

SCHOOL SPORT VICTORIA ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

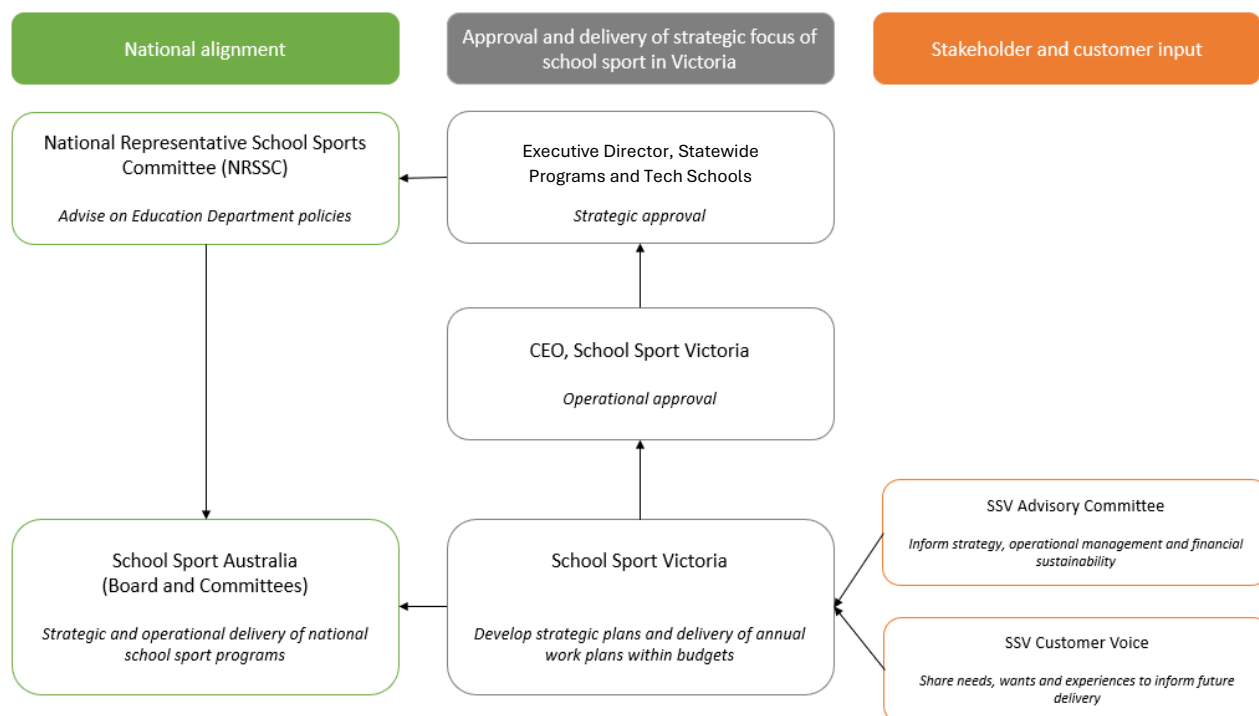
The purpose of the SSV Advisory Committee is to support the strategic management of School Sport Victoria, including strategic direction, its key programs and stakeholder partnerships.

The role of the Committee is to provide advice to School Sport Victoria on:

- Trends in the education and sport sectors
- Government priorities and alignment
- Development of SSV policies
- Financial management and sustainability
- Partnerships and sponsorships
- Stakeholder and customer engagement and feedback (including schools).

GOVERNANCE MODEL

The governance model for School Sport Victoria is outlined below:



COMMITTEE MEMBERSHIP

The Advisory Committee consists of thirteen (13) members who represent the following skills, experience and/or knowledge:

Membership		Number of members
Chair	Chief Executive Officer, School Sport Victoria	1
Education sector	One school representative per Department of Education (DE) Region (SSV member school) – ensuring a mix of Principal class and teachers, primary and secondary schools, metropolitan and regional, Government and Independent One representative from a DE Regional office	5
Sport sector	One representative from each of the following: <ul style="list-style-type: none"> • Sport and Recreation Victoria (Department of Jobs, Precincts and Regions) • State Sporting Association (eg Basketball Victoria) • Victorian local government 	3
Student health and wellbeing	One representative from DE Wellbeing Health and Engagement Division (with links to the Education State Board – particularly for <i>Happy, healthy and resilient kids</i>)	1
Sponsorship and communications	One representative with commercial and communications expertise, particularly within the sport industry	1
Financial and data analysis	One representative with financial expertise from DE eg Financial Services Division or Schools and Regional Services	1
Inclusion / equity / child safety	One representative with a health equity and/or inclusion expertise, particularly in policy	1

Other representatives may be invited to attend Advisory Committee meetings such as to present information or inform discussion, at the discretion of the Chair.

The Advisory Committee, formed in 2021, consists of thirteen members. The following five positions are the appointed personnel within the positions of:

- Chair – Chief Executive Officer School Sport Victoria
- Sport and Recreation Victoria representative
- DE Wellbeing Health and Engagement Division representative
- DE financial representative
- DE regional office representative

The nominated positions provide expertise from the following areas/sectors:

- Education
- Sports
- Sponsorship and communications
- Inclusion/equity/child safety

The term of membership for nominated positions is up to two years, with a maximum of term of eight consecutive years. Appointed positions are reviewed as required.

The Committee membership will be selected to ensure a diversity of skills and experience, background, sector representation and gender. The Committee shall aim to have a minimum of 50% women.

Nomination Process

An Expression of Interest process will be undertaken annually for lapsing committee non-appointed positions. Expressions of Interest for positions are to be submitted to the CEO, School Sport Victoria.

A panel of Department of Education personnel will be set up to review the nominations and make recommendations for committee membership.

Appointments will be approved by the Executive Director, Statewide Programs and Tech Schools and commence on the 1 January the following year. This may include any extension of positions to support an annual rotation of committee membership.

Vacancies

Where a vacancy exists on the Committee, such as a resignation from the Committee, an Expression of Interest process for that position will be undertaken.

Current Committee members can re-nominate at the end of their current term, if not exceeding the maximum term of (8) consecutive years.

Remuneration and out-of-pocket expenses

Committee members are volunteer roles and do not receive any remuneration from School Sport Victoria. However, Committee members may request reimbursement for out-of-pocket expenses in accordance with the Department's policies. All requests for reimbursement must be approved by the Chair.

RESPONSIBILITIES AND CONDUCT

The role of the Committee is to provide advice to inform the work of School Sport Victoria. This may include consensus on a recommendation from the SSV Advisory Committee.

Meetings

A minimum of 4 meetings will be held per calendar year. Advice may be sought from the SSV Advisory Committee between scheduled meetings. This may include advice sought via email, verbally or at an out of session meeting with the SSV Advisory Committee, at the request of the Chair.

Meeting conduct

The Chair will conduct meetings at which they are present. If the Chair is not present, a School Sport Victoria representative will chair the meetings in their absence.

A quorum at a meeting is constituted by more than half of the total number of Committee members.

Relevant papers will be circulated to the Advisory Committee members prior to the meeting. Any requests for clarification regarding the papers prior to the meeting should be sent via email to the Chair.

Committee members are required to declare any conflicts of interest in any matter in relation to which the Committee is concerned. This is to be declared and minuted in Committee meetings.

The Committee must keep a record of its decisions, recommendations and minutes of its meetings, and circulated to members when appropriate.

Information provided to the Committee, including in written and verbal forms, is to remain private and confidential. This includes information shared by Committee members as part of SSV Advisory Committee meetings.

Expected behaviours

Advisory committee members are required to act in accordance with the public sector values and behaviours.

All members must:

- act impartially and in the best interest of the Department and not in the interests of an individual person, group or organisation.
- lead and support the Department's integrity culture by providing transparency and accountability to committee deliberations. This includes:
 - declaring any conflicts of interest, or gifts, benefits and hospitality in relation to your role on the committee.
- demonstrate respect by listening and encouraging committee members to explain ideas and actions, and by collaborating and engaging constructively to work towards a common goal
- appropriately prepare for meetings, including consulting as appropriate in advance of the meeting
- demonstrate collective accountability and responsibility for advice
- communicate feedback and outcomes of meetings with executives and staff in the members' Group as per the communication method agreed by the governance body
- attend all meetings, except where other arrangements are agreed by the Chair.

Updated as at November 2025