cricket Association (SACA)

5.1.3 One Council Member (to be appointed by a Council meeting resolution).

5.1.4 If there are other regular RSH user groups, they may collectively nominate up to two nominees for appointment to the Sub-Committee by the RSH Board.

5.1.5 One additional nominee from the following State Sporting Organisations and one nominee or delegates from their local league/association or local club (as determined by the State Sporting Organisations) will be considered ex-officio until that stage of construction for netball and tennis facilities is approved by Council:

- Netball SA
- Tennis SA

5.1.6 Each of the above members is entitled to appoint a proxy member who can attend when the member is unable to attend and should advise the Chairperson;

5.2 There is no remuneration for Sub-Committee members.

5.3 Sub-Committee Members may be removed by the Board.

5.4 Members of the Sub-Committee may resign their position by giving notice to the organisation they represent and advising the chairperson of the Sub-Committee;

5.5 From time to time members may change their nominee;

5.6 If a vacancy occurs the organisation without a representative will have an opportunity to advise the Board of the replacement member.

5.7 If the Chairperson is absent a proxy will be present.
6 QUORUM

The quorum will be 5.

7 ACCESS TO MEETINGS

7.1 In accordance with the principles of open, transparent and informed decision making, Sub-Committee meetings must be conducted in a place open to the public. Members of the public are able to attend all meetings unless prohibited by resolution of the Sub-Committee under the confidentiality provisions of Section 90 of the Act.

7.2 Members of the public shall have access to all documents related to the Sub-Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 & 91 of the Local Government Act (1999).

8 NOTICE OF MEETINGS

8.1 The Sub-Committee shall conduct its meetings in the Council Chamber, Local Government Centre, 6 Dutton Road, Mount Barker until such time as construction of stage 1 of the RSH has been completed and thereafter at the RSH.

8.2 That a generic public notice and agenda will displayed at the Customer Service Centre and the Council’s websites along with meeting dates.

9 MINUTES

9.1 The minutes will include the names of members present; each motion; and disclosure of interest, any order made under Section 90 and 91 of the Local Government Act.

9.2 Minutes of Committee meetings shall be circulated within five (5) clear days after a meeting to all members of the Sub-Committee and to all members of the Regional Sports Hub Board.

9.3 Minutes of the Sub-Committee meeting will be placed on Council’s website, on public display at the Customer Service Centre within five (5) clear days of the meeting and kept on display from the beginning of the previous year.
10. **MEETING PROCEDURE**

10.1 The Committee shall conduct meetings in accordance with the *Local Government Act 1999* and observing the provisions Part 1 – Preliminary, Part 3 – Meetings other Committees and Part 4 – Miscellaneous of the Local Government (Procedures at Meetings) Regulations 2013; and Code of Practice (Access to Council and Committee Meetings and Documents). Part 2 of the Regulations do not apply to this Committee.

10.2 Conflict of Interest declarations are required pursuant to S 73 - 75B of the Local Government Act 1999.

11. **REVIEW**

RSH Board will initiate a review from time to time to ensure the effectiveness of the sub-committee.

12. **ACCESS TO TERMS OF REFERENCE**

The Sub-Committee's Terms of Reference is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website [www.mountbarker.sa.gov.au](http://www.mountbarker.sa.gov.au)

13. **FURTHER INFORMATION**

For further information on this Terms of Reference or the operations of the Sub-Committee, please contact:

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