



SHIRE OF
HARVEY

A Breath of Fresh Air



Terms of Reference – Sport and Recreation Advisory Group

Advisory Groups are one way for the Shire to bring together key stakeholders to provide advice to the Shire on strategies, policies, and the needs of communities within the Shire of Harvey. The following Terms of Reference apply to the members and operations of the Sport and Recreation Advisory Group.

1. General Terms

- 1.1 Advisory Groups are not formal Committees of Council created under Section 5.8 of the *Local Government Act 1995*.
- 1.2 Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3 Advisory Group meetings will be held four times per year or as often as necessary to perform the objectives of the Advisory Group.
- 1.4 The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.5 The Chairperson and Deputy Chairperson of the Advisory Group will be a community representative selected by the group.
- 1.6 The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.7 Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.8 Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.9 The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.10 The previous members of an Advisory Group can renominate by providing written advice to the CEO.

2. Specific Terms of Sport and Recreation Advisory Group

2.1 Role of the Group

To advocate for the needs and benefits of sport and recreation community and provide input to the Shire of Harvey on the planning, development, and provision of equitable, sustainable, and fit-for-purpose sport and recreation facilities and services.

2.2 Objectives of the Group

- Provide input on the strategic planning, development, and enhancement of sport and recreation facilities and services to meet community needs.
- Advocate for the needs and aspirations of sporting clubs and associations.
- Identify opportunities for funding, grants, and partnerships to enhance sport and recreation infrastructure, programs, and events
- Act as a conduit for between the Shire and members of sporting groups and associations

2.3 Membership

2.3.1 Shire Officers

- Manager Community Development
- Community Development Officer

2.3.2 Community Representatives

- One community representative per club or association. (A Chair and Deputy Chair will be elected by members on a two year basis)

2.3.3 Sporting bodies

- One representative per sporting body

2.4 Selection Criteria

- Community representatives will be selected based on:
 - Their membership of or commitment to a sporting club or association
 - A commitment to supporting the sporting community in the Shire of Harvey
- Sporting bodies will participate by invitation from the CEO
- Community Development Officers will actively seek participation from sporting bodies, clubs and associations on an ongoing basis

2.5 Term of membership

- Community representatives will be appointed for a two-year term, with the option for reappointment.
- Membership will be reviewed periodically to ensure diversity and representation

2.6 Responsibilities

2.3.1 Community Representatives

- Provide strategic advice, recommend operational improvements and engage with the community.

2.3.2 Sporting Bodies

- Provide strategic advice, recommend operational improvements and engage with clubs.

2.3.3 Shire Officers

- Provide administrative and technical support.
- Facilitate the implementation of recommendations.

2.7. Meetings

- Meetings will be held on a quarterly basis. Extraordinary meetings can be called as required.
- Minutes will be recorded and distributed to all members within four weeks of the meeting.

2.8. Code of Conduct

All members must agree to:

- Treat others with respect and professionalism.
- Maintain confidentiality of discussions.
- Act in the best interests of the community.

2.9. Conflict Resolution

If a conflict arises within the Group, the following process will be followed:

2.9.1. Addressing the Issue Informally:

- Members involved in the conflict are encouraged to address the issue directly and respectfully with one another to seek an informal resolution.

2.9.2. Facilitation by the Chairperson:

- If the conflict cannot be resolved informally, the Chairperson will mediate discussions between the parties to find a mutually acceptable solution.
- The Chairperson will ensure the discussion is conducted respectfully, focusing on the group's objectives.

2.9.3. Referral to the Director Community and Lifestyle:





- If the issue remains unresolved, it will be referred to the Director Community and Lifestyle for further mediation.
- The Director Community and Lifestyle will review the matter, facilitate discussions, and recommend a course of action.

2.9.4. Escalation to an external mediator:

In cases where the conflict cannot be resolved through internal mediation, the issue may be escalated to an external mediator.

3. Strategic Objective

The Sport and Recreation Advisory Group aligns with the following strategic objectives:

	People A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
	Planet A natural environment that is highly valued, protected and enjoyed.
	Place A liveable, sustainable and well-designed built environment that is accessible to all.
	Prosperity A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
	Performance A representative leadership that is future thinking, transparent and accountable.