



# TERMS OF REFERENCE

## Whitehorse Sport and Recreation Reference Group

### **Classification**

Reference Group

### **Purpose**

To provide a mechanism for Council to consult with key stakeholders from sport and recreation activity groups within the City of Whitehorse, seek specialist opinion and enable community participation in sport and recreation-related issues, initiatives, policies and strategies.

### **Objectives**

- Provide a forum for sport and recreation-related issues of interest and concern for Whitehorse to be reviewed and considered prior to Council decision making processes on all aspects of the sport, recreation and leisure environment.
- Assist in the preparation or review of key sport and recreation-related strategies and policies.
- Provide input on issues impacting upon sport and recreation within the Whitehorse community.
- Monitor the progress of implementation of Council action/management plans relating to sport and recreation.
- Provide coordination, liaison and communication with other Council appointed community groups and key external stakeholders.
- Encourage and promote sport and recreation activities across all age groups, genders and abilities
- Provide accessibility of sport and recreation activities to residents of City of Whitehorse

### **Membership and chairperson**

- A Councillor to act as chairperson, with second Councillor to act as alternate chairperson.
- Ten community representatives selected to reflect applicable expertise and experience from across the Municipality and appointed by Council
- Manager, Leisure and Recreation Services Department to act as secretariat for the Reference Group. Secretariat duties may be designated to council officers as required.

Administrative support provided by the Active Communities Project Officer.

## **Term of appointment<sup>1</sup>**

Community representatives will be appointed by Council for a two (2) year term and membership is unpaid.

Members may be appointed for a maximum of two (2) terms in succession.

Terms of appointment will be staggered over the two year term so as to provide continuity of membership, with five (5) members being appointed for a two (2) year term every 12 months. For the first 12 months of operation of the Reference Group, five (5) members will be appointed for a 12 month term and five (5) members will be appointed for a two (2) year term.

Members may resign from the Reference Group at any time. Previous nominations may be considered to fill the vacancy. Recruitment will be undertaken if there are no previous nominations that meet the criteria.

## **Co-opted members**

The Reference Group may invite suitably skilled persons to advise the Reference Group as a co-opted member for a specified purpose and period of time. A co-opted member joins the Reference Group in an advisory capacity and does not form part of the quorum.

## **Quorum**

A meeting can only take place with a minimum quorum of:

- One Councillor;
- Six community members, where a community member can nominate a substitute if unavailable to attend; and
- One Council officer must be present for administrative purposes.

## **Member responsibilities**

In order to fulfil the Reference Group's objectives, community members are expected to:

- Undertake induction as a volunteer of Whitehorse City Council.
- Demonstrate an understanding of diverse sport and recreation-related issues relevant to Whitehorse including through active engagement with own networks.

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<sup>1</sup> Commencing at the date of adoption of these Terms of Reference

- Understand the role of local government in community sport, recreation and leisure.
- Be conversant with relevant Council plans and policies.
- Promote engagement opportunities with the Whitehorse sport, recreation and leisure community through own networks.
- Be reasonably available and able to commit to meet quarterly over the two-year period.
- Prepare for and actively participate in regular meetings of the group including participation in any sub committees as required.
- Keep informed on current developments, issues and concerns in relation to sport, recreation and leisure environments.
- Have knowledge of State Government policy and current issues regarding sport, recreation and leisure environments.
- Respect confidentiality, if required, of matters discussed in meetings.
- Declare conflicts prior to the discussion of an agenda item.
- Be an active member or participant of at least one Whitehorse sport, recreation or physical activity or group.
- Assess the nominations of any Council awards related to sport, recreation and/or leisure.

Council officers are required to abide by the Code of Conduct.

Whitehorse is committed to providing a safe workplace for employees, Councillors and volunteers.

Members of Council Reference Groups must:

- Be respectful at all times.
- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Reference Group.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Reference Group members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Reference Group will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Reference Group induction process.

## **Recruitment**

Council seeks both continuity within the Reference Group and generation of new ideas and direction, and as such, over time a mix of new and existing community members is encouraged.

- All existing members seeking another term will be required to re-nominate and members may be appointed for a maximum of two terms in succession.
- Community member vacancies will be advertised via the Whitehorse News, on Council's website and via other channels.
- Council seeks community applicants with an ability to work collaboratively with other members and Council, a strong interest in local community development issues, a proven understanding of sport and recreation-related issues, and a willingness to commit to attend Reference Group meetings.

It is intended to create a Reference Group with the following attributes:

- a) Diversity of sport and recreation-related interests and knowledge including organised sport, active recreation, passive recreation, nature play, club development, community development and education, volunteer management, participation and open space;
- b) Representation of members of different local community groups/clubs/activities;
- c) Representation of a variety of sectors in the municipality, including community agencies, business, education, and interested citizens;
- d) A mix of skills and attributes to complement other members of the Reference Group; and
- e) Members will be selected on the merits of their skills and their ability to contribute to ensuring the attributes are achieved.

## **Resignation of a Community Member**

A Community Member of the Reference Group may resign at any time. Notice of resignation is to be provided in writing to Council.

Community Members on the Reference Group will be deemed to have resigned if they fail to attend two consecutive meetings without giving prior notice of the intended absence.

Any Community Member vacancy will be replaced. This process will include a review of the pool of previously unsuccessful applicants or readvertising. Community Members are appointed by Council.

## **Meeting frequency**

Meetings are held six (6) times per year at Council venue or via virtual video conferencing, unless otherwise advised and agreed by the Reference Group. Extraordinary meetings including any sub committee meetings will be called if required.

## **Management of the Reference Group**

The Manager, Leisure and Recreation Services Department or nominated delegate (primarily the Active Communities Project Officer) will convene the Reference Group, will resource the Reference Group and attend all meetings, provide information, support and technical advice. This includes the preparation of meeting agendas, minutes, reports and other administrative functions.

## **Funding/Budget**

Council's budget provides an allocation of \$3,000 per annum for expenses associated with the operations and duties of the Reference Group (e.g. external speaker to attend, training/upskilling of members) which is authorised by the secretariat.

## **Reporting procedure**

- The Reference Group is not a formal committee but rather a group that is established by Council to provide advice and input so that staff can use that advice in operational matters and when preparing advice to Council.
- Any advice provided by the Reference Group will be reached by consensus where possible.
- A vote may be entered into to resolve a specific recommendation. Where differing views may be expressed by members of the group, these views will be reflected in any reports and statements issued.
- Minutes of the meetings will be recorded and acknowledged in the various reports on the various issues reported to Council.
- Recommendations made by the Reference Group require consideration and approval by Council or Council's delegate before being fully endorsed and acted upon.

## **Public Statements**

Members of the Reference Group cannot make public statements on behalf of Council.

## References

- Council Plan
- Council Vision
- Health and Wellbeing Plan
- Recreation Strategy
- Pavilion Development Policy
- Floodlighting Policy – outdoor sport and recreation
- Open Space Strategy
- Play Space Strategy
- Cycling Strategy
- Sporting Facilities Guide
- Use/Access of Council Parks and Sportsfields Policy
- Community Engagement Policy

Date Adopted: 14 November 2022