

## Hockey Working Group Terms of Reference

### Purpose and objective

1. The purpose of the Hockey Working Group (the Group) is to provide strategic advice to Council on the future sporting requirements of the Victoria Park Xavier Hockey Club, including but not limited to:
  - Locations within the Town that accommodates grass and/or synthetic hockey fields consistent with the Town's Public Open Space Strategy;
  - Club house requirements including storage;
  - Partnership opportunities with private and public institutions; and
  - Funding opportunities.
2. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032:
  - a) CL02 - A community that is authentically engaged and informed in a timely manner.
  - b) CL03 - Well thought out and managed projects that are delivered successfully.
  - c) EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.
  - d) S03 - An empowered community with a sense of pride, safety and belonging.

### Term

3. The term of appointment of all members to the Group and the terms of reference shall be for a duration of 24 months, with an intention to meet up to every two months, or as deemed appropriate by the established Working Group.
4. Members have the option to exit the group at any time at their own discretion. If a member exits the group the Town may invite a replacement based upon submissions from a previous EOI process.

## Membership

5. The Group shall be comprised of:
  - a) (3) Elected Members;
  - b) (3) Victoria Park Xavier Hockey Club Members;
  - c) (1) Hockey WA Member;
  - d) (2) Community Representatives; and
  - e) (3) Town officers (including the minute secretary). Other officers may be invited on a meeting by meeting basis.
6. Community members have the option to exit the Group at any time at their own discretion. If a community member exits the Group the Town may consider replacing the position. Possible sources to fill the vacancy include submissions from a previous Expression of Interest process or through a new Expression of Interest process.
7. All memberships expire at the end of the group's term.

## Roles and Responsibilities

8. Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.
9. Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
10. In addition to these, the specific roles for each membership type are as follows:
  - a) Elected members are responsible for ensuring that the Group adheres to the direction set by Council and contributing as the elected representatives of the community;
  - b) Members from the Victoria Park Xavier Hockey Club, Hockey WA and general community members are responsible for contributing to the delivery of the Group's objectives within the scope of their skills, knowledge and capabilities; and
  - c) Officers are responsible for conducting necessary research to help inform the Group, providing professional advice and expertise, and for administering meetings.

## Meeting Procedures

11. The Group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will facilitate discussions at meetings and be consulted on the general operation of the Group and meeting preparation (including the agenda).

12. The Group will meet every two (2) months during business hours, or as deemed appropriate by the established Working Group.
13. A meeting quorum will be at least 50% of the participating members of the Group. Recommendations of the Group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.
14. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
15. Decisions of the group will be based on a consensus outcome from the group. In the event that consensus is not reached, the decision will be put to the Chief Community Planner.
16. The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note: verbatim minutes of discussion will not be taken).
17. The agenda and minutes of the meeting are to be prepared by the Town, as follows:
  - a) The agenda will be distributed no later than three working days before the meeting on the Town's website.
  - b) The minutes will be distributed no later than five working days after the meeting on the Town's website.
  - c) Both the agenda and minutes are to be developed in the prescribed form.
18. Meetings will only be open to members and not the general public.
19. Overall Group oversight is the responsibility of the Town's Chief Community Planner.

## **Reporting**

20. The Group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.