

# Terms of Reference

## Active Kingston Advisory Committee



<p><b>Name of Committee:</b></p>	<p><b>Active Kingston Advisory Committee</b></p>
<p><b>Purpose of Committee:</b></p>	<p>The Active Kingston Advisory Committee has been established to provide advice to the City of Kingston in relation to broad-based sports and recreation issues within the community.</p> <p>The Active Kingston Advisory Committee is an advisory committee of Council with a Councillor or Councillors nominated on an annual basis.</p> <p>The establishment of the Active Kingston Advisory Committee provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding sports and recreation within the City of Kingston.</p> <p>As with all City of Kingston Advisory Committees, the Active Kingston Advisory Committee has a purely strategic focus. The committee should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>The committee should provide specialist advice to Council as an input into decisions that impact municipal-wide Council policy.</p> <p>The Active Kingston Advisory Committee has no delegated decision making power from Council.</p>
<p><b>Council Plan Objectives</b></p>	<p>To provide advice to Council on the provision of :</p> <ul style="list-style-type: none"> <li>• Assets that are managed and used to meet the needs of the community and provide for current and future generations</li> <li>• Quality community sports and recreational facilities that are well used and accessible</li> <li>• Parks, playgrounds and reserves that meet community needs, e.g. recreational competition sports, public health.</li> <li>• A community linked through trails, tracks and pathways</li> <li>• Green wedge planned and improved for current and future generations</li> <li>• Connected and effective community groups.</li> <li>• Increased participation in physical activity through Active Kingston services</li> </ul>



<p><b>Criteria for membership:</b></p>	<ul style="list-style-type: none"> <li>• Current involvement in service provision, policy or program development in the area of sports and recreation;</li> <li>• Endorsement by their organisation if applicable;</li> <li>• Strong community networks and linkages;</li> <li>• An ability to constructively participate in an advisory capacity;</li> <li>• An ability to represent a broad range of views that reflect the diversity of the community;</li> <li>• A strong understanding of the local community and its social, environmental and economic influences;</li> <li>• Good knowledge and understanding of the local issues that are relevant to sports and recreation;</li> <li>• A willingness to contribute positively to meetings in a fair and unbiased manner;</li> <li>• An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston;</li> <li>• An ability and willingness to encourage participation from and provide feedback to the community regarding sports and recreation;</li> <li>• A capacity to commit to the Advisory Committee for the required duration;</li> <li>• A willingness to celebrate the success and achievements of sports and recreation in the City of Kingston.</li> </ul>
<p><b>Selection of Members:</b></p>	<p>The selection of the membership will involve calling for nominations. An advertisement may be placed in the local media and on Council's website. Specific representatives may be invited to nominate. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.</p> <p>Appointment will be for a period of two years. Should there be a need for the Active Kingston Advisory Committee to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.</p> <p>The Advisory Committee membership should be reflective of a broad range of Active Kingston interests.</p> <p>All nominees will be interviewed before appointment to the Committee. The interview panel will consist of a least two Councillors on the Committee and at least one Council Officer representative.</p> <p>Appointment will be for a period of two years, with a maximum of two terms i.e. four years. Should there be a need for the Active Kingston Advisory Committee to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.</p> <p>If inadequate nominations are received during the re-appointment process, members whose term has expired (i.e. served for the max four years) are eligible to re-nominate.</p>



<p><b>Chairperson:</b></p>	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>A Councillor may also choose not to undertake the role of Chair. In this case an independent Advisory Committee member may be elected to the role through a vote or consensus among the independent members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A Deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p>
<p><b>Membership:</b></p>	<p>The Active Kingston Advisory Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> <li>• A maximum of three (3) Councillor representatives (appointed by Council resolution)</li> <li>• A maximum of <b>ten (10)</b> community members and/or representatives from service providers/ agencies or organisations who have expertise and experience in the provision of sports and recreation services in the City of Kingston;</li> </ul>
<p><b>Executive Support:</b></p>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> <li>• Provide terms of reference to new committee members.</li> <li>• Facilitate a review process for the committee and it's terms of reference every two years.</li> <li>• Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests.</li> <li>• Offer training for the chairperson if required.</li> <li>• Oversee the recruitment and selection process for committee membership.</li> </ul> <p>The Active Kingston Department will:</p> <ul style="list-style-type: none"> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes.</li> <li>• Compile the annual report of the committee on behalf of the Chairperson</li> </ul> <p>The General Manager of City Assets and Environment and selected Council Officers will provide professional advice to the committee as required.</p>
<p><b>Quorum and Voting:</b></p>	<p>The Committee will operate with 'one third plus one' of the total membership.</p> <p>It is preferable that decisions of the Active Kingston Advisory Committee are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote, except that the Chairperson who may exercise a casting vote should this be necessary.</p>



<p><b>Conflict of Interest and Confidentiality:</b></p>	<p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Active Kingston Advisory Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Active Kingston Advisory Committee.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the Active Kingston Advisory Committee will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>The Active Kingston Advisory Committee’s ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the Chair’s prior approval.</p>
<p><b>Meetings:</b></p>	<p>Meetings of the Active Kingston Advisory Committee will be held quarterly or more often by arrangement with the committee members and Chairperson. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.</p> <p>It is expected that each member of the Active Kingston Advisory Committee will attend a minimum of two (2) meetings each year.</p> <p>The Active Kingston Advisory Committee may hold joint meetings to deal with issues that cover the reach of more than one Advisory Committee.</p>



<p><b>Guiding Principles:</b></p>	<ul style="list-style-type: none"> <li>• We are inclusive, open minded and respectful of everyone's perspective</li> <li>• We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community</li> <li>• Challenging and exploring are an integral part of what we do and how we operate</li> <li>• We represent and commit to the value of the committee</li> <li>• We actively participate and engage in the work of the committee</li> <li>• We are punctual, well prepared, timely with responses and we follow through</li> <li>• We are realistic about what we can achieve</li> <li>• We have a strong focus on outcomes</li> </ul>
<p><b>Reporting:</b></p>	<ul style="list-style-type: none"> <li>• A report of each Active Kingston Advisory Committee meeting is to be presented to a Councillor Information Session.</li> <li>• Minutes of each meeting will be provided to all Councillors of the City of Kingston.</li> </ul>
<p><b>Related Documents:</b></p>	<p><u><a href="#">Council Plan</a></u>  <u><a href="#">Living Kingston 2035</a></u>  <u><a href="#">Kingston Open Space Strategy</a></u>  <u><a href="#">Active Leisure Plan</a></u>  <u><a href="#">Active Youth Spaces Strategy</a></u>  <u><a href="#">Sport Specific Strategies (Soccer, Tennis)</a></u>  <u><a href="#">Various Reserve Master Plans</a></u></p>