

ACTIVE MONASH ADVISORY COMMITTEE

TERMS OF REFERENCE

NAME: Active Monash Advisory Committee

SCOPE: To provide advice and expertise to Council on a variety of issues and initiatives related to strategy, policy, programs, services and facilities provided to support and encourage participation in physical activity, active recreation and sport.

OBJECTIVES:

- To act in an advisory capacity to assist Council to improve the health and wellbeing of the community by supporting and encouraging the community to be physically active and ensuring there are opportunities for everyone to participate in physical activity, active recreation and sport.
- To support implementation and realisation of Active Monash's Vision.
- Evaluate and identify opportunities for improvement against key strategic documents relating to sport and recreation including and not limited to: Monash Health and Wellbeing Plan, Active Monash Sports Club Framework, Active Recreation opportunities Strategy, Active Communities Framework, Active Monash Diversity and Inclusion Framework and various sport and recreation plans.
- Provide feedback on policy development and review plans and strategies within sport and recreation.
- Contribute to and inform the development of strategic plans, programs and operational action plans relating to sport and recreation.
- Assist Council to promote the benefits of active lifestyles.
- Provide sport and recreation related advice to Council as may be requested from time to time.

MEMBERSHIP:

The Active Monash Advisory Committee membership will consist of up to fifteen members excluding Council officers and will include representation from:

- Monash City Councillors (3)
- Sports clubs based within Monash City Council (up to 3)
- Community agencies, educational institutions and/or service providers who have expertise and/or focus on the sport and/or recreation within Monash City Council (up to 3)
- Active Monash (leisure centre) members (3)
- Community members living within Monash (up to 3)

All positions are voluntary positions.

Up to three Council officers will support the Committee.

SELECTION PROCESS: The Selection Committee will include the Portfolio Councillor/s. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

REQUIREMENTS FOR MEMBERS (CRITERIA):

Members can be someone who resides, works, studies or has interests within the Monash City Council.

Nominees will be eligible for selection if they:

- Have an interest in and are able to represent the views of residents on matters pertaining to sport and recreation with particular relevance to community participation.
- Demonstrate the ability, expertise and experience to contribute to service, program and policy development using an evidence-based approach in the areas of sport and/or recreation with particular relevance to community participation.
- Demonstrate experience in promoting and encouraging the community to be physically active.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations and the community and business sectors.

TERMS OF APPOINTMENT:

- Appointments will be for a two-year term.
- Committee members completing a two-year term may re-apply for a further two-year term.
- No member may serve more than two terms.

MEETING FREQUENCY AND DURATION:

- The Committee will meet bi-monthly for a maximum of two hours.
- Additional meetings can be called as required.
- The Committee may establish sub-committees or working groups to address specific issues as they arise.

ROLE OF COUNCILLORS:

- To act as Chairperson of the Committee
- To be the link between Council and the Committee
- To table issues and concerns to Council on behalf of the Committee

EXECUTIVE SUPPORT: The Active Monash Department from Monash City Council will provide executive support to Committee.

ACCOUNTABILITY:

- Advisory Committee members have an active role to provide feedback and advise to Council on improving sport, recreation and active participation across the municipality; and,
- Participate in discussions at the bi-monthly meetings.

EVALUATION AND REVIEW: The Active Monash Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis.

GOVERNANCE AND RULES: Governance rules and conduct for the Active Monash Advisory Committee will be in accordance with Governance Rules for Advisory Committees and the Policy for Advisory Committees as adopted by Council.

REIMBURSEMENT OF EXPENSES: Advisory Committee community representatives will be reimbursed for any transport and/or childcare costs they have incurred in participating in meetings and related activities as deemed appropriate.