



COMMITTEE CHARTER

Bill Rose User Group

Date adopted by Council	27 June 2022
Minute number	SCR.06.2.1
Endorsed by	Council Infrastructure Services Committee Bill Rose Sports Complex User Group Committee
CM Ref	CD-44/22
Due for review	At the expiry of the term of the current Council
Related documents	
Responsible officer	Director Infrastructure Service
Department/Section	Infrastructure Services
Category	Governance



Chair

A Councillor appointed by Council

Councillors

Two (2) Councillors to be elected.

If the Mayor is not already a committee member, then the Mayor may attend as a voting member of the Committee in the absence of another Committee member. Other Councillors may attend. They may speak on any matter, and ask questions but cannot vote.

Staff Attending

- Director Infrastructure Services
- Manager Works Delivery

The General Manager may attend any meeting and other Directors may also attend any meeting when necessary and when required.

Quorum

The Chairperson shall be one of the two Councillors elected to the committee, and shall be voted for by the eligible committee members, with the Mayor as alternate, to ensure impartiality to the various sporting associations.

The chairperson shall remain in office for the period of that Council term. New Councillors and Chairperson can be elected following the formation of a new Council, or otherwise following the departure of the elected Councillor(s)/ chair.

The Councillors/Chairperson for the Committee will remain in office should they be re-elected to Council and should no other Councillors wish to nominate for the Committee.

Meeting Time

- (a) At least four (4) days notice shall be given in writing of any Committee meeting. This may be reduced at the Chairperson's discretion provided any member of the Committee unable to attend concurs with the shorter period of notice, either before or subsequent to the meeting.
- (b) A quorum shall consist of six (6) members.

Venue

Council Chambers.

Objectives

AIM

To monitor the operation of the existing facility and to make recommendations to Council on the most appropriate means of developing Bill Rose Sports Complex.



FUNCTIONS

This Committee is established to undertake the following functions:

1. Provide input to Council staff on the care, control and management of Bill Rose Sports Complex.
2. To investigate, report and make recommendations to Council on the following matters:
 - Liaison with appropriate bodies, for example grant funding bodies, for the development of Bill Rose Sports Complex.
 - The development of the Bill Rose Sports Complex, and development of facilities such as canteens, storage sheds, seating, etc.
 - Any other matter regarding the Upper Hunter Shire that may be related to the Bill Rose Sporting Complex, for example attraction of sporting events.

MEMBERSHIP

1. The name of the Committee shall be the Bill Rose Sports Complex User Group Committee.
2. The membership of the Committee shall be as follows:
 - Two (2) Councillors.
 - One (1) voting representative from the following organisations:
 1. Scone Junior Cricket Association
 2. Upper Hunter District Cricket Association
 3. Scone Hockey Club
 4. Scone Football Club
 5. Scone Netball
 6. Scone Athletics Association
 7. Scone Junior Rugby Union
 8. Scone Touch Football Association
 - One (1) non-voting representative from the following schools:
 1. Scone Public School
 2. Scone High School
 3. Scone Grammar School
 4. St Marys Primary School
 5. St Joseph's High School
 6. Aberdeen Public School
 7. Belltrees Public School

Responsibilities

To make recommendations to Council on matters related to all the functions of the Bill Rose Sports Complex.



Terms of Reference:

1. To consider reports, advice and recommendations of management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the statutes, regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.
3. Meetings are to be conducted in accordance with Council's Code of Meeting Practice.

Version History

Version No.	Date	Reason for Review
1	28/06/2021	Bill Rose Sports Complex Charter
2		Re-election of Councillor Committee Member