

Central Highlands Regional Council Sport & Active Recreation Advisory Group Terms of Reference

PURPOSE

To give residents, representatives from community, sporting clubs/associations and industry experts the opportunity to provide advice and feedback to Council on matters relevant to the strategic direction of sport and active recreation in the Central Highlands Regional Council area.

Furthermore, the group will assist Council to provide guidance on sporting and recreational facilities, infrastructure and services which are ever evolving with technology and community need.

OBJECTIVES

The functions of the Sport & Active Recreation Advisory Group shall include but not be limited to:

- Sport and recreation planning and policy development/review;
- Strategic program reviews;
- Facilitation of partnerships, community and user participation programs; and
- Provision of support to specific project working groups established by Council from time to time.

PRINCIPLES AND PROTOCOLS

In order to develop and deliver on strategic objectives the group members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members recognise shared accountability and shared responsibility for success.

Attendance at least three of the four meetings held (either in person or virtually) per year is mandatory for all members of Sport & Active Recreation Advisory Group. When unable to attend alternative arrangements such as apologies and reports must be submitted prior to the meetings. Alternatively, for absences over longer periods the Chairperson may grant a leave of absence.

Sport & Active Recreation Advisory Group members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

The responsibility for normal day to day operational matters relating to sport and recreation will be handled through the normal management structure of Council.

MEMBERSHIP, CHAIRPERSON AND VOTING

All elected Councillors shall be ex officio members of the Sport and Active Recreation Advisory Group.

Membership of the Sport & Active Recreation Advisory Group shall consist of:

Chairperson (voting rights):

- Councillor, Central Highlands Regional Council

Core Members (voting rights):

- Councillor, Central Highlands Regional Council
- Councillor, Central Highlands Regional Council
- General Manager Communities, Central Highlands Regional Council
- Manager Community Recreation and Facilities, Central Highlands Regional Council
- Queensland State Government Sport & Recreation Advisor, Emerald Area Office
- Maximum of four Sport & Recreation staff, three Officers & Co-ordinator

Non Core Members (no voting rights):

- Maximum of four Community Representatives from the region

Prospective community representatives will be required to register an Expression of Interest (EOI) through a formal process led by Central Highlands Regional Council. Community representatives will be required to answer questions and address selection criteria as part of the process. In December of each year, expressions of interest for two positions of a two-year term, beginning in January will be called for. It is the intention to have a diversified and skilled advisory group: where multiple applications are received for membership a decision will be made accordingly. If sufficient EOIs are not received positions will remain vacant (casual vacancy) for the remainder of the two-year term. The Advisory Group may appoint a candidate to a casual vacancy at any time until the completion of the term.

POWERS OF ADVISORY GROUP

1. The Sport & Active Recreation Advisory Group does not have the power to incur expenditure.
2. The Sport & Active Recreation Advisory Group makes recommendations to Council. For the recommendation to proceed to council, all councillor members of the advisory group, to vote on the matter.

QUORUM

The Quorum for the Sport & Active Recreation Advisory Group will be 50% + 1 Core Members. If the Chair is unable to attend a meeting, another Councillor will stand in.

MEETING FREQUENCY

The frequency of these meetings shall be quarterly (every three months), unless otherwise determined by the Manager Parks & Recreation in consultation with the Chairperson. Meetings will be available through technology if required, however personal attendance is preferred.

AGENDA

Discussion at the Sport & Active Recreation Advisory Group meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days before the meeting. The agenda will be circulated to all members five days prior to the meeting.

CONDUCT OF MEETINGS

The Sport & Active Recreation Advisory Group will formulate and make recommendations in a consensus decision making approach to inform the decision-making framework for strategic development.

REPORTING

A report will be generated following each quarterly meeting and presented to the Communities Standing Committee by Manager Community Recreation and Facilities.

RECORDING OF MINUTES

Accurate and concise minutes will be recorded at each meeting and all agreed actions should include the responsible person's name and an action by date. The minutes will be distributed to each member prior to the next meeting where they will be accepted as a true and accurate record at that meeting.

Minutes will be reported to the Council's General Council meeting and then made available to the public through Council's website.

RESPONSIBILITIES OF GROUP CORE MEMBERS

The responsibilities of the group Members are:

- Attend meetings in person or by telephone conference where appropriate;
- Prepare and present reports as requested by the Chairperson;
- Assist with development/review of strategies/policies to improve the sustainability and development of Sport and Recreation; and
- Actively promote discussion within the community and source feedback.

ADMINISTRATIVE SUPPORT

Central Highlands Regional Council will provide administrative support to the function of the Sport & Active Recreation Advisory Group through:

- Preparation and distribution of agenda for meetings;
- Administrative arrangements for meetings;
- Ensures all Advisory Group records are maintained in Council's record keeping systems;
- Ensures information is accessible to all group members;
- Minutes of proceedings taken and distributed in a timely manner; and
- Ensure relevant information is placed on Council's website in a timely manner and kept up to date.

CONDUCT PROTOCOLS FOR PARTICIPANTS

All Sport & Active Recreation Advisory Group members are required to observe the provisions of Council's:

1. Code of Conduct - Councillors and Staff and
2. Code of Conduct - Volunteers and Community Representatives.

All Sport & Active Recreation Advisory Group members as well as other participants are expected to observe the following protocols:

1. Be courteous to other participants, Council staff and Councillors
2. Help to create an environment that is free of harassment and discrimination
3. Protect the health, safety and welfare of yourself and others at meetings and related activities
4. Actively participate with the regions Sport and Recreation outcomes in mind.

MODIFICATION OF TERMS OF REFERENCE

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting.

In order for the modification to occur there needs to be an agreement between the Sport & Active Recreation Advisory Group members and approval to the change by Central Highlands Regional Council.

The Terms of Reference will be reviewed annually during the March quarter.