

**NORTH METROPOLITAN REGION RECREATION ADVISORY COMMITTEE
(NMRRAC)**

Terms of Reference (Adopted November 2003)

1 Name

- 1.1 *The name of the Committee is the North Metropolitan Region Recreation Advisory Committee and will be referred to hereafter as NMRRAC.*

2 Objectives

- 2.1 To *communicate and share information* between members of NMRRAC and similar bodies.
2.2 To *foster improvement in the planning and coordination of community facilities* including comment on regionally significant facility projects grants applications.
2.3 To *discuss and support cross boundary facility initiatives* and to take possible developments back to member Councils for consideration.
2.4 To *seek cost effective solutions* about access to recreational opportunities for the communities represented, including establishment and operation of facilities; and services.
2.5 To *support and share management initiatives* and encourage improvement in the management of community facilities.
2.6 To *lobby on behalf of the Advisory Committee* to any Government, sporting body or private interest on any matter of common concern to members, especially those involving planning, development, management or funding of facilities.
2.7 To *promote best practice* in all aspects of these objectives (communication, planning, management and development, cost and lobbying).

3 Membership

- 3.1 The members shall be the local authorities as listed and others as agreed from time to time by the Advisory Committee - Bassendean, Bayswater, Joondalup, Mundaring, Stirling, Swan, Vincent, Wanneroo. Each local authority shall be entitled to nominate one delegate, who shall be an elected member of the Council and deputy who is likewise an elected member.
3.2 The Department of Sport and Recreation shall be entitled to be an ex officio member of the Advisory Committee.
3.3 Representatives of associated industries such as the Western Australian Sports Federation, Edith Cowan University and the Department of Education may also be invited to nominate one officer, who shall likewise be an ex officio member and observer when appropriate.

4 Management

- 4.1 A Chairperson, who is to be chosen from among the elected members, will conduct the meetings of the Advisory Committee. Any other elected member can take the chair if the chairperson is absent.
4.2 An officer of the same local authority as the elected chairperson will chair officer meetings.
4.3 In addition, an officer of the local authority from which the Chairperson has been elected will provide secretarial assistance to the Advisory Committee.

5 Meetings

- 5.1 General meetings of the Advisory Committee shall be held quarterly by rotation at member premises.
5.2 Officers employed by member Councils shall be entitled to attend Advisory Committee meetings, form occasional sub-committees or hold separate meetings to discuss issues and undertake professional development.

- 5.3 Officers shall meet as often as convenient, to investigate and review issues and planning proposals as identified in the annual plan for report to the Advisory Committee and for other purposes as thought beneficial for the group or the local governments collectively.
- 5.4 A **quorum** of elected members is five.
- 5.5 **Voting** shall be by simple majority.
- 5.6 Only elected members or their deputy may vote.
- 5.7 The venue for the meetings will rotate between the member Local Authorities.
- 5.8 **Standing orders** shall be determined from time to time by the Advisory Committee and shall comply generally with the provisions of the Local Government Act

6. Observers

- 6.1 Deputy elected members are entitled to attend all meetings and with the permission of the Chairman, to contribute to discussions, but not vote.

7. Alteration To The Constitution

- 7.1 Alterations to the Terms of Reference may be made by lodging notice of the proposed alteration to all elected members at least thirty-five (35) days prior to a meeting, at which the matter is to be discussed.
- 7.2 An alteration can only be carried on a 75% majority vote by members, whether present or voting by proxy.

8. Standard Meeting Agenda

Welcome by the Chairperson
Attendance & Apologies
Confirmation of Minutes of Previous Meeting
Business Arising
Officers and Technical Meeting
Officer's Reports
General Business
Confirmation of Actions / Issues
Next Meeting - Date & Place

ATTACHMENT 2

TERMS OF REFERENCE – Original**1 NAME**

The name of the Committee is the North Metropolitan Region Recreation Advisory Committee and will be referred to hereafter as the Advisory Committee.

2 OBJECTIVES OF NORTH METROPOLITAN REGION RECREATION ADVISORY COMMITTEE

- 2.1 To provide a means of communication between the member local authorities.
- 2.2 To provide the opportunity for co-ordination and co-operation in the provision of community facilities and services.
- 2.3 To establish a co-ordinated approach to the provision of Recreation facilities within the region.
- 2.4 To provide a forum for exchange of ideas, management models, utilisations systems and all other relevant professional tools.
- 2.5 To establish where possible regional approaches and consistent local management practices, towards sporting organisations, and any other organised group.
- 2.6 To provide a co-ordinated voice on matters of State and Federal government issues which impact at the local level.
- 2.7 To assess Community Sport and Recreation Facilities Fund applications for regional projects that have been referred by the Ministry for Sport and Recreation for a recommendation.

3 MEMBERSHIP**3.1 Members/Delegates**

The composition of the Advisory Committees shall be one delegate (or in his absence, a deputy delegate) from the following Local Authorities:

1	Bassendean	5	Joondalup
2	Bayswater	6	Stirling
3	Mundaring	7	Vincent
4	Swan	8	Wanneroo

- 3.1 Delegates terms of office shall be for Twelve Months commencing with the 1st Saturday in July each year.

3.2 Technical Officer – Who Shall Have No Voting Rights

One Technical Officer from each of the member local authorities (see 3.1), West Australian Sports Federation, Edith Cowan University and MSR shall be deemed ex officio members of the Advisory Committee (unless nominated as a delegate by the member local authority).

- 3.3 In the event of a casual vacancy during the year, the member local authority shall appoint a new delegate as soon as possible.

4 OFFICE BEARERS

The office bearers of the Advisory Committee shall be the following:

4.1 Chairpersonman

4.2 Vice-Chairpersonman

Both positions shall be filled from those Delegates of the Advisory Committee.

4.3 Secretary

Shall be the officer of the Local Authority from which the Chairperson man has been elected.

5 MEETINGS

5.1 Meetings shall be held three times a year with the Annual meeting being held in July of each year, where all positions shall be declared vacant and elections held for the ensuing year.

Meetings shall be held:

<u>Month</u>	<u>Meeting Purpose</u>
July	July Annual General Meeting, Annual Planning Workshop (to set priorities and identify issues)
November	Consider regional CSRFF grant applications
February	Joint Project Proposals, items requiring co-ordinated budget support, major milestones.

5.2 Venue

The venue for the meetings will rotate between the member Local Authorities.

5.3 Quorum

The number of delegates necessary to form a quorum shall be Five.

5.4 Voting

The decision of the committee is that decided by a simple majority of votes of the members present, including the person presiding as chairman who has a deliberative vote and a casting vote.

5.5 Standing Orders

Shall be determined from time to time by the Advisory Committee and shall comply generally with the provisions of the Local Government Act.

6 Observers

- 6.1 Deputy delegates are entitled to attend all meetings and with the permission of the Chairman, to speak, but not vote.
- 6.2 Other Councillors of member Local Authorities may attend meetings and may, with the permission of the Chairman, speak, but not vote.
- 6.3 Official Representatives of other appropriate authorities and organisations may attend meetings and with the permission of the Chairman, speak, but not vote.

7 TECHNICAL OFFICERS MEETINGS

A Technical Sub-Committee comprising of the officers representing the member Local Authorities shall form a Technical Sub-Committee who will attend all meetings of the Advisory Committee and may, with the permission of the Chairman, speak, but not vote.

The Technical Sub-Committee shall meet five times a year to investigate and review issues and planning proposals as identified in the annual plan for report to the Committee. The sub-committee shall meet in the months of

August
October
January
March
May

This Sub-Committee shall carry out tasks and investigations as the Advisory Committee may from time to time determine and shall report back to this Committee.

8 EXPENSES

The expenses of the Advisory Committee shall be met equally by member local authorities.

9 ALTERATION TO THESE TERMS OF REFERENCE

Changes to these Terms of Reference may be made by lodging notice of the proposed alteration to all delegates at least thirty five (35) days prior to the Annual meeting at which the matter is to be discussed.

An alteration can only be carried on a 75% majority vote of Member Authorities, whether present or not.

STANDING ORDERS

- 1 Minutes of meetings shall be forwarded by the Secretary within three weeks of the preceding meeting date.
- 2 All member delegates shall ensure the minutes are submitted to a meeting of Council for information and endorsement.
- 3 The Committee shall be free to plan and promote the Objectives – contained within the Terms of Reference.
- 4 All administrative tasks and associated requirements necessary for the conduct of business shall be delegated to the Committee.
- 5 Items of policy and major philosophical stance as determined by simple majority vote, shall require referral to member authorities for approval prior to resolution.

6 Sub Committees

The committee may from time to time appoint other sub-committees for any period of time or purpose deemed necessary.

7 Standard Meeting Agenda/Format

Attendance
Apologies
Confirmation of Minutes of Past Meetings
Business Arising
Officer's Reports
Treasurer
Other Necessary
General Business
Next Meeting