

## **Terms of Reference: Athletics Review Monitoring Committee**

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### **1. Objective**

The Athletics Review Monitoring Committee (**Committee**) has been established by the Australian Sports Commission (**ASC**) in consultation with Athletics Australia (**AA**) to monitor the implementation of the recommendations made in the *ONE SPORT – The Future Course Independent Review of Athletics in Australia 2014* and the *2014 Glasgow Campaign Review (Reviews)*.

### **2. Functions and responsibilities**

The Committee's key functions and responsibilities are to:

- Agree an Implementation Plan developed by AA based on but not limited to the suggested plan in the Independent Review;
- Agree any variations to the recommendations arising as a result of the development of the Implementation Plan;
- Address any resource issues and any other risks identified by AA in the development of the Implementation Plan that will prevent or delay implementation of the recommendations;
- Make recommendations to the ASC on how AA can work with various arms of the ASC to implement the recommendations;
- Monitor the progress of AA on the implementation of the recommendations, in accordance with the agreed Implementation Plan;
- Receive copies of updates on the progress of the implementation of the recommendations in the Reviews, as provided by AA to key stakeholders at least quarterly;
- Provide updates and advice as required to the ASC Governance & Executive Performance Committee (**GEP Committee**) on AA's performance in the implementing of the recommendations in the reviews; and
- Maintain open communication with AA, through its executive, to exchange views and information and to ensure a clear understanding of each party's responsibilities in relation to the implementation of the recommendations.

For the avoidance of doubt the Committee is part of the function of ASC's management process and its sole role is to monitor AA's compliance with the Implementation Plan agreed between AA and the ASC. The Committee will not, and has no authority to, direct the management of AA.

### **3. Membership**

The Committee shall consist of:

- GM Participation and Sustainable Sport;
- AA CEO;
- AA Board Representative(s) (Chair);
- AIS Deputy Director – High Performance;
- DGM Sports Governance and Business Capability.

The number of Committee members is not pre-determined.

The Committee may invite other persons to attend all or parts of Committee meetings, as the Committee believes appropriate.

A quorum is formed only if there are four attendees present, two must be present from each organisation (AA and ASC) and one AA representative must be the AA CEO.

The ASC will provide administrative support to the Committee.

#### **4. Meeting frequency**

Meetings of the Committee are expected to be held on a bi-monthly basis or as otherwise resolved by the Committee. Meetings may be held by teleconference or other electronic means. The Committee Chair may call any additional meetings as is necessary to address matters referred to the Committee or in respect of matters that the Committee wishes to pursue.

A meeting calendar is to be agreed by the Committee members prior to the commencement of each financial year. The meeting calendar is to take account of the timing of key milestone events such as AA's strategic planning processes, budgeting cycle and financial reporting timelines.

#### **5. Agenda and Minutes**

Each meeting agenda will be prepared by the ASC in consultation with the Committee Chair and AA CEO as required and should be distributed to all members of the Committee (and made available to the GEP Committee on request) prior to a meeting.

There will be several standing agenda items for meetings of the Committee. These are as follows:

- acceptance of minutes of previous meetings (if required);
- actions arising from previous meetings;
- review of AA's quarterly reports on reform to stakeholders;
- assessment of AA's compliance with the Review, and
- other matters as they may arise, aligning to the functions and responsibilities of the Committee.

Draft meeting minutes will be circulated to the Committee within a week of the meeting. Minutes will be approved by circular resolution and will primarily focus on committee decisions and actions.

A report against actions from AA will ordinarily be circulated with meeting minutes, as well as additional papers as required.

#### **6. Reporting to GEP Committee**

The Committee is to provide a report to the GEP Committee which includes key matters requiring referral to the GEP Committee. The Committee Chair may include any other information in the report to support the recommendations.

#### **7. Confidentiality**

All members and attendees shall treat all Committee papers and materials as confidential.