



Townsville 2032 Legacy Working Group Terms of Reference

July 2022

1. PURPOSE

The Townsville 2032 Legacy Working Group will seek to maximise the benefit of the XXXV Olympiad for the Townsville community, tourism operators, sporting organisations, and local businesses, and proactively contribute to *"A Games for all Queensland"*.

2. SCOPE AND OBJECTIVES

A Games for all Queensland.

In 2032, Brisbane will become home to the Games for the XXXV Olympiad; it will be the third Australian city to host after Melbourne (1956) and Sydney (2000).

Queensland Government will host the Brisbane 2032 Olympic and Paralympic Games. Hosting the world's greatest sporting event will create a decade long pipeline of opportunity for Queensland and Townsville. The Games will deliver economic and social benefits across the State with more than \$8 billion in benefits predicted.

The Olympic and Paralympic Games will connect communities, improve health and fitness levels, encourage more people to join their local sporting clubs as participants or volunteers and inspire a generation of children.

As a Games Delivery Partner, Townsville City Council seeks to proactively contribute to the Brisbane Organising Committee for the 2032 Olympic and Paralympic Games, advocating for regional pipeline opportunities for the 2032 Olympic and Paralympic Games.

The Townsville 2032 Legacy Working Group will focus on local opportunities that:

- Attract competition events and pre-Games training camps to open new tourism, trade and investment opportunities to a global market;
- Promote the Townsville Region to world governing sporting bodies;
- Contribute to sporting infrastructure asset assessment and activation; and
- Support development of our future sports stars.

3. ROLES AND RESPONSIBILITIES

The Townsville 2032 Legacy Working Group roles and responsibilities will include to:

- Develop local partnerships to undertake a collaborative approach to achieve the purpose, scope and objectives of the Working Group.
- Chart key milestones to the 2032 Olympic and Paralympic Games.
- Create submissions to the Brisbane Organising Committee for the 2032 Olympic and Paralympic Games for Council's consideration.
- Identify regional lead opportunities for Council's consideration.

4. AUTHORITY/DELEGATION

The Working Group has the authority to provide 'recommendations for consideration' to Council. Recommendations by the Working Group will be by consensus.

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Document No. – 20192000

Authorised By – Chief Executive Officer

Document Maintained by – City Strategist

Version No. 1

Initial Date of Adoption (Version 1) – 22 July 2022

Current Version Reviewed – 22 July 2022

Next Review Date – January 2024

5. MEMBERSHIP

Chairperson – (Councillor Suzy Batkovic)

Deputy Chairperson – (Councillor Kurt Rehbein)

Townsville City Council Functional Lead – City Strategist

Townsville City Council Advisory Members – Chief Planning & Development Officer, General Manager – Community & Lifestyle

External Advisory Members – full list to be determined.

External Third-Party Advocate – to be determined.

The membership of the working group will be based on the required knowledge and expertise to achieve the purpose, scope and objectives of the working group at any given time. The requirements may change during the course of the working group and therefore membership may alter to meet these needs

If a Working Group Member wishes to relinquish their position on the Working Group, the Member should notify the Chairperson in writing. The Working Group Chairperson and Townsville City Council Functional Lead will recommend a replacement for the vacating member.

If a change in Working Group Chairperson is required, Council will appoint a replacement Councillor.

Initial term of the Working Group will align with the current Term of Council.

5.1 ROLE OF CHAIRPERSON

The Chairperson who presides at meetings is responsible for the conduct of the meeting and order of business. The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner.

In the absence of the appointed Chairperson, the Deputy Chairperson will act in the role of Chairperson.

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Working Group; provides leadership at Working Group meetings; and represents the Working Group at the Community Health, Safety and Environmental Sustainability Committee (CHSESC) with the assistance of the Townsville City Council Functional Lead.

5.2 ROLE OF WORKING GROUP MEMBERS

The role of Working Group Members is to apply a collective action approach to advocate and consider matters relating to the purpose, scope and objectives of the Working Group.

The responsibilities of Committee members, are to:

- Actively contribute to discussions.
- Interact in a participatory manner.
- Share information with the sporting community.
- Declare any conflicts of interest that may arise during Committee discussions

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6. MEETINGS

6.1 CONFLICT OF INTEREST

At the commencement of each meeting, Working Group Members must declare any:

- material personal interest (using the definition of that term in the *Local Government Act* 2009, to the extent it applies to the committee member); and
- perceived or actual conflict of interest they have in respect of a matter before that meeting. Working Group members with a material personal interest must not participate in discussion or decision about the matter in which they have the material personal interest; and
- other Working Group decisions about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a decision about another grant application).

When a Working Group Member declares a perceived or actual conflict of interest and the Working Group Member does not decide to refrain from discussing or voting upon the matter, the other Working Group Members must vote upon whether the declaring member must refrain from discussing or voting upon the matter. The results of the ballot are binding upon the declaring member.

6.2 MEETING RECORDS

The Working Group shall keep minutes of its proceedings.

Only authorised persons may make an audio or video recording of the meeting in accordance with Section 35 of *Local Law No. 1 (Administration) 2011*.

6.3 FREQUENCY AND LOCATION

Meetings of the Working Group will be held every two months. Meeting dates, times and location to be confirmed.

An annual meeting schedule will be distributed at the beginning of each calendar year. Any changes to meetings will be advised to Working Group Members no later than one (1) week prior to the meeting date.

Additional meetings of the Working Group may be called at the discretion of the Chairperson as required.

7. REPORTING

The minutes from the Working Group will be reported to Council through the Community Health, Safety and Environmental Sustainability Committee (CHSESC). The report will contain both the Committee's deliberations and any recommendations for consideration for Council.

8. REVIEW AND PERFORMANCE EVALUATION

At the first Working Group meeting of each calendar year, the Working Group will:

- Review the Terms of Reference; and
- Undergo a self-assessment process to ensure all the functions and business of the Working Group is being dealt with in an efficient and effective manner.

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The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings, location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.

9. COUNCIL SUPPORT

The Working Group will be supported by Townsville City Council Officers.

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