

Metropolitan Area Recreation Advisory Group (MARAG)

TERMS OF REFERENCE

1. NAME

The name of the group is the Metropolitan Area Recreation Advisory Group and will be referred to hereinafter as “MARAG”.

2. AIMS & OBJECTIVES

2.1 Aims

To provide leadership, coordination, advocacy and strategic direction relevant to the development and operation of metropolitan sport and recreation facilities, programs, services and projects.

2.2 Objectives

- a) To maintain an effective communication network between member organisations regarding sport and recreation issues impacting on the metropolitan area.
- b) To provide effective coordination and delivery of diverse recreational participation opportunities.
- c) To share information and initiatives, where appropriate, with the aim of reducing duplication of effort and fostering consistency across the metropolitan area.
- d) To assist with sport and recreation strategic planning across the metropolitan area.
- e) To identify and address relevant sport and recreation issues and opportunities within the metropolitan area.
- f) To identify relevant professional development and training needs relating to sport and recreation.
- g) To optimise funding for metropolitan sport and recreation facilities from State and Federal Governments.

- h) To undertake any other sport and recreation project that the membership decides is relevant.

3. MEMBERSHIP

The membership of MARAG shall include sport and recreation employees from local government authorities situated in the Perth metropolitan area; and associated relevant representatives from Curtin University of Technology; Department of Local Government, Sport & Cultural Industries; Parks and Leisure Australia (WA Branch); Western Australia Local Government Association; and Western Australian Sports Federation.

4. TERM OF OFFICE OF MEMBERS

- a) Delegates' term of office shall be for the term of appointment determined by the organisation it represents.

5. DUTIES, RESPONSIBILITIES & LIABILITIES OF DELEGATES

- a) A person who is appointed a delegate of MARAG is appointed to this position to represent their Local Government or organisation.
- b) Where a matter is before a meeting of MARAG for consideration and a delegate present at the meeting has a direct or indirect financial interest in the matter they shall, as soon as possible after the relevant facts have come to their knowledge, disclose the nature of their interest to the other delegates present at the meeting. The disclosure shall be recorded in the Minutes and the delegates shall not thereafter be present during any consideration or discussion of, and shall not vote on any determination or the matter.
- c) Where the voting rights of a Local Government or organisation are affected by any action under this section, the matter shall be deferred to the next meeting of MARAG if the delegate's proxy is not in attendance.

6. ELECTION OF OFFICE BEARERS

6.1 Chairperson and Vice Chairperson

- a) The role of Chairperson shall be undertaken by a MARAG member from a participating local government authority. The role shall be selected via a nomination/voting process that involves the

participating local government authorities, which is to be undertaken at the first meeting following the commencement of each financial year. The role shall be undertaken for a 12 month period (i.e. one financial year).

- b) The role of Vice Chairperson shall be undertaken by a MARAG member from a participating local government authority. The role shall be selected via a nomination/voting process that involves the participating local government authorities, which is to be undertaken at the first meeting following the commencement of each financial year. The role shall be undertaken for a 12 month period (i.e. one financial year).
- c) In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting.
- d) In the event that the Chairperson and Vice Chairperson are absent, one of the delegates from the local government authorities present at the meeting shall be appointed to facilitate the meeting.

6.2 Secretary

- a) The role of Secretary shall be undertaken by a nominated representative from the Western Australian Local Government Association.
- b) The duties of the Secretary shall be to prepare and circulate the Agenda for the Meeting at least seven (7) days prior to the meeting date, record the minutes of the meeting and circulate to members within 7 days, and attend to any correspondence arising from the meeting.

7. MEETINGS

7.1 Quorum

The quorum at all MARAG meetings shall be a minimum of four local government authorities present at the meeting.

7.2 Voting

- a) For any matter before MARAG that is put to a vote the decision of MARAG is that decided by a simple majority of votes of the members present, including the person presiding as chair who has a deliberative vote and a casting vote.

- b) Votes may be recorded if requested.
- c) Attending member organisations are entitled to one vote.

7.3 Meeting Frequency

- a) Meetings shall be held three times per annum or as required by the member organisations.

7.4 Meeting Procedure

- a) The Chairperson shall conduct the meeting in accord with accepted meeting procedures.
- b) All meetings of MARAG shall be held 'in committee' and shall not be open to the public or the media.

7.5 Other Attendees

- a) With the permission of the Chairperson, other non members may be invited to attend and speak at MARAG meetings but are not entitled to vote on any matter.

8. GENERAL

8.1 Sub-Committees

Sub-Committees may be established and meet as required if deemed necessary by MARAG. The Sub-Committee shall provide copies of meeting minutes to all MARAG members.

8.2 Finances

The expenses of MARAG shall be met by the local government member organisations by allocating an appropriate amount of funds within their respective annual operational budgets to assist with MARAG's operational costs e.g. catering costs, guest speakers, professional development and training programs. Local government member organisations shall contribute funds apportioned to their population/budget/financial capacity.

8.3 Support from WALGA; PLA and the Department

- a) WALGA – provide a representative to attend MARAG meetings; undertake the secretariat function for MARAG; and assist with the facilitation of relevant

professional development and training opportunities relating to sport and recreation.

- b) PLA – provide a representative to attend MARAG meetings; provide a section on its website for MARAG information (i.e. confidential section that is viewable by MARAG members only); and assist with the facilitation of relevant professional development and training opportunities relating to sport and recreation.
- c) Department of Local Government, Sport & Cultural Industries - provide a representative to attend MARAG meetings; provide the (central) meeting venue; and provide sport and recreation advice and support.

8.4 Alterations to the Terms of Reference

The Terms of Reference may be altered at any time provided advice of such proposed alteration is included in the agenda circulated prior to the meeting at which such proposed alteration is intended to take place. Such proposals shall be submitted in writing to the Secretary in time for circulation with the agenda.