

Sport and Recreation Advisory Committee Meeting

Business Paper

Notice is hereby given that a Sport and Recreation Advisory Committee Meeting of Parkes Shire Council will be held in the Parkes Council Chamber, 2 Cecile Street, Parkes, on Tuesday 4 April 2023 at 12.00pm.



Kent Boyd PSM
GENERAL MANAGER

Order of Business

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1 OPENING OF MEETING

The Chairperson will declare the meeting open.

Meeting of Council committees are not recorded or streamed to the internet.

2 ACKNOWLEDGEMENT OF COUNTRY

Parkes Shire Council acknowledges the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders past, present and emerging of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present.

3 APOLOGIES

In accordance with clauses 5.3, 5.4 and 5.5 of Council's Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

4 CONFIRMATION OF MINUTES

This is the inaugural meeting of this Committee

5 DISCLOSURES OF INTERESTS

All Council Officials must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

Council's Code of Conduct deals with pecuniary and non-pecuniary conflicts of interest and political donations, and provides guidance on how these issues should be managed.

Council Officials must be familiar with Council's Code of Conduct and their obligations to disclose and manage any conflicts of interest that they may have in matters being considered at this Council Meeting.

Note: Council Officials who declare an Interest at the Meeting are also required to complete a Declaration of Interest form.

6 LATE BUSINESS

7 OFFICERS' REPORTS

7.1 TERMS OF REFERENCE

IP&R Linkage: Pillar: Community

Goal: Our community is safe, active and healthy.

Strategy: Provide sport, recreation and play space facilities that encourage participation and support healthy lifestyles.

Author: Anthony McGrath, Executive Manager Corporate Services

Authoriser: Ben Howard, Director Operations

Annexures: A. Sport and Recreation Advisory Committee Terms of Reference [↓](#)

RECOMMENDATION

That the Sport and Recreation Advisory Committee:

1. Elect Cr _____ as Chairperson, pursuant to clause 6.1 of the Committee's Terms of Reference.

BACKGROUND

A its Ordinary meeting held on 20 December 2022 Parkes Shire Council ("Council") resolved to establish the Sport and Recreation Advisory Committee ("the Committee") and adopt the Terms of reference for the Committee appended at *Annexure A {res408/22}*

ISSUES AND COMMENTARY

Consistent with clause 6.1, the Committee must appoint a Chairperson from among the Committee's three (3) (Councillors members, listed below alphabetically:

1. Cr Jacob Cass
2. Cr Bill Jayet
3. Cr Louise O'Leary

The Mayor serves as an ex officio member with Cr Daniel Weber serving as an alternate delegate.

The process for electing a Chairperson will be conducted in accordance with the provisions of Council's Code of Meeting Practice (detailed below).

Council staff assisting this Committee are Director Operations Ben Howard and Executive Manager Corporate Services Anthony McGrath.

The Executive Manager Corporate Services will facilitate the election process. Following election, the Chairperson will assume the chair for the remainder of the Committee meeting.

LEGISLATIVE AND POLICY CONTEXT

For the purposes of the election process, it is proposed that the process outlined in Council's Code of Meeting Practice (based on the *Model Code of Meeting Practice for Local Councils in NSW*) be utilised:

- 6.5 *If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.*
- 6.6 *For the purposes of clause 6.5, the person conducting the election must:*
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and*
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.*
- 6.7 *The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.*
- 6.8 *Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.*

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

Election of a Chairperson ensures that the Committee operates in accordance with its adopted Terms of Reference.

COMMUNITY CONSULTATION

Council committees are established through a resolution of Council.

Community Representative to this Committee is Peter Bristol.

Sports Council representatives are President Al Gersbach and Finance Reporter Luke Nash

CONCLUSION

Sport and Recreation Advisory Committee Advisory Committee, it is recommended that the Committee elect one of its three (3) Councillor members as Chairperson, in accordance with the Committee's endorsed Terms of Reference.

Terms of Reference

Sport and Recreation Advisory Committee

Date Adopted by Council 20 December 2022

Resolution No. 408/22

Next Scheduled Review December 2024

Facilitator Director Operations

1. Establishment and Term

- 1.1. The Sport and Recreation Advisory Committee (hereafter "the Committee") is established by Parkes Shire Council under the *Local Government Act 1993* (hereafter "the Act") pursuant to Resolution 408/22 made 20 December 2022.
- 1.2. The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three (3) months after the date of the next Local Government ordinary elections, unless terminated earlier in accordance with these Terms of Reference.

2. Role and Purpose

- 2.1. The Committee is established for the purpose of providing advice and guidance to Council on the development of strategies, and identification of challenges and opportunities, in relation to:
 - (a) Sporting and recreation facilities, and
 - (b) Sporting and recreation programs, initiatives and events.
- 2.2. The role and purpose of the Committee may be varied by resolution of Council.

3. Authority and Delegations

- 3.1. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager, as provided in the Act.
- 3.2. Neither the Committee nor any of its Members may direct any Council staff member in his or her duties.
- 3.3. The Committee has no executive powers and cannot make decisions on behalf of Council. Furthermore, the Committee is not a committee delegated authority, and therefore cannot exercise powers under section 355 of the Act.
- 3.4. The Committee may make recommendations to Council on all relevant business presented before it. Such recommendations will be presented to Council in a report prepared by nominated Council Officers. Recommendations made by the Committee may or may not be adopted by Council.
- 3.5. The Committee does not have the authority to incur expenditure.
- 3.6. The Chairperson of the Committee may, if considered reasonably necessary and with the approval of the General Manager, request external professional advice to allow the



Committee to meet its responsibilities. The General Manager may facilitate, and provide the necessary financial resources, to engage the provision of any such external professional advice required.

- 3.7. The Committee is not permitted to forward official correspondence to government officials, representatives, departments or agencies. All correspondence issued by Council must only be signed and issued by those Council staff with delegation to do so.
- 3.8. Committee members are not authorised to speak to the media or make public comment on any matters before the Committee. Consistent with the Act and Council's Media Policy, the Mayor and General Manager are Council's authorised spokespeople.

4. Membership

- 4.1. Membership of the Committee shall comprise:
 - (a) Three (3) Councillors nominated by Council (hereafter "Councillor Members"),
 - (b) Two (2) delegates nominated by the Parkes Sports Council (hereafter "the Stakeholder Members"), and
 - (c) One (1) member of the Parkes Shire community appointed by Council resolution (hereafter "the Community Member").
- 4.2. The Mayor shall be an ex officio member of the Committee.
- 4.3. In appointing the Community Member, Council will seek to achieve a mix of skills and experiences to facilitate the sound functioning of the Committee, and seek to represent the diversity within and interests of the Parkes Shire community.
- 4.3. Each Member shall remain a member of the Committee until:
 - (a) The Member resigns, or
 - (b) The Member's membership is terminated.
- 4.4. Membership of any Member of the Committee may be terminated by resolution of the Council due to:
 - (a) The Member's non-attendance at three (3) consecutive Committee members without prior notification of their non-attendance and the granting of leave by resolution of the Committee, or
 - (b) The Member's conduct being consistent with these Terms of Reference or Council's Code of Conduct.
- 4.5. Councillor membership terminates immediately upon a Councillor Member ceasing to be a Councillor.
- 4.6. If the membership of a Stakeholder Member is terminated, the Parkes Sports Council will nominate an alternate delegate to fill the Stakeholder Member vacancy.
- 4.6. If the membership of a Community Member is terminated, the vacancy will either be filled for the remainder of the term, or if the term is less than three (3) months, remain unfilled.

5. Responsibilities of Members

- 5.1. Members are expected to:
 - (a) Understand the relevant legislative and regulatory requirements applicable to Council,
 - (b) Be able to contribute the time needed to understand the Committee's business papers and to attend Committee meetings, and
 - (c) Provide advice and feedback on matters brought before the Committee.
- 5.2. Members must conduct themselves in accordance with Council's Code of Conduct.



- 5.3. Conflicts of interest must be declared and managed in accordance with the Code of Conduct. A record of a declared conflict of interest in the minutes is sufficient.
- 5.4. Pecuniary or significant, non-pecuniary conflicts of interest must be managed by the Member excluding themselves from the meeting during the discussion of the relevant agenda item. Such exclusion should be recorded in the minutes.

6. Responsibilities of Chairperson

- 6.1. The Chairperson shall be elected by the Committee from among the three (3) Councillor members.
- 6.2. The Chairperson will remain until the dissolution date, unless the Chairperson resigns and in this case, a new Chairperson should be appointed in accordance with this clause.
- 6.3. If the Chairperson is absent from a Committee meeting, a Member of the Committee will be nominated by the Committee to chair the meeting.

7. Responsibilities of Facilitator

- 7.1. The Committee Facilitator shall be a suitably qualified Council Officer appointed by the General Manager with functional responsibilities for the Committee, who will undertake the following functions:
 - (a) Provide secretariat support to the Committee, including preparing, circulating and publishing meeting agendas and minutes,
 - (b) Accept or reject (in consultation with the General Manager) items of business,
 - (c) Ensure Members are familiar with the Committee Terms of Reference and Council's Code of Conduct,
 - (d) Facilitate discussion at Committee meetings, provide input to meetings and be an active (non-voting) Member of the Committee,
 - (e) Focus the Committee on its responsibilities as outlined in these Terms of Reference and the meeting agenda items,
 - (f) Act as the principal communication link between the Committee and Council,
 - (g) Manage the resources available to the Committee,
 - (h) Manage the performance of the Committee,
 - (i) Where appropriate, liaise with the Facilitators of Council's other Committees to assist with the collaboration between Committees, the sharing of information and the efficient and effective use of Council and Committee resources; and
 - (j) Working closely with the Chairperson to administer the Committee and its meetings.

8. Meetings, Quorum and Voting

- 8.1. Meetings of the Committee shall be held as often as the Committee decides, but not less than two (2) meetings per year.
- 8.2. Members may attend and participate at Meetings either in-person or via audio-visual link.
- 8.3. At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the meeting.
- 8.4. A meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present, including at least one (1) Councillor Member.
- 8.5. In addition to Members, the following may be in attendance at any meeting of the Committee as non-voting observers:



- (a) Councillors not appointed as Members of the Committee,
 - (b) Council staff, and
 - (c) External personnel by invitation of the Committee.
- 8.6. Each Committee Member shall be entitled to one (1) vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus where possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour. In the event of a tied vote, the Chairperson shall have the casting vote.

9. Business Papers, Minutes and Resolutions

- 9.1. The Facilitator will ensure that notice of meetings, including the agenda and business papers, are provided to the Committee and published to Council's website at least five (5) business days prior to the day of the meeting. These may be transmitted electronically.
- 8.7. The Committee's resolutions shall be clearly recorded in the Minutes of its meetings.
- 8.8. Draft Minutes will be distributed to the Committee and published to Council's website no later than five (5) business days after the meeting.
- 8.9. Draft Minutes of the previous meeting are to be adopted by resolution of the Committee at the following meeting.
- 9.3. The General Manager (or delegate) may action resolutions as they deem appropriate in accordance with their individual delegations and authorisations.
- 9.4. A report to the Council for a decision will be required where resolutions fall outside the functions delegated to the General Manager.

10. Procedural Matters

- 10.1. The Committee shall operate in accordance with Council's Code of Meeting Practice. In relation to any procedural matter, the ruling of the Chair shall be final.

11. Amendment

- 11.1. These Terms of Reference may be added to, amended or repealed by resolution of the Council in consultation with, or upon the recommendation of, the Committee.

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7.2 FUTURE PROJECTS LIST - SETTING PRIORITIES

IP&R Linkage: Pillar: Community

Goal: Our community is safe, active and healthy.

Strategy: Provide sport, recreation and play space facilities that encourage participation and support healthy lifestyles.

Author: Anthony McGrath, Executive Manager Corporate Services

Authoriser: Ben Howard, Director Operations

Annexures: Nil

RECOMMENDATION

That the Sport and Recreation Advisory Committee:

1. Receive and note the report.
2. Consider a priority be placed on the proposed projects for each principal activity.

BACKGROUND

When applying for grants, it is helpful if proposed projects are listed in Council's operational plans, have evidence of community support and have been prioritised.

ISSUES AND COMMENTARY

Council's Operational Plan for 2023-24 lists the following projects as 'Future' projects. Future projects were identified through community consultation, local community consultation committees or masterplans.

Table 1: Unfunded Open Space and Recreation Projects 2023-24.

Principal Activity	Location	Unfunded Project	Estimated cost	Method of Identification
Parks and Gardens	Parkes	Community Garden		2021 Community Engagement
Parks and Gardens	Parkes	Revegetation of Bushman's Hill		2021 Community Engagement
Parks and Gardens	Parkes	Communal Green Space - New subdivisions		2021 Community Engagement
Parks and Gardens	Peak Hill	Peak Hill Nature Reserve Masterplan		Peak Hill CCC Request
Parks and Gardens	Peak Hill	Community Garden (Apex Park, Peak Hill)		2021 Community Engagement
Parks and Gardens	Trundle	Community Garden - Trundle Library		2022 Community Engagement
Parks and Gardens	Tullamore	Native Gardens - Tullamore Memorial Park		2021 Community Engagement

Principal Activity	Location	Unfunded Project	Estimated cost	Method of Identification
Sports Fields	Tullamore	P1 - Pola Park Lighting Upgrade - emergency helicopter landing area		Tullamore CCC
Parks and Gardens	Bogan Gate	Beautification Works - Hutton St Bogan Gate		2023 Community Engagement
Parks and Gardens	Bogan Gate	Burrawang Park - Outdoor GYM		2024 Community Engagement
Sports Fields	Shire	Sporting Field Entrances - Signage and Presentation		2021 Community Engagement
Sports Fields	Parkes	Northparkes Oval Upgrades - Lighting (clubhouse) - Outdoor Heaters - Lighting of field events area - Seating		2021 Community Engagement, Masterplan
Sports Fields	Parkes	Northparkes Oval Upgrades - Rejuvenation of Turf Wicket		2021 Community Engagement
Sports Fields	Parkes	Cheney Park Upgrades - Storage Facility / Shed		Masterplan
Sports Fields	Parkes	Woodward Oval Upgrades including - Additional Cricket Nets - Fencing installation - Electronic scoreboard - Fixed sightscreens		2021 Community Engagement, Masterplan
Sports Fields	Parkes	Indoor Sports Complex		2021 Community Engagement, Cheney Park Masterplan
Sports Fields	Parkes	Pioneer Oval Upgrade including grandstand, amenities, changerooms, clubroom and canteen	8.5m	2021 Community Engagement Spicer, Pioneer Northparkes Ovals Master Plan Jock Colley Field Grandstand Concept Design
Sports Fields	Parkes	Harrison Park Upgrades - Replace synthetic wicket with a turf wicket		2021 Community Engagement
Sports Fields	Parkes	Public Access Tennis Hardcourt		2021 Community Engagement
Sports Fields	Peak Hill	Lindner Oval Upgrades - Fencing - Soccer Fields, Little Athletics Areas and Netball Courts - Shared Path around sports oval		2021 Community Engagement

Principal Activity	Location	Unfunded Project	Estimated cost	Method of Identification
		- Dog Park with agility equipment		
Sports Fields	Trundle	Berryman Oval Upgrades - Amenities - Tennis Court Upgrade		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Parkes	Extend Cycle Track - Eugowra Rd		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Parkes	Motocross Track/Precinct		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Parkes	Outdoor Circuit Training		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Parkes	Man-made Ski Dam		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Parkes	Recreational Dam (Lake Endeavour) - Footpaths - BBQ Area - Walking Track		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Peak Hill	Peak Hill Memorial Gardens Signage		Peak Hill CCC request
Open Space Facilities, Amenities and Public Toilets	Peak Hill	Peak Hill Skate Park - Upgrade facilities		2021 Community Engagement
Open Space Facilities, Amenities and Public Toilets	Tullamore	P3 - Tullamore Memorial Park - BBQ Area Upgrades including wheelchair inclusion		2021 Community Engagement
Cemeteries	Peak Hill	Cemetery Improvements - Amenities - Roof over Cremation Wall		2021 Community Engagement
Swimming Pools	Parkes	Indoor Heated Pool		Parkes Shire Indoor Heated Pool Development Study
Swimming Pools	Trundle	Amenities Upgrades - Trundle Pool		2021 Community Engagement

Principal Activity	Location	Unfunded Project	Estimated cost	Method of Identification
Wetlands Restoration	Parkes	Boardwalk at Bushmans Dam or Akuna Rd wetlands for bird watching and recreation		2021 Community Engagement
Wetlands Restoration	Parkes	Stage 2 Akuna Road Wetland Activation		Internal

LEGISLATIVE AND POLICY CONTEXT

There are no legislative or policy considerations for Council associated with this report.

FINANCIAL IMPLICATIONS

The projects listed are unfunded as there is no commitment by Council to implement the projects and there are no grant funds allocated.

RISK IMPLICATIONS

Council is not committed to delivering any of these projects and as such, there are no major risks associated with the report recommendation.

COMMUNITY CONSULTATION

The Committee may consider placing a prioritised list of proposed projects on public exhibition for feedback from the community.

CONCLUSION

This report lists the unfunded Open Space and Recreation projects as shown in the Operational Plan 2023-24.

8 REPORT OF CONFIDENTIAL RESOLUTIONS

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.
