

Sport & Recreation Advisory Committee Terms of Reference

PURPOSE	The purpose of the Sport and Recreation Advisory Committee is to provide advice, information and recommendations (where appropriate) to Council on matters in relation to community sport and recreation related issues, initiatives, policies and strategies.
OBJECTIVES	Advise Council on Sport and Recreation Policy and Strategy Provide input into the development, review, and implementation of the Council's Leisure and Recreation Strategy, Open Space Strategy, and other related plans. Identify trends, challenges, and opportunities for sport and recreation within the municipality. Support Evidence-Based Decision-Making Provide insights and local feedback to inform Council decisions relating to sport and recreation, both formal and informal. Contribute to identifying emerging needs across demographics (youth, seniors, CALD communities, people with disabilities, women and girls). Promote Participation and Inclusion Encourage initiatives that increase physical activity participation, especially among under-represented groups. Support programs that promote community wellbeing, social connection, and lifelong activity. Provide a Communication Channel between Council and the Community Act as a two-way conduit when appropriate for information sharing, feedback, and advocacy. Represent a diverse range of community interests across sports, recreation, and open space users.
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration.

MEMBERSHIP	The membership of the Council Committee will comprise of: • 1 Councillor (to act as Chairperson) for a 1 year term • 1 Councillor (to act as Substitute) for a 1 year term • 10 members for a two year term. Terms of appointment are staggered over two-year term to provide continuity of membership with five (5) members appointed for a two (2) year term every 12 months.
ROLES	The Committee will; • Provide advice on strategic and other planning work to help set short and longer-term direction and action; • Review and assess policies, projects or proposals as requested by the Council. • Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making. All Committee Members • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal and/ or professional interests and obligations. No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting. The Advisory Committee individually votes on nominations submitted by the community for the Whitehorse Sport and Recreation Awards. Voting is undertaken in line with the Award guidelines. Award winners are determined by Officers collating the voting from each Advisory Committee. Should an Advisory Committee member have a conflict with a nominee, they are withheld from voting in that category. Chairperson • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council.

	Substitute In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting. Support Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee. Other Council officers and/or external guests may be invited to present and/or participate in committee meetings depending on the agenda.
RECRUITMENT	A formal expression of interest and selection process is required. The outcome of a formal expression of interest process and assessment of applicants by officers will be presented to Council for determination. Applicants will be assessed based on the criteria set out in the Terms of Reference, with consideration also given to the appropriate balance of the Advisory Committee to ensure representation reflects the diverse formal and informal sport and recreation community. Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a recommendation to Council on the appointments.
MEMBERSHIP CRITERIA	Membership criteria for the Sport and Recreation Advisory Committee: 1. Demonstrated understanding of diverse sport and recreation-related issues within Whitehorse (such as organised sport, passive recreation, nature play, club development and participation, volunteer management and open space). 2. Demonstrated knowledge of the role of local government in community sport, recreation, leisure and open space. 3. Familiarity with relevant Federal, State or Local plans and policies related to sport, recreation, and leisure. 4. Must be a current active member or participant of at least one Whitehorse sport, recreation, or physical activity group or can demonstrate active engagement as in social or passive recreation (informal). 5. Ability to actively engage your networks to stay informed on relevant matters. 6. Commit to attend 12 meetings over a two-year period,

	prepare for meetings, maintain confidentiality. Be able to manage any potential conflicts of interest. 7. Members selected on merits of their skills and ability to contribute to ensure purpose is achieved.
MEETINGS	The Sport and Recreation Advisory Committee will meet a minimum of six (6) times per year, for no more than 2 hours usually (6.30pm – 8.30pm) Quorum A meeting can only take place with a minimum quorum consisting of: • At least one (1) Councillor and • Five community members • One Council officer must be present for administrative purposes. If a quorum cannot be met, then the meeting must be rescheduled for a more suitable time and day.
REPORTING	A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda. Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.
REVIEW	The Terms of Reference should be reviewed within 6 months of a Council election and thereafter every 2 years unless required sooner.

Responsible Department	
Reference	
Version	
Status	☐ Draft ☐ Adopted
Date Adopted	
Next Review	