



TERMS OF REFERENCE ACTIVE CITY SPECIAL INTEREST GROUP

NAME

Active City Special Interest Group

CATEGORY

Special Interest Group

PURPOSE

The purpose of the Strategic Active City Special Interest Group is to provide an opportunity for community members with a knowledge and background in sport and recreation 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 Devonport.

FUNCTION

- Assist in the development of a city wide Active City Plan.
- Develop programs, projects and initiatives that maximise the use of the natural and built environment for healthy active lifestyles.
- Encourage community participation in non-formal sport and recreation activities.
- To provide input into the development of policy and strategic direction for Council in the areas of sport, recreation and healthy active lifestyles.
- To provide advice and feedback on the implementation of the Sporting Precincts Master 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 code or general level, ie not specific club concerns.
- To assist Council in identifying trends and opportunities in sport, recreation and maintaining a healthy active lifestyle so that the City of Devonport can plan services in a cohesive and co-ordinated manner.
- 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 Devonport.
- To make recommendations to Council on partnerships with schools, other Councils and user groups outside the municipality.
- To monitor and analyse participation rates, trends and issues.
- To explore strategies to sustain a strong volunteer culture in Sport and Recreation.

- To review recreation and sporting facilities to ensure all abilities participation.

MEMBERSHIP

The Active City Special Interest Group will be representative of stakeholders and include up to:

- Four (4) Aldermen (of which one will be chairperson);
- Council's Sport and Recreation Coordinator (or nominee); and
- Ten (10) community members.

Membership is open to individuals who have an interest in the development of Sport, Recreation and active healthy lifestyles within the Devonport municipality. People participating in sporting and recreation clubs or associations are eligible to be members of the committee.

Community members will be appointed by the Council following a formal expression of interest process for a two-year period.

Failure to attend three (3) consecutive meetings without prior approval, of the Special Interest Group will result in termination of membership.

Should a vacancy occur the Council will consider appointing a new member.

The role, functions and membership of the Special Interest Group will be regularly reviewed by Council.

WORKING WITH CHILDREN (if relevant)

All group members are to have a valid registration to work with children to comply with the Registration for *Working with Vulnerable People Act 2013*.

MEETING FREQUENCY AND MEETING PLACE

The Active City Special Committee meetings are to be held bi-monthly on the 4th Wednesday of each month at 5.00pm. The venue for each meeting is to at the Devonport Council Committee Rooms, Fenton Way, Devonport.

The Group Chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

The minutes will include (without limitation) the following:

- Attendance;
- Apologies;
- Declarations of interest;
- A record of all recommendations made by the Special Interest Group

The minutes will be distributed to all members.

REPORTING REQUIREMENTS TO COUNCIL

Minutes of the Committee meetings will be included in a report to the Section 23 Community Services meeting and the next ordinary Council meeting.

DELEGATIONS

The Committee may form sub-committees to assist in meeting the Committee's Roles and Responsibilities as outlined above, within budgetary constraints.

The business discussed at the Strategic Sport and Recreation Special Committee meetings is confidential other than the outcomes recorded in meeting minutes.

ANY OTHER REQUIREMENTS

Group Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Special Interest Group.

Community members not associated with an organisation/corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions.

Special interest group members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

RESPONSIBILITY

- **Responsible Manager**
Sport and Recreation Coordinator
- **Document Controller**
Community Services Administration

AUTHORISATION

- **Adoption of Terms of Reference**
Adopted by Council on 24 July 2017
- **Terms of Reference Review**
June 2019

DEFINITIONS

To assist in the interpretation the following definitions shall apply:

"Special Interest Group" shall mean Active City Special Interest Group

"Council" shall mean Devonport City Council

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