



TERMS OF REFERENCE

COMPETITIONS ADVISORY GROUP

1. Background and Establishment

- 1.1 During 2015, a Competitions Implementation Project Group was originally established under the Capability Improvement Project. The group contributed to Pillar Four: Sport Innovation.
- 1.2 With the establishment of the three-horizon framework and the NQ *Game On* Strategic Plan for 2017-2019, this group became an ad hoc committee contributing feedback across the H3 Project.
- 1.3 The Competitions Implementation Project Group was discontinued at the end of 2018.
- 1.4 With the release of the new NQ Strategic Plan for 2020-2022 *Netball United*, the CEO is reconvening the group. The Competitions Advisory Group will be established to provide ongoing feedback and advice on competitions and events from members across Queensland.

2. Purpose

- 2.1 The Competitions Advisory Group provides an ongoing mechanism for members to provide feedback and advice on competitions in addition to helping shape strategy and decision-making which optimizes the delivery of competitions and events across Queensland.

3. Composition

- 3.1 The Advisory Group will be composed of 8 -12 people as standing members plus the addition of ad hoc advisors on particular subjects from time to time.
- 3.2 An Expression of Interest process will be held to appoint Competitions Advisory Group members. Appointments will be determined by a panel Chaired by the CEO.
- 3.3 The appointment of Advisory Group members will take into consideration a number of factors including:
 - a) relevant competitions and event knowledge,
 - b) diversity of perspectives,
 - c) representation from different Delivery Network Groups,
 - d) contemporary knowledge of athlete and coach development,
 - e) a range of experience in sport/netball, and
 - f) the ability to work at a strategic and operational level in developing solutions.
- 3.4 The Competitions Advisory Group will be Chaired by the NQ CEO or delegate.

4. Terms and Conditions of Appointment

- 4.1 All members of the Advisory Group are appointed for 12 months unless their membership of the Group is terminated earlier under any of the clauses below.
- 4.2 Advisory Group members are at all times required to be compliant with all NQ policies, regulations, codes of conduct and their confidentiality agreement. By the nature of the privileged and sensitive information shared with the Advisory Group, all members will be required to sign a Confidentiality Agreement during the induction process. Any breach of the above may result in the termination of membership.
- 4.3 When accepting a position on the Advisory Group, members agree and commit to the following:
 - a) making themselves available to attend meetings in person or via technology;



- b) dedicating the required time to review all materials and documentation supplied to members;
 - c) contributing feedback and input honestly and constructively in the pursuit of resolving issues and identifying opportunities;
 - d) maintaining complete confidentiality of all discussions, decisions and information to which they are privy, unless express permission is granted to share the information publicly;
 - e) having an open mind and a willingness to listen to other views and opinions.
- 4.4 Given the high level of interest normally expressed for this type of Group, if a Member misses more than two consecutive meetings, or three non-consecutive meetings, they may be requested to stand down to allow a new member with adequate availability to join the Advisory Group.
- 4.5 For breaches of any of the requirements outlined in section 3.3, the Advisory Group Chair, in consultation with the NQ Board, has the right to replace members who are unable to fulfil their role or obligations.

5. Vacancies

- 5.1 Any vacancies that arise on the Advisory Group can be filled by the Chair, in consultation with the Advisory Group, as required.

Secretary

- 5.2 The Chair shall appoint a Secretary to the Advisory Group who shall attend all meetings, discussions and deliberations.
- 5.3 The role shall include the following duties:
- a) Organise and minute all Advisory Group meetings;
 - b) Keep accurate records of agendas, minutes and actions;
 - c) Support the Advisory Group with information on milestones or agreed actions.

6. Role of the Advisory Group

- 6.1 The Advisory Group's role is directed, at a high level, by the overarching goals of the H3 Project:
- Netball Queensland adopts a governance and delivery infrastructure which best serves netball into the future;
 - Netball Queensland fosters a performance culture that engages members, rewards excellence and supports courageous leadership at all levels;
 - Netball Queensland adopts an investment and partnership financial model which engages with the business sector and works to safeguard the financial health of all members; and
 - Netball Queensland operates with a business strategy that embraces innovation, systems and capabilities to best position netball for a successful and sustainable future.
- 6.2 The purpose of this Project Group is to provide consultation and advisory input into the direction, evolution and format of Netball Queensland Competitions and Events. In doing so, this Group will consider all other relevant NQ strategies and initiatives.
- 6.3 In the performance of its duties, the role of the Advisory Group shall include:
- a) Review and consider all information, evidence and data obtained through NQ commissioned reviews and reviews/research from other sports, event and competition evaluation surveys, external and internal research and relevant policies



- and directives from Netball Australia;
- b) Consideration of future options and alternatives for State Events, the Sapphire Series and QPL, and any other new competition or event that may be recommended;
 - c) Provide advice and solutions on creating an exciting netball competition schedule which is financially sustainable and provides opportunities for athletes, coaches, officials and spectators to enjoy netball across the State.

7. Proceedings

- 7.1 The proceedings of the Advisory Group shall be as follows:
- a) The Secretary on behalf of the Chair will be responsible for calling meetings;
 - b) The Secretary will take minutes at meetings and will be responsible for disseminating meeting minutes to all members;
 - c) Formal voting will not be undertaken at meetings. The primary purpose of this Advisory Group is consultation and advice. Where decisions are being made the Chair will facilitate a roundtable discussion whereby consensus is desirable.

8. Limitations

- 8.1 The following limitations apply to the Advisory Group:
- a) The Advisory Group has no financial delegations;
 - b) All expenditure in relation to this Group must be approved by the CEO;
 - c) The Group has no binding decision-making powers, rather it has been convened as an Advisory Group for the purposes of consultation and the development of solutions.
- 8.2 The Advisory Group must, in the exercise of duties, at all times conform to any directions from the CEO and/or NQ Board.

9. Conflict of interests

- 9.1 The nature of any interest of each Member must be declared by the Member at the commencement of the meeting of the Advisory Group at which the contract, arrangement or interest is first taken into consideration. If a Member becomes interested in a matter after it is made or entered into, the declaration of that interest must be made at the next meeting of the Advisory Group held after the Member becomes so interested.
- 9.2 A general notice that a Member has an interest in any matter is to be regarded as interested in all transactions involving that matter unless otherwise clarified, and is sufficient declaration as regards such Member and the said transactions.
- 9.3 Any declaration made or any general notice given by a Member must be recorded in the minutes of the Advisory Group.

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