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## ROBERTSON OVAL 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

Assess the condition and usefulness of the existing amenities buildings at Robertson Oval in Dunedoo and based on existing and potential sport and recreation demands, determine a strategy for the amenities building that best meets the needs of users.

Core responsibilities and duties of the committee are to:

- Determine current and potential sport and recreation users of the amenities building in Robertson Oval including volume and frequency of use;
- Assess the feasibility of upgrading existing building in terms of benefits and costs;
- Canvass and report on options for management of any upgraded amenities building;
- Liaise with consultants for preparation of any amenities concept plan;
- Confirm extent of Robertson Oval complex by confirming property boundary and determine preferred location of any upgraded amenity facility.
- Investigate and obtain external sources of funding; and
- Make recommendations to Council on any matter related to amenities building at Robertson Oval.

### 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 community representatives, or as determined by Council;
- Dunedoo Development Group Coordinator (non-voting);
- The Manager Urban Services and Facilities (non-voting) shall also attend Committee 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.