



TERMS OF REFERENCE

SPORTS INFRASTRUCTURE MASTER PLAN

WORKING GROUP

NAME

Sports Infrastructure Master Plan Working Group

CATEGORY

Working Group

PURPOSE

The Sports Infrastructure Master Plan Working Group is established to assist Council to develop a master plan that provides clear direction for the development of Council owned sport and recreation infrastructure over the next 15 years.

The Sports Infrastructure Master Plan is expected to provide, at a minimum:

1. An assessment of future sporting infrastructure required to support sporting trends.
2. Recommendations for high-level changes to coordination, management and/or use of sporting infrastructure and facilities.
3. A prioritised action plan support by concept plans with indicative budget allocations.

The Sports Infrastructure Master Plan will not consider:

1. Sport and recreation program development.
2. Passive recreation facility development (e.g. facilities in public open space).
3. Sports club development and capacity building.
4. Day-to-day operational management of facilities.

ROLES AND RESPONSIBILITIES

The Sports Infrastructure Master Plan Working Group will:

1. Provide advice and recommendations on further engaging the community and stakeholders in plan development.
2. Assist in developing and prioritising plan objectives and actions.
3. Consider options to resource plan implementation (e.g. partnerships, grants etc).
4. Review the draft and final master plan document and recommend to Council for adoption.
5. Support, promote and undertake a general advocacy role for the plan.
6. Act as a conduit between Council and the community.

MEMBERSHIP

Membership of the Sports Infrastructure Master Plan Working Group is to include representatives with a high-level knowledge and/or experience in sport and recreation planning or development from the following sectors:

- Business/community – 3 members
- State/Regional Sport Governing Organisations – 2 members

- Tasmania Government Department of Communities, Sport and Recreation – 1 member
- Devonport City Council elected members - 2 members
- Council Officers, as required

Members will be appointed by the Council following a formal expression of interest process.

The role, functions and membership of the Working Group will be reviewed by the Group as required.

MEETING FREQUENCY

The Sports Infrastructure Master Plan Working Group will determine its own meeting frequency, however, is expected to commence meeting during business hours from August 2020 and will reconvene as required to finalise the document (April-June 2021).

MINUTES AND REPORTING REQUIREMENTS TO COUNCIL

Outcomes of Working Group meetings will be distributed to the group within five business days of the meeting and are not required to be reported to Council.

DELEGATIONS

As a Working Group there are no applicable delegations.

CONFLICT OF INTEREST

When a member is aware prior to a meeting of the Group that a possible conflict of interest exists, he/she is required to inform Council management of the nature of the conflict. If it is deemed a conflict of interest or perceived conflict of interest exists, the member may be asked to not participate in any discussions relating to that matter.

ANY OTHER REQUIREMENTS

Working Group members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they are acting within the scope of their duties as a member of the Sports Infrastructure Master Plan Group.

RESPONSIBILITY

Responsible Manager

Community Services Manager

Document Controller

Executive Officer

AUTHORISATION

Adoption of Terms of Reference

Adopted by Council on 22 June 2020