



NOVEMBER 2018

**TERMS OF REFERENCE
WHITEHORSE SPORT AND RECREATION NETWORK**

STATEMENT OF PURPOSE

The purpose of the Whitehorse Sport and Recreation Network (WSRN) is to provide an opportunity for community members with a knowledge and background in sport and recreation to network information and to provide a forum through which Council can consult with and receive advice and guidance on the future of sport and recreation development within the City of Whitehorse.

TERMS OF REFERENCE

- To provide input into the development of policy and strategic direction for Council in the areas of sport and recreation.
- To provide advice and feedback on the implementation of the Recreation Strategy Plan and other major sport and recreation policies and projects.
- To act as a forum for considering new ideas, sharing broad experiences and contributing innovative solutions to issues facing local clubs.
- To inform Council of issues that affect local clubs at a code or general level. i.e. not specific club concerns.
- To assist Council in identifying trends and opportunities in sport and recreation so that the Whitehorse City Council can plan services in a cohesive and co-ordinated manner.
- To review and judge nominations for Whitehorse Sports Awards and Australia Day Trophy.
- To provide an opportunity for community members with a knowledge and background in sport and recreation to network and exchange information.
- To liaise with individuals and groups as required to obtain specific advice regarding sport and recreation for the benefit of the City of Whitehorse.

MEMBERSHIP

The WSRN will consist of two Councillors, a maximum of 10 community representatives and Council Officers from the Leisure and Recreation Services Department.

As a group, there should be a representation of a range of sport and recreation groups, encouragement for membership from both genders and a representation to ensure that the needs of people who experience a disability are considered.

Councillors will be appointed to the Whitehorse Sport and Recreation Network for a period of two years via Council's Delegate Appointment Process, which is subject to annual review.

Given the national focus of gender equality for opportunity in sport, that where feasible there is the same gender balance for the Councillors as representatives of Council on the Whitehorse Sport and Recreation Network.

Membership is open to individuals participating in sporting and recreation clubs or associations operating within the Whitehorse municipality.

Community representation on the WSRN will be via a Registration of Interest process, assessed for suitability against key criteria and ultimately endorsed by Council. Community representatives will be appointed for a period of two years and may reapply.

Members must attend at least 6 of the 7 meetings per year in order to retain their position on the Network.

The WSRN have the delegated authority to co-opt members on to the Network should a vacancy arise.

Membership of the WSRN will be honorary.

CODE OF CONDUCT

As a member of the WSRN you are recognised as a Council volunteer. As a Council volunteer, it is a requirement that you complete Council's volunteer registration paperwork which includes a commitment to abide by Council's Volunteer Code of Conduct and Council policies that apply to registered volunteers. Community members who are accepted onto the WSRN will be required to participate in a Council volunteer induction session and any other relevant training as deemed necessary by Council.

Councillors sitting on the Whitehorse Sports and Recreation Network will be bound by the Councillor Code of Conduct.

REVIEW PROCESS

The role, functions and membership of the Whitehorse Sport and Recreation Network will be reviewed every two years.

FACILITATION

Council Officers within the Leisure and Recreation Services Department are responsible for the planning and administration of the group. Contact Person: Project Officer – Leisure and Recreation Services on telephone: 9262 6106.

FUNDING

Council's budget provides an amount of \$4,300 per annum for the operation of the network, subject to annual review.

CHAIRPERSON

In the first year of the two year term of the WSRN, a Council Officer will chair the first meeting, with a chairperson to be elected at the second meeting. In the second year of the two year term a chairperson is to be elected at the first meeting. The chairperson's term will be for one year.

MEETING CYCLE

Commencing February, on the third Thursday in the month, 6.30pm – 8.00pm.
Extraordinary meetings will be called if required.

LOCATION

Civic Offices
Whitehorse Civic Centre
379 – 397 Whitehorse Road, NUNAWADING