



# CROQUET VICTORIA

Victorian Croquet Association Inc  
A0001560E ABN 91 903 271 264

## LOCAL COMPLAINTS AND DISCIPLINARY PROCEDURES WORKING GROUP TERMS OF REFERENCE

### AUTHORITY

1. These terms of reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups policy 17 June 2014, as amended 14 December 2015 and 23 April 2018.

### MEMBERSHIP

2. The Local Complaints and Disciplinary Procedures WG is to consist of at least 3 and up to 5 members, at least one of whom should be a member of Council and one of whom should be nominated by a Club. These numbers do not include the President or Secretary, who will be ex officio members.
3. Clubs and Regions will be invited to provide nominations for membership of the WG. Nominees are to provide a statement of their relevant experience and capability.
4. Members of the WG are appointed by Council and may be members or non-members of Croquet Victoria. The WG may propose additional members for co-option, to be endorsed by Council.
5. The WG will appoint its own convenor and secretary.

### DURATION

6. Unless otherwise decided by Council, the term of the WG will expire following the December 2024 meeting of Council, or when Council has considered the final report of the WG, whichever is sooner.

### RESPONSIBILITIES

7. The LDCP WG is asked to
  - Consult with CAV, Vicsport and with other small state sporting associations about the handling of local complaints in the context of the National Integrity Framework
  - Review the complaints and grievances sections of the Consumer Affairs Victoria model rules, and of non-standard Regional and club constitutions, in the light of Croquet Australia's array of complaints policies
  - Identify any inconsistencies
  - Provide a report to Council on possible strategies for eliminating inconsistencies and simplifying processes

### PROCEDURES

8. The WG will meet as necessary face to face or via teleconferencing
9. Minutes of meetings will be provided to the Secretary, Croquet Victoria, within 7 days of each meeting.
10. The WG will report to Council at each meeting.