

# Manningham Recreation and Sport Advisory Committee - Terms of Reference

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| <b>What is the Recreation and Sport Advisory Committee?</b> | The Manningham Recreation and Sport Advisory Committee (RASAC) will provide strategic advice to Council on the development, implementation, monitoring and evaluation of Manningham's Activefor Life Recreation Strategy. The RASAC will support Council to address key andemerging recreation and sport issues for the Manningham community.  |
| <b>1. Purpose</b>   | The RASAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The RSAC will act in an <b>advisory capacity only</b> , and has no delegated authority to make decisions on behalf of Council.  |
| <b>2. Role and Objectives</b>                               | <p>The role of the RASAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to recreation and sport. The RASAC provides a forum for the provision of advice, exchange of ideas and opportunities to collaborate in the implementation and evaluation of the Manningham Active for Life Recreation Strategy and its associated actions plans.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of people from relevant sectors, with an ability to advise on current and emerging recreation and sport trends in the community.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan 2021-2025 and Active for Life Recreation Strategy 2010-2025.</li> <li>• Support Council to evaluate the Active for Life Recreation Strategy 2010 - 2025.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.</li> <li>• Develop and report on effectiveness metrics to measure the success of the committee.</li> </ul> |
| <b>3. Delegated Authority and Decision Making</b>           | <ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>  |
| <b>4. Chairperson</b>                                       | <ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated on an annual basis. If the Chairperson is absent, a Councillor representative will chair the meeting in order to maintain a quorum.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> </ul>   |
| <b>5. Membership</b>  | <ul style="list-style-type: none"> <li>• At least two Councillor appointed annually, one who acts as Chairperson and one as Deputy Chairperson.</li> <li>• A range of volunteer Committee members (up toTwenty (20) appointed by Council through an expression of interest, selection and endorsement process to provide an even mix of:             <ul style="list-style-type: none"> <li>○ Local community organisations and/or service providers; and/or</li> <li>○ Community members with relevant skills and experience, if relevant.</li> </ul> </li> <li>• Council officers comprising:             <ul style="list-style-type: none"> <li>○ A senior Council officer, either Director, Group Manager and/or Manager;</li> <li>○ Secretariat; and</li> </ul> </li> <li>• Subject matter expert/s.</li> </ul>   |



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| <b>6. Co-opted Membership</b>          | <ul style="list-style-type: none"> <li>Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice on an as-needed basis, and do not contribute to the Advisory Committee's quorum.</li> </ul>  |
| <b>7. Quorum</b>                       | <p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>One councillor or delegated representative;</li> <li>One officer.</li> </ul>   |
| <b>8. Membership Criteria</b>          | <p>Applications will be assessed against the specific criteria as follows:</p> <ul style="list-style-type: none"> <li>Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>Not presently be an incumbent president/secretary or treasurer of a sports club.</li> <li>Provide direct links to and active participation in their local community and/or relevant organisations by living, working or studying in Manningham.</li> <li>Have lived experience and/or knowledge and understanding of the needs and issues addressed by the RASAC, including local current and emerging recreation and sport issues.</li> <li>Demonstrated commitment to actively and constructively contributing to the Advisory Committee with or without support (e.g. interpreting service).</li> <li>Willingness and ability to engage in open and respectful discussions that add value to the Advisory Committee.</li> <li>Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>  |
| <b>9. Membership Appointment</b>       | <ul style="list-style-type: none"> <li>Expressions of interest for the full Advisory Committee membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations: <ul style="list-style-type: none"> <li>Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period;</li> <li>Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>Applications will be assessed by officers and recommendations will be presented at a Council meeting for formal approval; and</li> <li>Advisory Committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above.</li> </ul> </li> <li>Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term: <ul style="list-style-type: none"> <li>Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent's term;</li> <li>Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and</li> </ul> </li> </ul> <p>Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p> |
| <b>10. Membership Responsibilities</b> | <ul style="list-style-type: none"> <li>Councillors are bound by the Councillor Code of Conduct.</li> <li>Council officers are bound by the Employee Code of Conduct.</li> <li>Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following: <ul style="list-style-type: none"> <li>Act with integrity;</li> <li>Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>Not seek to confer an advantage or disadvantage on any person, including one's self;</li> <li>Disclose any actual or perceived conflict of interest;</li> <li>Undertake Council values, WE ARE Manningham: <ul style="list-style-type: none"> <li>Working Together;</li> </ul> </li> </ul> </li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>▪ Excellence;</li> <li>▪ Accountable;</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> <ul style="list-style-type: none"> <li>○ Take reasonable care of one's own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and relevant officer as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of the Committee;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the Committee;</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> <ul style="list-style-type: none"> <li>• A breach of the Code of Conduct may result in Committee membership terminating.</li> </ul> |
| <p><b>11. Appointment Terms</b></p>        | <ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed for the full two (2) year period: <ul style="list-style-type: none"> <li>○ A member of the Committee may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>○ Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> </ul> </li> <li>• If a Committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>  |
| <p><b>12. Committee Administration</b></p> | <ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions: <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country; and</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting Advisory Committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the Committee meeting will be circulated to Committee members within four weeks of the meeting.</li> <li>• Confirmed Committee meeting minutes will be tabled through Informal meeting of Councillors document at the next Ordinary Meeting of Council and published on Council's website.</li> <li>• The RASAC will submit a written report and/or presentation to Council by November each year; summarising the Committee's activities and achievements for the preceding 12 months, and ensuring continued alignment with Council's strategic objectives.</li> </ul>   |
| <p><b>13. Meeting Procedures</b></p>       | <ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with the Advisory Committee.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior council officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any Advisory Committee meetings to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> </ul>   |

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|                   | <ul style="list-style-type: none"> <li>Any actual or perceived conflicts of interests should be declared by councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>   |
| <b>14. Review</b> | <ul style="list-style-type: none"> <li>The Committee's terms of reference, membership, and productivity will be reviewed at least once every two years to ensure currency and effectiveness.</li> <li>The Councillor Chairperson is responsible for reporting to Council on the Committee's progress and achievements on behalf of the Committee.</li> <li>The terms of reference may be revoked at any time by Council.</li> <li>The RSAC will sunset two years from the date of adoption.</li> </ul> |

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| <b>Definition of Key Terms</b> | Advisory Committee         | Manningham Council's <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy. |
|                                | Chairperson                | The person appointed to facilitate an Advisory Committee meeting, in this case, a Councillor.   |
|                                | Co-opted membership        | Appointment to membership of an Advisory Committee by invitation of the existing members.   |
|                                | Council                    | The councillor group participating in decision making at a formally constituted Council meeting.  |
|                                | Councillor                 | Elected representatives of Manningham City Council.   |
|                                | Intersectionality          | The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.  |
|                                | Officer or Council Officer | An employee of Manningham City Council.   |
|                                | Peak body                  | A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.  |
|                                | Quorum                     | The minimum number of Committee members required for a Committee meeting to proceed.  |
|                                | Secretariat                | The senior officer appointed to administer the Advisory Committee, such as the service area Coordinator.  |
|                                | Strategic                  | Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.  |