

Terms of Reference

Queensland Representative School Sport Regional Committee (QRSS-RC) – North Queensland

Purpose

The Queensland Representative School Sport - Regional Committee (QRSS-RC) North Queensland is the governing body that leads the strategic direction and administration of the Queensland Representative School Sport (QRSS) program within the North Queensland.

Guiding principles



Performance-based outcomes

Enable safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for staff and students. Monitor the performance, efficiency and effectiveness of the representative school sport program in the North Queensland.



Evidence-based

Provide evidence based strategic direction and ensure alignment of decision-making processes across the North Queensland and to the statewide QRSS program.



Fit-for-purpose

Promote inclusive and equitable opportunities and access for all students in the North Queensland at all levels of representative school sport, being responsive to community needs and departmental priorities.



Trust and transparency

Through clear and transparent governance arrangements, make impartial and ethical decisions across the North Queensland that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny of the representative school sport program.



Risk-based

Make decisions for representative school sport in the North Queensland that balance opportunity and risk to achieve the strategic priorities and objectives for Queensland Representative School Sport.

Responsibilities

- Endorse and provide advice to all activities within the Queensland Representative School Sport- Sport Regions and Districts within the North Queensland. (All members)
 - Provide strategic direction and ensure alignment of the representative school sport program across the region and to the statewide QRSS program. (All members)
 - Oversee the development, administration, operation, implementation and ongoing review of the QRSS program in North Queensland in line with statewide priorities.
 - Endorse and provide advice to the regional operating model that manages risk and promotes accountability across the representative school sport program.
 - Endorse key strategic investment in decisions provided by QRSS – North Queensland to ensure that all program operations and financial activities comply with relevant departmental policies and procedures.
 - Endorse planned expenditure of funds and other financial activities of the Sport Regions within North Queensland.
 - Review and consider recommendations from the Queensland Representative School Sport – Management Committee (QRSS-MC).
 - Identify opportunities to develop partnerships that leverage expertise and strengthen pathways for students in the QRSS program in North Queensland.
 - Promote inclusive and equitable opportunities and access for all students in the North Queensland at all levels of representative school sport.
 - Consider human rights in all actions and decision making.
 - Foster and develop sports with Districts and schools in the school sport program.



Membership

Information about the QRSS-RC selection processes can be found in the QRSS Business Practices Handbook – *Selection of Regional Committee members*.

Role	Position	Division/organisation
Chair:	Director, Regional Services	State Schools, DoE
Members:	Queensland Representative School Sport Officer/s (QRSSO)	Northern Region, DoE
	Assistant QRSSO	Northern Region, DoE
	Principal	Independent Schools Queensland – The Cathedral School
	Principal	State School, DoE – Heatley Secondary College
	Director – School Development Services	Queensland Catholic Education
	Senior Advisor, Physiotherapy	Regional Inclusion Advisory Group DoE
	Chair, 10-12 years District Committee	Townsville, DoE
	State Strategy Manager	Queensland Rugby League
Guests	Manager	Regional Financial Advisory Services, DoE
	Invited and presenting guests as determined by the Chair	Various: e.g. DoE, Queensland Health, DTIS, Local Council etc.
Secretariat	Executive Officer	School Sport Officer, Northern Region

**Chair to ensure representation of primary, secondary and special schools; **Chair to nominate*



Committee operations

The Queensland Representative School Sport - Regional Committee is a decision-making body. All committee decisions are underpinned by legislation, policies and procedures applicable to the Department of Education.

Parent entity

The parent entity is the Queensland Representative School Sport Board (QRSS-B).

Subordinate groups

QRSS - Sports Regions

Northern Sports Region.

QRSS - Districts

Northern Sport Region
Burdekin
Charters Towers
Herbert River
Townsville
Whitsunday

Associate groups

QRSS – Sport Executives

QRSS – Sport Executive sub-committees/working groups (if applicable)

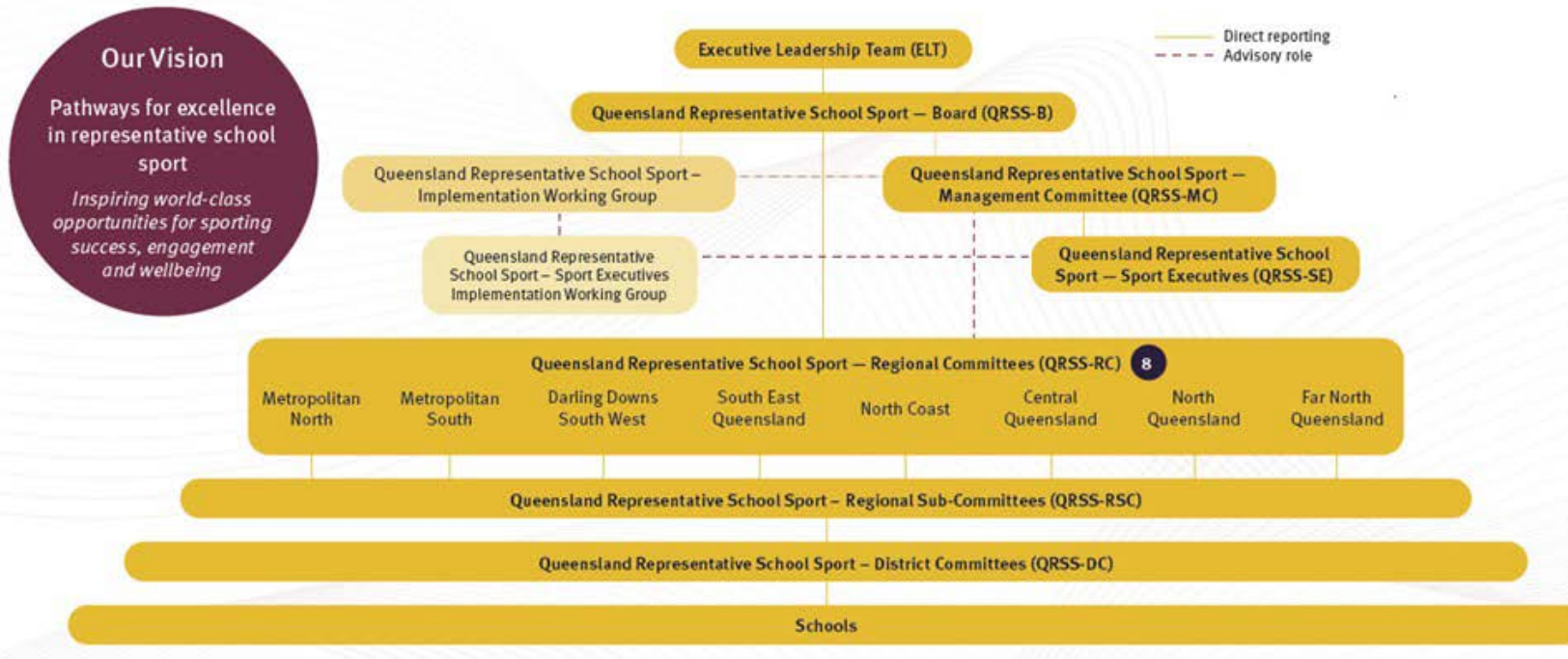
Meeting frequency

The Queensland Representative School Sport – Regional Committee meets its responsibilities through regular meetings and specific purpose meetings focussed on strategic direction, performance and governance accountability.

The Queensland Representative School Sport - Regional Committee will meet in accordance with the annual activity plan [*template available [here](#)*], at least once each school term, or as determined by the Chair.



Queensland Representative School Sport governance model



Naming Conventions and Acronyms

Name	Acronym
Queensland Representative School Sport	QRSS
Queensland Representative School Sport – Board	QRSS-B
Queensland Representative School Sport – Management Committee	QRSS-MC
Queensland Representative School Sport – Sport Executive	QRSS-SE
Queensland Representative School Sport – Regional Committee	QRSS-RC
Queensland Representative School Sport – Regional Sub-Committee	QRSS-RSC
Queensland Representative School Sport – Districts	QRSS-D
Queensland Representative School Sport Officer	QRSSO

Reporting and referral relationships

The Queensland Representative School Sport - Regional Committee through the Chair, prepares and submits the following to the QRSS - Board:

- Annual Implementation Plan, with a culminating Annual Report 12 months later.
- Annual Budget, with a culminating budget review 12 months later.

All reports are endorsed by the Regional Director prior to submission to the QRSS-Board.

Regular reports to this Regional Committee include:

QRSS – Regional Sub-Committee (QRSS-RSC) Action Plans prepared and submitted, with a culminating Annual Report 12 months later (if applicable).

- QRSS-RSC budgets and other planned financial expenditure (if applicable).
- Sports Region financial reports – each term.
- Sports Region participation, highlights and results information – each term.



Appendix 1 – Operating model

Quorum	<ul style="list-style-type: none"> • Representatives must be either members or appointed proxies; • Attendance shall be either in person or virtual; • The Chair may invite guests to attend meetings to provide advice and guidance; • A simple majority of members or their representatives is required to form a quorum.
Operations	<ul style="list-style-type: none"> • The Chair is responsible for setting the agenda in consultation with relevant parties; • Agenda items may be submitted in writing to the Secretariat 10 business days before the next scheduled meeting. Agenda items may be supported by an information paper and recommendations; • Agenda items will be distributed by the Secretariat at the discretion of the Chair seven (7) business days before the scheduled meeting; • Out of session items and decisions circulated in writing may be approved by a majority of voting members and must be recorded in out of session Minutes; • Meeting records will form part of the public record and will provide adequate detail of actions and recommendations to be made to decision-making and delegated authorities; • Meeting records and minutes will be distributed to members seven (7) working days after each meeting; and • A register of issues, actions, decisions, and recommendations will be maintained by the Secretariat to track the progress and closure of issues referred to other committees or accountable officers.
Roles	<p>Chair</p> <ul style="list-style-type: none"> • Ensure Northern Region activity is aligned with the strategic direction of the Department; • Set and confirm the meeting agenda in consultation with the relevant parties; • Ensure the QRSS-RC Northern operates effectively and according to the agreed protocols; • Ensure all new members are appropriately inducted; • Facilitate the flow of meeting information; • Oversee the implementation of the QRSS-RC's decisions or recommendations, ensuring they are clearly articulated and assigned to relevant parties; • Approve the draft meeting minutes and the decisions arising from each meeting; • Oversee reporting to the parent committee; • Refer reports and recommendations to the parent entity and relevant departmental delegates for approval, as required. <p>Secretariat</p> <ul style="list-style-type: none"> • Support the induction of new members; • Compile and distribute relevant data and information and any supporting papers to ensure robust decision-making; • Assist the chair in setting the meeting agenda in consultation with the relevant parties and distribute to relevant parties; • Support the committee to fulfil its progress reporting and review obligations;



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- Monitor and track agreed meeting actions and implementation of decisions;
 - At the request of the Chair, prepare and coordinate reports and papers; and
 - Keep records in accordance with DoE's policies and procedures.
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Members

- Represent their business unit, sport region, district or organisation - or ensure an appropriately experienced proxy is briefed on key issues for attendance;
 - Contribute meeting agenda items, out of session requests and papers/presentations as required;
 - Actively contribute to discussions and planning;
 - Report any real or potential conflicts of interest to the chair;
 - Communicate and share information with relevant members of their business area on actions as required;
 - Support alignment with other initiatives and policies relevant;
 - Ensure that required resources are committed to the project; and
 - Participate in a review of the Terms of Reference on an annual basis.
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Review

At the end of each year, the QRSS-RC will review its operations, membership and Terms of Reference and undertake a self-assessment process with a focus on continuous improvement

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