



Name of Committee:	Game Plan Advisory Committee
Purpose of Committee:	<p>The Game Plan Advisory Committee has been established to provide advice to Central Highlands Regional Council (CHRC) to ensure:</p> <ul style="list-style-type: none"> • Community sport and recreation (focus on organised sport) facility access, use, maintenance, improvement and renewal is planned, systemised and sustainable • Support to community sport clubs is systemised and sustainable <p>The Game Plan Advisory Committee is an advisory committee of Council, with Councillors and community members appointed for the period of development and implementation of the Game Plan project.</p> <p>The establishment of the Game Plan Advisory Committee provides an important forum for identifying issues and opportunities relating to community facilities and advising Council about effective policy, service provision and investment within the Central Highlands region.</p> <p>The committee should focus on issues and opportunities that are relevant across the entire Council region. The committee should provide specialist and informed advice to Council.</p> <p>The Game Plan Advisory Committee has no delegated decision making power from Council.</p>
Council Plan Objectives:	<p>CHRC's vision, "A progressive region creating opportunities for all," closely aligns with the intended outcomes of the Game Plan Advisory Committee since the committee's purpose is to implement a system to ensure community sport and recreation facility access, use, maintenance, improvement and renewal is planned, systemised and sustainable, and looks towards the future.</p> <p>The outcomes of this advisory committee relate to and will contribute to all six corporate plan outcomes:</p> <ul style="list-style-type: none"> • Strong vibrant communities • Building and maintain quality infrastructure • Supporting our local economy • Protecting our people and our environment • Leadership and governance • Our organisation <p>The regional outcomes expressed in the Community Plan 2022 can also be achieved by this advisory committee. These outcomes are:</p> <ul style="list-style-type: none"> • Resourceful vibrant community • Integrated quality infrastructure • Diverse prosperous economy • Healthy natural environment • Proactive open governance
Terms of Reference:	<p>The terms of reference which will direct the outcomes of the Game Plan Advisory Committee are:</p> <ul style="list-style-type: none"> • For sport and recreation in the Central Highlands region, assess and report on the current and desired level of service, facility access, tenure, and existing asset and record management. In doing so, consider community expectations; legislative and technical requirements; the cost of service; pre-committed investment in infrastructure; the balance between Council's community service obligations for sport and recreation and service provision by the community on a user-pays basis; and economic, environmental and social sustainability (utilising consultation with community and internal Council officers and existing data) • Conduct research, consultation and evaluation to gain an understanding of the current condition, fit for purpose and value of community facility assets and more fully understand

	<p>potential demand, growth and demographic change, including reference to internal Council documents such as the Open Space and Recreational Plan</p> <ul style="list-style-type: none"> • Conduct research and evaluation to determine industry standards and best practice principles, to identify possible solutions that can be tested in consultation firstly with Councillors, then with the Central Highlands region community • Define desired minimum criteria for facility access, including the resources available to support organisations to reach the minimum standards • Develop support framework for community organisations occupying private land • Draft policies to include: <ul style="list-style-type: none"> ○ Tenure requirements ○ Definition of Council's levels of service ○ Fee structures ○ Systems for applying rebates or remissions ○ Links to Council's sponsorship, donations and grants programs ○ Capital Investment Plan (10 year) inclusion process ○ Internal processes to support the delivery of above policies • Develop and define staged timeline for the implementation of the new system, including a consistent approach to be applied to transition groups from the current ad-hoc sport and recreation management model to the new system • Design, execute and support an appropriate consultation program to test potential solutions with sport and recreation clubs and associations • Finalise and publish policy • Implement the final model with defined and scheduled monitoring and evaluation
<p>Criteria for Community Membership:</p>	<p>The committee's up to three community members will be residents of the Central Highlands region and their selection will be based on the following criteria:</p> <ul style="list-style-type: none"> • An ability to constructively participate in an advisory capacity for its duration • An ability to represent a broad range of views that reflect the diversity of the community • A broad understanding of the local sport and recreation community and its social, environmental and economic influences • Good knowledge and understanding of the local issues that are relevant to the management and operation of community facilities • A willingness to contribute positively to meetings in a fair and unbiased manner • An ability to look beyond personal interests for the benefit of the community and residents of the Central Highlands • An ability and willingness to encourage positive participation from and provide feedback to the community regarding the management and operation of not-for-profit organisations and community facilities
<p>Selection of Members:</p>	<p>The selection of the membership of the advisory committee will involve calling for nominations. An advertisement may be placed in the local media and on Council's website.</p> <p>A nomination form must be completed by interested representatives and all nominations will be assessed against the criteria for membership. All nominees will be interviewed by the appointed Councillor committee members as part of the selection process.</p> <p>Appointment will be for the determination and implementation period of the Game Plan project (see Appendix 1).</p>
<p>Chairperson:</p>	<p>The role of chairperson shall be filled by a Councillor (<i>Cr McIndoe was appointed as Chair by resolution of the Council on 23 May 2017</i>).</p> <p>If a Councillor chooses not to fill the role of chairperson, an independent advisory committee member/the General Manager Communities may be elected to the role through a vote or consensus among the members.</p> <p>The appointed chairperson is responsible for the conduct of meetings, ensuring equitable opportunities for views and opinions to be voiced and discussed by the advisory committee.</p>



	A deputy chairperson should be elected to chair meetings in the absence of the chairperson.
Membership:	<p>The Game Plan Advisory Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> • The Mayor • Four Councillors (<i>Cr McIndoe, Cr Godwin-Smith, Cr Brimblecombe and Cr Nixon were appointed by resolution of the Council on 23 May 2017</i>) • Three community members • General Manager Communities • Manager Parks and Recreation <p>Membership of the Game Plan Advisory Committee is voluntary.</p>
Executive Support:	<p>The Governance, Corporate Services and Communities Departments will:</p> <ul style="list-style-type: none"> • Provide terms of reference to the committee • Facilitate a review process for the committee at the conclusion of the appointment period • Provide information and education on good governance issues such as; conflicts of interest, confidentiality and register of interests • Offer training for the chairperson if required • Oversee the recruitment and selection process for committee membership <p>The Parks and Recreation Team will:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes • Compile progressive and final reports of the committee on behalf of the chairperson • Facilitate the appointment of and manage external project consultants <p>The General Manager Communities and selected Council officers will provide professional advice and information, and conduct research for the committee as required.</p>
Quorum and Voting:	<p>The committee will operate with a quorum of greater than 50% of the total membership.</p> <p>Recommendations of the Game Plan Advisory Committee are primarily expected to be made by consensus, however, there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote, except that the chairperson who may exercise a casting vote in addition to his or her primary vote, should this be necessary.</p>
Conflict of Interest and Confidentiality:	<p>The <i>Local Government Act</i> identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Game Plan Advisory Committee must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as members of the Game Plan Advisory Committee.</p> <p>Any matter deemed by a member to represent a conflict of interest shall be reported to the Chairperson and/or the General Manager of Communities either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>The Game Plan Advisory Committee is intended to be a forum for discussing proposed policies and actions that may impact the Central Highlands region community.</p> <p>Members may be provided information that is not available in the public realm. It will be critical that committee members are a group that can be trusted with confidential information. The Game Plan Advisory Committee's ability to fulfil its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that may be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the chairperson's prior approval.</p>
Meetings:	<p>Meetings of the Game Plan Advisory Committee will be every two months or more often by arrangement with the committee members and chairperson. A schedule of meetings will be developed and agreed, upon the appointment of the committee. Under special circumstances, a meeting may be cancelled or re-scheduled.</p>

	The nominated venue for meetings is the CHRC chambers at 65 Egerton St, Emerald unless otherwise arranged.
Guiding Principles:	<p>The advisory committee will be guided by the following principles:</p> <ul style="list-style-type: none"> • Reference to and alignment with the community plan, Council's vision and corporate strategy, and relevant state, regional, local and locational land use and open space plans • The delivery of consistent, repeatable and measurable outcomes which recognise that 'systems are better than sweetheart deals' • A multidisciplinary, Council-wide approach, utilising existing management systems where possible and abiding by existing policies (most specifically the asset management plan and policy, including its guiding principles) • The entire Council region is considered within all evaluations and recommendations • Industry standards and best practice principles are used where appropriate and adapted if necessary to maintain organisational consistency and relevance to the Central Highlands community • Prioritisation, resource allocation and investment considers the impacts of growth and demographic change, asset management based on whole-of-life costs, and Council's investment and reserves policies amongst pre-existing commitments, community expectations and existing levels of service
Reporting:	<p>A report of each Game Plan Advisory Committee meeting is to be presented to a full Council meeting. Minutes of each meeting will be provided to all CHRC Councillors.</p> <p>A final report of the Game Plan Advisory Committee activities will be presented to Council by December 2018.</p>
Related Documents:	<p><u>Asset Management Policy</u>, Policy Number: CHRC0024 Effective Date: 14 June 2016</p> <p><u>Open Space and Recreational Plan</u> March 2014 (under review)</p> <p><u>Corporate Plan 2013-2018</u></p> <p><u>Community Plan 2022</u></p> <p>The Game Plan - A Strategic plan for sport and recreation 2017</p>