



COMMITTEE CHARTER

Merriwa Sportsground User Group Sub-Committee

Date adopted by Council	
Minute number	
Endorsed by	Council
CM Ref	CD-48/22
Due for review	November 2027
Responsible officer	Executive Manager Works Delivery



Background

Following the formation of the Merriwa District Community Advisory Committee (Merriwa District CAC), the Merriwa Sportsground User Group Sub-Committee was established to as an advisory group reporting to the Merriwa District CAC on matters regarding the development of the Merriwa Sporting Precinct.

Purpose and Objectives

The purpose of the Merriwa Sportsground User Group Sub-Committee is to monitor the operation of the existing facility and to make recommendations to the Merriwa District CAC on the most appropriate means of developing the Merriwa Sporting Precinct and to support grant applications.

The sub-committee is established to undertake the following functions:

- To investigate, report and make recommendations to the Merriwa District CAC on the following matters for consideration by Council:
 - Liaison with appropriate bodies, for example, grant funding bodies, for the development of the sporting grounds.
 - The development of facilities such as canteens, storage sheds, seating, etc.
 - Any other matter regarding the Upper Hunter Shire that may relate to the Merriwa Sporting Precinct.
 - Developing the Merriwa Sporting Precinct Masterplan

Chair Person

The Chairperson and Secretary shall be elected by the sub-committee every two years and endorsed by Council. The Chairperson and Secretary must be a member of a Merriwa Sports User Group, this person does not need to be the nominated voting member.

Councillors

One (1) Councilor to be elected as a committee member and can have a backup Councilor if they are unavailable

Staff Attending

One member from Upper Hunter Shire Council (UHSC) as required.

Quorum

The quorum of meetings of the sub-committee shall be half plus one of the current sub-committee membership.



Membership

1. The name of the Sub-Committee shall be the Merriwa Sportsgrounds User Group Sub-Committee.
2. The membership of the Sub-Committee shall be as follows:
 - One (1) Councillor
 - One (1) voting representative from the following organisations:
 - a. Merriwa Junior Rugby League & Netball
 - b. Merriwa Little Athletics
 - c. Merriwa Senior Cricket
 - d. Merriwa Senior Rugby League
 - e. Merriwa Tennis
 - f. Merriwa Touch Football Association
 - g. Merriwa Gym
 - h. Merriwa Sports Club
 - i. Merriwa Squash
 - j. Merriwa Golf
 - One (1) non-voting representative from the following schools:
 - a. St Joseph's Primary School
 - b. Merriwa Central School
 - c. Merriwa Chamber of Commerce
3. The sub-committee may make recommendations to the Community Advisory Committee, as it sees fit, on membership of the sub-committee.

Meetings

Meetings of the sub-committee may be as required. Ordinary meetings may be at a venue decided by the sub-committee, however the sub-committee may, by resolution, decide to hold the meetings at another agreed venue.

Meetings shall commence at the time resolved by the sub-committee.

Agenda & Minutes

The business papers (including the Agenda and Minutes) shall be completed by a member of the committee and distributed to all members and to other persons at least 3 days prior to the meeting date (in accordance with Council policy) the Chairperson will be responsible for implanting this.

Minutes of the meeting shall be referred to the Merriwa District Community Advisory Committee for consideration and recommendations from the sub-committee shall be effective only after adoption by Council.

Code of Conduct

The Merriwa Sports Ground User Group Sub-Committee members shall abide by the Upper



Hunter Shire Council Code of Conduct.



Version History

Version No.	Date	CM Ref#	Reason for Review
1	DRAFT	CD-48/22	Establishment of sub-committee
2	Draft		