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## COONABARABRAN SWIMMING POOL ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. Council Portfolio

Technical Services

### 2. Establishment

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

*A function of a council may, subject to this Chapter, be exercised: (b)  
by a committee of the council*

### 3. Purpose

The purpose of the committee is to assess the condition and usefulness of the existing amenities, buildings, and facilities at the Coonabarabran Swimming Pool Complex and develop a long-term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

Core responsibilities and duties of the committee are to:

- Assistance with determining current status of the complex, including identification of issues that need to be rectified;
- Determining current and potential users of the complex facilities including volume and frequency of use;
- Input into the development of a long-term strategy for the Swimming Pool Complex in the form of a Master Plan and planned improvements;
- Investigation into, and assistance in obtaining, external sources of funding; and
- Making of recommendations to Council on matters related to improvements of the Swimming Pool Complex.

### 4. Term

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

### 5. Membership

Committee representation will be comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Four user group representatives, or as determined by Council;
- Two community representatives, or as determined by Council;
- Representatives of relevant government or community agencies as determined by the committee;
- The Manager Urban Services and Facilities (non-voting) shall also attend meetings as the Executive Officer.

### 6. Quorum

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

## **7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

## **8. Meeting Schedule**

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

## **9 Executive Officer**

The Executive Officer will be directly responsible for the organisational function of the committee.

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

## **10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

## **11. Reporting**

Directly to Council by recommendation recorded in meeting minutes.

## **12. Code of Conduct**

Council's Code of Conduct applies to members of the committee.

## **13. Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

## **14. Delegations**

The committee has no Council delegations.

### **15. Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

### **16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

### **17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

### **18. Relevant Policies/Documents**

*Local Government Act 1993* (NSW)

Warrumbungle Shire Council Code of Conduct

Warrumbungle Shire Council Code of Meeting Practice

Warrumbungle Shire Community Strategic Plan

Warrumbungle Shire Council Operational and Delivery Program

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.