



MSAC Community Reference Panel Terms of Reference

1.1 Background

The State Sport Centres Trust Act 1994 appoints the State Sport Centres Trust (“the Trust”) as the manager of various State sporting facilities including the Melbourne Sports & Aquatic Centre (“MSAC”).

Sport & Recreation Victoria framework outlines - The Victorian Government invests in major sport facilities such as those managed by the Trust to:

- Build and maintain Victoria’s capacity to attract and retain major and significant events
- Support state level and professional sporting teams competing in national and international competitions
- Support athlete development through the provision of quality high performance coaching, training, sports science and recovery facilities for high performance athletes
- Provide access to appropriate facilities that support the state-wide administration of sport
- Provide facilities that support participation in sport and recreation.

The Trust works with various stakeholders within this framework including community sporting clubs, State Sports Associations, National Sporting Organisations, primary and secondary schools, event organisers, community groups, individual users and governments.

The Trust engages and consults with stakeholder groups in various ways. In addition to its current practices of surveys, interviews, meetings and other correspondence, the Trust has a Community Reference Panel (“the Panel”).

The operation of the Panel will be as outlined in these Terms of Reference.

1.2 Scope

The scope of the Panel is for the Trust and MSAC management to engage with community representatives for consideration on concepts, proposals, issues and challenges in relation to the operations at MSAC from the perspective of all its various community users.

1.3 Function of the Community Reference Panel

The Panel will be asked to:

- Provide information and feedback relating to best practice service delivery to members and visitors
- Identify issues and opportunities for consideration during projects and day-to-day operations
- Provide input to assist MSAC in the process of developing long-term, strategic plans and opportunities
- Promote advocacy for the organisation amongst key community and stakeholder groups.

Note: *The Trust will make the final decisions relating to MSAC operations.*



MSAC Community Reference Panel Terms of Reference

1.4 Membership

Members of the Panel (“Members”) will be selected to proportionally represent the various community user groups.

The Trust acknowledges the commitment of its members and the terms of participation.

Members commit to a one (1) year term and will be eligible for re-appointment for a further term, with the total length of service at any time not exceeding two (2) years, except for the Trust senior manager if the same person holds that position.

Members must attend at least two meetings per year to retain membership.

If a Member resigns from the organisation they represent during the membership term or their membership is not current, they must advise the Chairperson. A suitable alternate representative from the organisation the member represented may be engaged for future meetings.

All Members may be removed from the panel by the Trust should they not be upholding the values and behaviours expected.

1.4.1 Composition

A Panel will comprise representatives from user groups who have an interest, will be affected by any changes or will have an advisory role. Membership is on a voluntary basis.

Membership of the Panel may consist of:

- MSAC Members
- Community Sports
- Community Clubs
- Primary and Secondary Schools
- MSAC Users

Key organisations and individuals may be invited as appropriate to provide information and/or give presentations to the group.

1.4.2 Remuneration

Membership of the Panel is voluntary. Members will not be remunerated for their involvement.

1.4.3 Selection criteria

The Trust will undertake an expression of interest process calling for community members on an annual basis.

Members will be selected by the Trust to represent environmental, social, economic and technical perspectives, based on merit, skills and expertise and taking into account the value of diverse representation of views and backgrounds.

A Chairperson will be appointed by the Trust.



MSAC Community Reference Panel Terms of Reference

1.5 Principles underpinning the Panel's establishment

The group has been established as an avenue of consultation and dialogue with interested parties.

The focus will be on future projects and day-to-day operations.

The group will operate according to the following principles:

- It will represent the range of community users' interests affected and influenced by MSAC
- It will operate on the principles of transparency, collaboration and respect
- Representatives will be provided with relevant information to enable them to provide informed input into the options and assessment of issues and opportunities as they arise
- It will seek to identify the best outcomes for MSAC and its users within current planning and service delivery methods
- It will provide a formal forum for consultation with community and stakeholders
- It will support the development of strong partnerships between MSAC and the community.

1.6 MSAC commitment to members

MSAC intends to involve stakeholders in the process to identify all appropriate outcomes. The group will act in an informing capacity but will not be a decision-making body. As the responsible body, MSAC and the Trust will make all final decisions.

As part of establishing the group, MSAC will make the following commitment to group members:

- To establish a transparent, consultative process
- To respect the position of individual community panel members, and the constituents or organisations they represent
- To provide the group with access to information (including presentations from expert consultants when relevant and available)
- To encourage all issues to be tabled and discussed
- To give full and respectful consideration to the outcomes of consultation processes.

1.7 MSAC expectations of community panel members

It is expected that members of the group will:

- Attend and actively and constructively participate in group meetings
- Respect the instructions of the Chair
- Respect the perspectives and beliefs of other members, and contribute to an atmosphere where all Members feel comfortable to participate
- Seek to achieve beneficial outcomes, and look for solutions to problems that occur during the process
- Represent their relevant organisations or networks by providing input on behalf of, and sharing information back to these organisations
- Provide advice on issues raised through wider community feedback (within the scope of the panel's role)
- Act as a contact point for the community, listing contact information on the MSAC website
- Be available to community members to answer questions about the Panel process and gather input on issues under discussion
- Function within these Terms of Reference.



1.8 Operation

1.8.1 Period of operation

A Panel will operate ongoing, however, it will be reviewed on an annual basis.

1.8.2 Timing and location of meetings

Meetings of the group will be conducted at least every quarter.

The Chairperson may call additional meetings if circumstances require.

Meeting times, dates and location will be discussed in early meetings with the group deciding what best suits the majority.

1.8.3 Meeting Chairperson

A senior Trust management representative will chair all meetings. The Chairperson is responsible for ensuring the proper and professional conduct of the group, allowing all participants the opportunity to share their thoughts. In that capacity, they will endeavour to remain impartial and not provide advice on the merits of different views. An Acting Chairperson, if required, will be a Trust representative.

1.8.5 Meeting processes and administration

Since the panel is not democratically constituted and has no formal decision-making powers, every effort will be made to develop advice or recommendations and reach any conclusions by consensus.

There is no requirement for a formal quorum; however, a meeting may only proceed if the Chairperson or Acting Chairperson is in attendance. If the Chairperson or Acting Chairperson is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse

The Trust will provide an officer who will be responsible for all administration associated with the group, including: agendas, minutes and relevant information including reports, briefing papers etc.

An agenda will be prepared and circulated one (1) week in advance of each meeting. Members are encouraged to contribute to the agenda for each meeting. Agenda items should be sent to the Chairperson for consideration at least two (2) weeks prior to the meeting.

MSAC will prepare and distribute minutes following every meeting. The Chairperson will review the draft minutes before they are circulated as a draft for review by all. The Panel will have one (1) week to provide feedback after which time the minutes will be finalised. If issues arise with the minutes that cannot be easily resolved outside the meetings, every effort will be made to resolve them at the following meeting.

It is an option to note 'areas not yet agreed' in the minutes.



MSAC Community Reference Panel Terms of Reference

2.0 Confidentiality

Matters discussed at meetings may be of a confidential nature and must be treated as such by Members. Panel materials, proposals, business cases and other decisions that come into a Member's possession must only be used or disclosed for the purpose of the Panel's function. To protect confidentiality, individual members must destroy all proposals or information (electronic or paper form) provided in a secure way once the purposes for which it was provided have been fulfilled.

2.0.1 Public comment

Membership of the group by any person or organisation does not preclude the ability of that person or organisation to make formal comment on issues when public comments are being invited, provided they make it clear they are not representing the views of others on the Panel, the Panel as a whole, MSAC, MSC or the Trust.

2.1 Review

The role, membership and operation of the Community Reference Panel will be reviewed annually to evaluate the progress and effectiveness of engagement activities informed by members.

2.2 Endorsement

By signing here Members agree to the MSAC Community Reference Panel Terms of Reference.

Name: _____

Sign: _____

Date: _____