

Active Kingston Advisory Committee

Terms of Reference



Purpose	<p>The Active Kingston Advisory Committee has been established to provide specialist recommendations and advice to the City of Kingston in relation to strategic broad-based sports and recreation issues within the community.</p> <p>The role of the committee is to:</p> <ul style="list-style-type: none"> • Provide a forum for identifying municipality-wide issues and opportunities; and • Ensure that diverse community perspectives are considered in the decision-making process <p>The committee will provide advice to Council by way of a report through the Council meeting process, contributing to well-rounded and effective governance in accordance with the community engagement principles of the <i>Local Government Act 2020</i>.</p>
Objectives	<p>The objectives of the Active Kingston Advisory Committee are to:</p> <ul style="list-style-type: none"> • Provide informed and diverse perspectives on broad-based sports and recreation issues and topics • Act as a conduit between Council and the Kingston community, ensuring that expert, community views are represented • Assist in the development of policies, programs and initiatives by offering expert and community-based insights • Foster trust and transparency between Council and the Kingston community
Membership Composition	<p>The committee will comprise eight to twelve members to ensure a diverse range of views, expertise and experience, including:</p> <ul style="list-style-type: none"> • Up to four Councillor representatives • Up to two representatives from relevant agencies or stakeholder groups within the Kingston municipality (where available) • Up to eight community representatives with an interest in the provision of broad-based sports and recreation-related services in the City of Kingston <p>All committee members must be over 18 years of age.</p> <p>Council officers (who are not committee members) will act as Secretariat to the committee.</p>
Terms of Membership	<p>Nomination</p> <p>Membership will be called for by nomination with advertisements placed in the local media, on Council's website or on Council social media channels. Representatives may also be invited by Council to nominate.</p> <p>Applicants must complete a nomination form which will be assessed against the membership criteria by Council officers.</p>

	<p>Appointment</p> <p>Councillor representatives are appointed annually by Council resolution.</p> <p>Other committee members are appointed by relevant Senior Officers for a period of one year with the option to extend the appointment where this aligns with committee objectives. A maximum appointment of two years applies unless the availability of suitable candidates is limited.</p> <p>Up to half of the number of appointees at each intake may be comprised of continuing committee members.</p> <p>Vacancies</p> <p>Vacancies arising during the term will be filled using the original selection process to ensure committee continuity and diversity.</p>
Membership Criteria	<p>Applications for membership of the committee will be considered against the following criteria:</p> <ul style="list-style-type: none"> • Expert knowledge and understanding of local issues relevant to broad-based sports and recreation and their social, environmental and economic impacts • Alignment with the Strategic Directions of the Council and Wellbeing Plan 25-29. • Endorsement by a relevant organisation (where applicable) • Strong community networks and linkages in field of expertise • An ability to encourage participation and feedback from the community and to represent a diverse range of community views • An ability to constructively participate in an advisory capacity <p>Prospective applicants must not already be a member of another Council Advisory Committee, working group or reference group and preference will be given to applicants who have not already served on a Council Advisory Committee.</p>
Meetings	<p>Frequency</p> <p>Committee meetings will be held quarterly at a nominated Council venue or via online means, with a schedule of meetings developed annually. Under special circumstances, a meeting may be cancelled or re-scheduled.</p> <p>Duration</p> <p>The duration of meetings will typically be two hours.</p> <p>Agenda and Minutes</p> <p>Agendas will be circulated to members one week prior to the meeting. Minutes will be distributed within one week following the meeting.</p> <p>Attendance</p> <p>Members must attend a minimum of three meetings per year for their membership to remain current, unless extenuating circumstances apply.</p>

	<p>Apologies</p> <p>Apologies must be submitted to the committee Secretariat.</p>
Meeting Procedure	<p>Chair</p> <p>The committee will be chaired by an independent member determined annually through a vote or consensus amongst independent members. The Chair is responsible for ensuring that meetings are conducted effectively, agendas are followed, and all members have the opportunity to contribute.</p> <p>Where required, an independent facilitator may be appointed to guide discussions, manage conflicts and ensure that all voices are heard.</p> <p>Quorum</p> <p>Quorum requirements are to be established by the Committee at the start of the term. It is preferred that a quorum include one Councillor and half of the community members to conduct a meeting. If a quorum cannot be obtained within 15 minutes from the scheduled start time, or a quorum may be lost during the meeting, the meeting may lapse and the Chair may convene another meeting with an identical agenda at a time agreed upon by members.</p> <p>The above does not apply where the inability to maintain a quorum is due to members having a conflict of interest in the matter/s considered.</p>
Member Responsibilities	<ul style="list-style-type: none"> • Regularly attend scheduled meetings • Actively participate in discussions • Engage respectfully: be inclusive, open-minded and consider diverse perspectives • Provide informed input: contribute knowledge, experience and insights to address topics under discussion • Address any conflict openly and constructively, with the assistance of a facilitator if necessary • Communicate with and represent the community and residents of the City of Kingston fairly and without the influence of personal interests and biases • Maintain confidentiality
Confidentiality	<p>The committee will be a forum for discussing proposed policies and actions that impact upon the Kingston Community.</p> <p>Members may be provided with information that is not available to the public and it is critical that committee members as a group may be trusted with confidential information.</p> <p>Any discussion of information provided to members of the committee with non-committee members is limited to information already available to the public.</p>

Conflict of Interest	Members must declare any conflict of interest at the beginning of each meeting. Members with a conflict of interest may be asked to recuse themselves from discussions on relevant topics.
Executive Support	<p>The Committee Secretariat will:</p> <ul style="list-style-type: none"> • Provide Terms of Reference to new Committee members • Confirm attendance and identify quorum requirements • Attend meetings; compile and circulate committee agendas and minutes • Ensure the Committee is kept informed of matters and outcomes arising from agenda items • Coordinate member recruitment processes and determine appointment • Facilitate reasonable reimbursements to committee members where relevant (eg. travel expenses) • Compile relevant reports to Council <p>Relevant Council Officers will provide professional advice to the committee as required.</p>
Reporting:	Minutes of meetings will be tabled quarterly at Councillor briefings.
Duration and Recess:	<p>The committee duration will align with the Council and Wellbeing Plan 2025-2029. Meetings will not be held during the Council Election Period. The committee may be dissolved earlier by Council resolution.</p> <p>All Advisory Committees and their Terms of Reference will be reviewed following the commencement of the new Council term</p>
Amendment of Terms of Reference	<p>These Terms of Reference may be amended by agreement of the committee and approval from Council.</p> <p>Proposed changes should be submitted in writing and tabled for discussion at the next scheduled committee meeting.</p>
Related documents:	<ul style="list-style-type: none"> • City of Kingston Council and Wellbeing Plan 2025-2029 • Your Kingston, Your Future: Community Vision