

TERMS OF REFERENCE



COMMITTEE:	Purkiss Reserve Consultative Committee		
DIVISION:	Corporate & Community		
ADOPTED BY:	Council - OC 189/22		
DATE OF ADOPTION:		DATE OF REVIEW:	October 2024
MOTION NUMBER:			
AUTHORISED:	Chief Executive Officer		

PURPOSE/OBJECTIVE

The purpose of the Purkiss Reserve Consultative Committee (PRCC) is to provide advocacy for the sporting community to inform Council policy and planning in relation to the Purkiss Reserve sports precinct in Tennant Creek.

The PRCC will assist Council to identify strategic goals for this sporting precinct, drawing on the expertise and experience of Purkiss Reserve user groups.

Council recognises the value of community participation in guiding the strategic direction of sports facilities and sports participation for the benefit of communities across the Barkly and beyond.

MEMBERSHIP

Council seeks to have Consultative Committee membership that reflects the diversity of user groups at Purkiss Reserve, and which also contributes experience and expertise in the following areas:

- **Sporting governance**, including induction, management and liaison with sports associations
- **Communication and marketing**, including linking to grassroots sports, elite sports, peak sports bodies and sports tourism
- **Grass roots club development**, including engaging volunteers and volunteer succession planning
- **Grants and funding**, including identifying funding opportunities and assisting with the preparation of funding submissions
- **Sports tourism, programs and events**, including advocating for sports tourism opportunities and representing PRCC at external forums
- **Facility development** (in line with agreed strategic direction)
- **Talent programs**, including facilitating and liaising between grassroots sports clubs and elite programs and opportunities.

PRCC membership will include:

- A representative from each Purkiss Reserve user group (*Note: these must be separate individuals. One person may not represent multiple user groups*)
- Two nominated Councillor representatives.

Non-voting members will include:

- Council's Chief Executive Officer or delegate
- A representative from NT Dept of Territory Families, Housing & Communities.

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Quorum: A quorum is fifty percent of members plus one (1).

APPOINTMENT OF PRCC MEMBERS

Nominations for appointment to the PRCC will be invited from all current Purkiss Reserve user groups. If additional user groups are established over time, the invitation will be extended to those new groups to provide a representative to the PRCC.

Nominations will be provided to Council for approval.

Appointment to the PRCC will be for a fixed two-year term. User group representatives may be re-appointed for additional term/s at the conclusion of their two-year tenure.

If vacancies arise during the fixed two-year tenure, the relevant user group will be invited to nominate a replacement representative to serve the remainder of that term.

RULES OF THE COMMITTEE

The PRCC must abide by Council's Code of Conduct. This includes taking steps to identify the potential for conflicts of interest and declare these if they arise. In line with the Code of Conduct, PRCC members with a conflict of interest may need to absent themselves from the relevant part of the meeting.

The Chairperson will be one of the two Councillor representatives nominated by Council.

If a quorum is not present within 30 minutes of the appointed commencement time of the meeting, the meeting will lapse.

In the event of a tied vote, the Chair may exercise a casting vote.

Recommendations of the PRCC will be forwarded to Council for consideration. Actions arising from these recommendations will be assigned to the relevant Council officer for action and the outcomes will be reported to the following PRCC meeting.

The PRCC's function is to advise Council and make recommendation in relation to Purkiss Reserve and related matters. The final decision-making responsibility remains with Council.

Other experts or individuals may be invited to address PRCC meetings from time to time to contribute or provide feedback to the Committee's deliberations.

It is expected that PRCC members will attend all meetings if possible. Members who miss two (2) consecutive meetings without apology, and members who miss three (3) consecutive meetings unless there are extenuating circumstances, will be deemed to no longer be members of the Committee, and a replacement representative will be sought.

FREQUENCY OF MEETINGS

The PRCC will meet quarterly. Additional meetings may be called to address urgent matters arising between quarterly meetings. Requests may be made to the Chair for additional meetings. The Chair will decide on additional meeting dates in consultation with the Committee wherever possible.

AGENDA AND MINUTES

Agendas will be made available two (2) working days prior to a meeting. Minutes will be made available within ten (10) working days after the meeting.

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Agenda and Minutes preparation will be the responsibility of the Executive Assistant to the CEO and Mayor or a nominated delegate.

PRCC Minutes will be included for information and consideration in the Agenda of the following Council meeting.

AUTHORITY

The PRCC is established under *Local Government Act 2019*, Chapter 5, Part 5.3 (sections 86 to 89). The Committee is subject to the control and direction of Council.

PERFORMANCE AND REVIEW

The performance and function of the PRCC will be reviewed as part of the review of these Terms of Reference every two (2) years (in October).