



Encounter Bay Future Recreation, Sports & Infrastructure Working Group

Terms of Reference

1. Establishment

- 1.1 The City of Victor Harbor (Council) resolved on 23 July 2018 to establish a Working Group to be known as the **Encounter Bay Future Recreation, Sports and Infrastructure Working Group** (the Working Group).
- 1.2 The Working Group is a sub-committee of the City Activation and Strategic Planning Advisory Committee (the Committee).

2. Purpose

- 2.1 The Working Party plays an important role in providing input into the design functionality and operations of the Future Recreation development in Encounter Bay to ensure that the current and future needs of potential users are considered and well understood.
- 2.2 The Working Party will provide an opportunity for a representative, cross section of individuals from the community to contribute to the project by providing advice to the Committee on the following:
 - 2.2.1 Modifying the Masterplan to reflect 'Preferred Option A' focusing on the development of the Gillespie Land and supporting independence of some individual sports rather than shared-use facilities.
 - 2.2.2 Plan for an indoor sports facility to cater for basketball, Volleyball and other potential indoor sports i.e. ten pin bowling. This will include detailed planning and a feasibility assessment. The facility should cater for both existing and emerging sports.
 - 2.2.3 Plan for an athletics facility which meets the needs of the current and future needs of athletics in the region. Consider options for incorporating a multiuse field within the athletics facility.
 - 2.2.4 Aim for a safe pedestrian and ideally vehicle link between the Encounter Bay Recreation Ground and the 'Gillespie Land'.

- 2.2.5 Consideration as to provision for gymnastics either within the new facility or a dedicated space within the current Recreation Centre.
- 2.2.6 Consideration of state and federal grant funding options for planning, design and construction implementation phases.
- 2.2.7 Deliberate and recommend a direction for the naming of the 'Gillespie Land' to reflect the new use of this site.
- 2.2.8 To make recommendations to the Recreation and Sport Advisory Committee regarding planning, design, funding and construction options.
- 2.2.9 Consider future recreation planning for the Encounter Bay Recreation Zone, in particular the 'Gillespie Land' as identified in 'Preferred Option A' Further Planning for the Encounter Bay Recreation Ground Suter Planners 2017.

3 Role and Function

3.2 The Working Group:

- 3.2.1 has been formed to provide advice to the Committee on specific matters. For clarity, it is not a committee formed pursuant to *Section 41 of the Local Government Act 1999* which would provide advice direct to the Council.
- 3.2.2 is expected to stay within the Terms of Reference adopted by Council.
- 3.2.3 will not commission work on their own initiative or have any decision making powers delegated by Council, other than to provide advice to the Committee.

4 Membership

4.1 The membership of the Working Group shall consist of:

4.2

- 4.2.1 One (1) Elected Member of the City of Victor Harbor
- 4.2.2 One (1) representative and one (1) proxy from each of the following Groups:
 - 4.2.2.1 Great Southern Amateur Basketball Association
 - 4.2.2.2 South Coast Little Athletics
 - 4.2.2.3 Victor Harbor Youth Club (Gymnastics)
 - 4.2.2.4 Victor Harbor Volleyball Association
 - 4.2.2.5 Southern Breakers Soccer Club
 - 4.1.2.6 Victor Dragons

- 4.2 The Working Group can co-opt up to two (2) additional members, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

5 Term of Membership

5.1 The term of membership of:

5.1.1 Community members shall be for two (2) years or as resolved by Council.

5.1.2 Elected Members shall be for the term of the Council or as resolved by Council

6 Attendance

6.1 Any Elected Member may attend the meetings of the Working Group

6.2 Working Group members are expected to attend all meetings where possible. Apologies for non-attendance must be submitted to the Working Group Facilitator prior to the meeting.

6.3 Where a member fails to attend three successive meetings without submitting a satisfactory explanation, the Chairperson will make a determination on their membership.

7 Working Group Facilitator

7.1 An Working Group Facilitator:

7.1.1 shall be appointed by the Chief Executive Officer and/or her delegate or as resolved by Council.

7.1.2 shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Working Group.

7.1.3 shall be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Working Group in consultation with the Chairperson.

7.1.4 has the right to refuse a request from a member of the public to address the Working Group if it is deemed more appropriate for that person to address an Ordinary Council Meeting or the Committee.

8 Chairperson

8.1 The Chairperson of the Working Group will be an Elected Member.

8.2 In the absence of the Chairperson, another Elected Member of the Working Group or a delegated staff member shall chair the meeting.

9 Decision Making

9.1 The Group has a Working role, its recommendations are made by consensus and no recommendation is deemed to be a decision of the Committee. If consensus is not achieved, and if required, the matter shall be referred to the Committee for determination.

9.2 The Chief Executive Officer and/or her delegate will determine which items are required to be referred to the Committee and action accordingly.

10 Quorum

- 10.1 The Working Group requires a quorum to hold a meeting. The quorum is fifty percent of the membership.
- 10.2 The Chairperson shall use their discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient members at the meeting.

11 Meeting

- 11.1 The Working Group shall meet at least four (4) times per year, or more frequently if determined by the Chief Executive Officer and/or delegate in consultation with the Working Group Members.
- 11.2 The Working Group shall meet at times and dates determined by consensus of the Group.
- 11.3 The Working Group meetings will be held at the Civic Centre, 1 Bay Road, Victor Harbor or another venue agreed to by the Working Group Members.
- 11.4 The Working Group meetings may be closed to the public, as declared by the Chief Executive Officer in accordance with Council's Informal Gathering Policy, as matters that will be discussed involve:
 - 11.4.1 a planning session of a general or strategic nature; or
 - 11.4.2 is a briefing session relating to information or a matter of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999; or
 - 11.4.3 exchange information on proposals that are being worked on by staff or ideas that need to be investigated including options for engaging the community.
- 11.5 The Working Group must provide two (2) presentations to the Committee, outlining the work that has been occurring within the working group meetings at a venue that is open to the public.

12 Agenda

- 12.1 The Agenda shall be determined by the Chief Executive Officer and/or her delegate in consultation with the Chairperson and include enough detail to enable matters to be considered at the meeting.
- 12.2 The agenda shall be distributed by email no later than least three (3) days prior to the next meeting date.

13 Meeting Notes and Reporting

- 13.1 The Working Group is not a formal meeting of Council, the meeting notes will record at a minimum the following:
 - 13.1.1 the place, date and time at which the Working Group meeting was held
 - 13.1.2 the meeting attendees and apologies

13.1.3 the topics discussed; and

13.1.4 recommendations arising from the discussion and advice provided to the Chief Executive Officer and/or delegate shall determine if any individual recommendations are required to be reported to the Committee for determination.

14 Conduct of Working Group Members

14.1 Community Members of the Working Group will be expected to:

14.1.1 comply with Council's policies including the Volunteer Code of Conduct;

14.1.2 be honest and fair when dealing with all persons present at the meetings;

14.1.3 deal with information received in their capacity as a member in a responsible manner;

14.1.4 be aware of any conflict between their role as a Member of the Working Group and their private interests and disclose these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent;

14.1.5 endeavour to provide accurate information to the group

14.1.6 endeavour to establish and maintain respectful relationships with all Working Group Members, Elected Members and Council Staff, regardless of difference of views and opinions.

14.2 Members of the Working Group are not permitted to speak to the media as representatives of the Group.

14.3 Confidential matters presented to the Working Group, shall be dealt with and remain in confidence until such time as confidentiality is withdrawn as advised by the Chief Executive Officer.

15 Removal

15.1 A member of the Work Group may be removed from the group on the grounds that;

15.1.1 he or she was absent, without leave from the Working Group, from three or more consecutive meetings; or

15.1.2 he or she has made public statements that may be detrimental to the effective functioning of the Working Group; or

15.1.3 He or she, is behaving in a way which is detrimental to the smooth, efficient and effective workings of the Working Group.

15.2 The determination as to whether a Member's conduct constitutes grounds for removal from office will be made by a reference panel comprising the Mayor, Chief Executive Officer (or delegate) and the Working Group Facilitator.

15.3 The reference panel will observe the principles of natural justice in making any decision to remove a member from office. That is, the member will be given an opportunity to

comment in relation to any adverse allegations against him or her in relation to any proposal that he or she be removed from office. Any comments made by the member will be taken into account by the Reference Panel before a decision is made.

16 Vacancies

- 16.1 All members' positions of the Working Group are declared vacant after every local government election.
- 16.2 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of Council through a Council resolution.

17 Dissolution

- 17.1 Council or the Committee may at any time abolish the Working Group and such action by the Council may include but is not limited to the Working Group:
- 17.1.1 has fully achieved its purpose for establishment
- 17.1.2 has become unproductive
- 17.1.3 can no longer attract membership
- 17.1.4 no longer serves the service priorities and/or core business of Council or the Committee

18 Amendments to Terms of Reference

- 18.1 Council may amend the Terms of Reference by Council resolution.

19 Document History

Version	Issue Date	Resolution No.	Description
1.0	24 June 2019	OC4612019	Endorsed Terms of Reference
2.0	22 July 2019	OC5392019	Membership

SCHEDULE 1

ENCOUNTER BAY FUTURE RECREATION, SPORTS AND INFRASTRUCTURE WORKING GROUP

Group Membership

July 2019

Member	Representative	Appointed	Expires
Great Southern Amateur Basketball Association	Dennis Earl	22 July 2019	July 21
South Coast Little Athletics	Trevor Mayhew/ Julie Brehin	22 July 2019	July 21
Victor Harbor Youth Club (Gymnastics)	Dan Aubin	22 July 2019	July 21
Victor Harbor Volleyball Association	Riley Puckridge	22 July 2019	July 21
Southern Breakers Soccer Club		22 July 2019	July 21
Victor Dragons	Karen Peterson	22 July 2019	July 21
City of Victor Harbor	Cr Brayden Mann	24 June 19	Nov 20

Working Group Facilitator

Star Club Officer	Jeremy Bell	27 May 2019	Nov 2022
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Office Bearers

Chairperson	Cr Brayden Mann
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