



**Victorian Croquet Association Inc**  
A0001560E ABN 91 903 271 264  
trading as Croquet Victoria

## **GROWING CROQUET FACILITIES WORKING GROUP TERMS OF REFERENCE**

This working group is tasked with overseeing the Growing Croquet Facilities Infrastructure Planning Project.

The principal outcome of this project will be a ten year plan for the development of croquet facilities in Victoria, consistent with the principles of Universal Design and Environmentally Sustainable Design, and supporting a vision for the development of croquet in Victoria.

Subsidiary outcomes will include:

- 1 Documentation of the current state of croquet facilities across Croquet Victoria
- 2 Overview of current levels of participation in croquet by different sectors of the population
- 3 Identification of opportunities for improving facility management and enabling increased participation
- 4 Agreement on a hierarchy of facility types
- 5 Priority setting for development across a ten year period
- 6 Establishment of alliances with potential partners, including local authorities and other sporting codes
- 7 A strategic frame of reference for clubs and regions undertaking local planning.

### **APPOINTMENT AND DURATION**

The three member GCF Working Group is appointed by the Council of Croquet Victoria, from members and non-members nominated by Regions or Clubs. It is to provide a final report and recommendations to Council within two years of appointment. Its term of office expires when the report has been accepted by Council.

The GCF Working Group is to elect a Chair and Secretary from within its members.

It may recommend to Council the cooption of additional qualified members.

### **REPORTS AND MINUTES**

The GCF Working Group is to provide a progress report to each regular meeting of Croquet Victoria's Committee of Management, through the Secretary. Reports are to include details of activities and expenditure.

Minutes of each meeting of the Working Group are to be provided to the Croquet Victoria Secretary within seven (7) days of such meeting, to be made available to VCA Council members.

### **QUALIFICATIONS FOR GCF WORKING GROUP MEMBERSHIP**

To be a member of the GCF Working Group, a member needs to have experience relevant to the duties of the Working Group.

### **DUTIES**

The GCF Working Group is responsible for acting as a steering committee with responsibility for managing the Growing Croquet Facilities Infrastructure Planning Project, in line with the

Croquet Victoria submission to Sport and Recreation Victoria and subject to guidance by the Croquet Victoria Committee of Management.

Specific responsibilities include:

1 PROJECT BRIEF

In consultation with Sport and Recreation Victoria and the Croquet Victoria Committee of Management, to develop a project brief for a leisure planner who will

- undertake research and consultation to identify opportunities for new/upgraded facilities
- identify and connect with potential partners
- provide draft report for circulation to stakeholders for feedback
- develop a ten year plan for a hierarchy of croquet facilities.

2 APPOINTMENT OF CONSULTANT

To advertise, select and appoint a leisure planner as consultant to undertake the project.

3 INFORMATION DISTRIBUTION

To pass information between internal stakeholders and the consultant.

4 GUIDANCE FOR CONSULTANT

To receive updates and reports and provide guidance for the consultant.

5 BUDGET

To oversee the project budget, in line with the budget proposed in the project submission, which includes \$2000 to be contributed by VCA over the life of the project.

## AUTHORISATION



21 August 2017

Victorian Croquet Association Inc