



BASKETBALL WA

Terms of Reference Regional Development Advisory Group

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1 Authority

The Basketball WA (BWA) Regional Development (RD) Advisory Group is empowered to provide considered advice to the Chief Basketball Officer (CBO) in accordance with its purpose and its area of responsibility, as described in this Terms of Reference. Advice is provided to the CBO via the Chair of the Advisory Group. However, the Advisory Group has no decision-making authority.

2 Purpose

This Advisory Group is established to assist in advancing the strategic direction of BWA's regional development and any directed areas of focus. This Advisory Group reports to the CBO.

3 Role and Responsibilities

The key roles and responsibilities of the RD Advisory Group includes the following:

- Consider the advancement of BWA's strategic objectives and annual operational plans for regional development, when providing advice;
- Participation and Engagement of First Nations and Indigenous people;
- Participation and Engagement of women and girls;
- Promote ways to improve research and innovation within the regional development space;
- Consider the effectiveness of operational delivery of performance and development coaches and athletes;
- Consider the barriers and opportunities for athlete, coach and volunteer participation and development for the regions (Including Country Championships); and
- Understand the barriers and opportunities for Associations around association governance and compliance.

In carrying out its key roles and responsibilities, the RD Advisory Group will:

- Ensure alignment to BWA's relevant regional development review procedures;
- Consider cross-departmental (and other Advisory Group) implications of advice; and
- Act in the best interest of basketball in Western Australia whilst aligning with BWA's Strategic Plan.

The Advisory Group members will be tasked with specific areas of focus comprising any number of the Roles and Responsibilities (Section 3) from the CBO to the Chair. From time-to-time, the CBO may request advice from the Advisory Group that is not covered by this Terms of Reference.

4 Relations with Management

The Advisory Group must maintain effective working relationships with the BWA Executive Team, Managers and relevant stakeholders (including the Associations within their region).

5 Membership

Membership comprises of:

- a) Regional Representatives appointed from each defined region by BWA (7x total);
- b) BWA Regional Development Manager (or delegate); and
- c) BWA High-Performance Country Lead (or delegate).

The BWA CBO may attend meetings and will serve as a seventh member of the RD Advisory Group when in attendance.

RD Advisory Group appointments to Section 5 (a) will be made by the CBO, who will take into consideration appropriate diversity of skills and experience in the membership of the Advisory Group. Of the positions appointed by BWA, the CBO will use best endeavours to ensure there is broad representation from affiliated Associations, a mix of genders, and subject-matter expertise in the regional development functions outlined in Section 3.

Of equal importance is an appropriate growth mindset, capacity to collaborate and engage in respectful and robust discussion and consider regional development approaches that may be both aligned or contrary to the member's preferred method of operation.

BWA may engage appropriate candidates and encourage them to apply for the role of an Advisory Group member through the defined method of application. BWA management who are not members of the RD Advisory Group may attend meetings and provide input at the request of the CBO.

6 Term

All appointed Members' terms will be no longer than from the date of appointment until 30 September of the second year after appointment. The BWA CBO may appoint, remove, or replace any member of the Advisory Group at any point prior to this date.

The BWA staff positions (Section 5 (b), (c) & (d)) are on-going appointments, unless unendorsed by the BWA CBO. Any delegates are designated by the CBO or the Chair.

7 Regional Representatives

There shall be a representative from each of Basketball WA's regions. One of these representatives will act as secretary to the RD Advisory Group. For clarity, regions include, South-West, Great Southern, Wheatbelt, Goldfields, Mid-West, Kimberley and Pilbara.

The secretary shall:

- Assist the Regional Development Manager in the preparation of reports for meetings in consultation with relevant BWA team's; and
- Create and distribute agendas and minutes (this may be done via AI).

8 BWA High-Performance Country Lead

The High-Performance Country (or delegate) Lead shall:

- Work with the Regional Development Manager to incorporate the high-performance components into the annual BWA Regional Development operational plans for input from the Advisory Group;
- Assist the BWA's Regional Development Officers (RDO's) and Regional Development Manager with high-performance advice when establishing region specific annual operational plans for input from the RD Advisory Group; and
- Act as the conduit between high-performance and regional development.

9 BWA Regional Development Manager

The High-Performance Manager (or delegate) will act as Chair (see Section 10) of the RD Advisory Group.

In addition to the Chair's responsibilities (Section 10), the Regional Development Manager shall:

- With input from the RD Advisory Group develop the annual BWA Regional Development operational plan;
- Assist the RDO's in establishing the region specific annual operational plans for input from the RD Advisory Group; and
- Work collaboratively with the High-Performance Country Lead to ensure mutual alignment with high-performance in the regions.

10 RD Advisory Group Chair

The RD Advisory Group Chair shall:

- Be the Regional Development Manager (or delegate);
- Be the conduit for advice to the CBO;
- Provide the secretary with the appropriate information to create and distribute agendas and minutes of the RD Advisory Group in a timely way, inclusive of approving the minutes;
- Prepare reports of each Advisory Group meeting for the CBO in the prescribed format;
- Liaise with the CBO on confirming the annual meeting schedule, standing agenda items and strategic areas of importance for the RD;
- Seek endorsement from the CBO to proceed (or not) with the determined advice from any RD meeting;
- Prepare the report of the Advisory Group's annual self-evaluation for the CBO;
- Ensure all discussion items align with these Terms of Reference ;and
- Circulate material decisions that arise from the advice provided by the Advisory Group to relevant internal or external parties and stakeholders in a method determined by the CBO. The Chair may delegate this responsibility to another member as needed.

11 Meetings

The RD Advisory Group will meet as required, with an annual schedule. Agendas will be circulated at least seven days prior, and minutes will be distributed no later than seven days post-meeting (via the Secretary).

12 Quorum

A quorum shall consist of at least three members, of which at least one must be a BWA staff member and an appointed member. If all BWA team members are unavailable, the CBO may elect to temporarily replace them to ensure a quorum, and operations continue as normal. Members may attend meetings via electronic link.

13 Conflict of Interest

Members must declare any actual, perceived, or potential conflicts of interest. Engagement in Associations is not inherently a conflict unless other factors arise.

14 Reserved Authorities

The RD Advisory Group shall not:

- Approve or request expenditure on related activities, or
- Commit BWA to any agreement.

15 Code of Conduct, Policies, Procedure and Guidelines

Members are bound by BWA values, policies, and procedures. All members must sign a BWA Advisory Group Code of Conduct acknowledgment.

16 Evaluation and Review

The RD Advisory Group will conduct an annual self-evaluation covering:

- Compliance with these Terms of Reference and any approved amendment to this Terms of Reference;
- Composition and performance of the group; and
- Achievement of any Key Performance Indicators.

Revisions to this document require approval by the BWA Chief Executive Officer.