



Terms of Reference 2011

GET ACTIVE Gold Coast

The Alliance, established in 2004, is a coalition of stakeholders dedicated to the advancement of physical activity initiatives within all sectors, at all levels and within all communities on the Gold Coast. The Alliance aims to provide a platform to share, coordinate and integrate physical activity efforts on the Gold Coast.

Committed to action, the Alliance continues to grow in numbers and influence. In 2010, the Premier recognised the Alliance's exemplar partnership approach for sustainable best practice health promotion, announcing the Alliance an Official Q2 Partner; Helping improve Queenslanders' health by creating active and healthy communities.

The Alliance acknowledges that collective use of scarce resources; both financial and human are more effective than organisations operating in isolation. As such emphasis is placed on developing collaborative and integrated initiatives whenever possible.

1 APPROACH

- 1.1 The Alliance aims to provide coordination, integration and a strategic focus to physical activity efforts on the Gold Coast. As such, the Alliance has committed to Citywide Physical Activity action to ensure residents are offered opportunities to participate in physical activity for personal, social and environmental gain.
- 1.2 The Gold Coast Physical Activity Plan: A strategy for an active and healthy community 2010-2010 (GCPAP) details the Alliance commitment to physical activity Action. The GCPAP Implementation Plan, reviewed 6mthly details Alliance member contribution to the GCPAP.

2 VISION

- 2.1 Leading the way to an *active and healthy* community.

3 KEY ACTION AREAS

The GCPAP details 5 key action areas for investment:

- 3.1 A city providing a diverse range of *active and healthy* opportunities that are embraced by the community.
- 3.2 A city aware and informed of its *active and healthy* opportunities and facilities.
- 3.3 A city maintaining and enhancing its built and natural environments for *active and healthy* living.
- 3.4 A city connected, enabling safe *active and healthy* travel.
- 3.5 A city working in partnership to support *active and healthy* lifestyles.

4 TARGET

- 4.1 A 5% increase in the number of people living on the Gold Coast meeting the National Physical Activity Guidelines by 2015.

5 MEMBERSHIP

- 5.1 The Alliance is open to all efforts to increase physical activity participation on the Gold Coast.
- 5.2 Membership will be inclusive of organisations and individuals with professional and/or personal interest in the advancement of physical activity initiatives within the Gold Coast.
- 5.3 All members are vital to the success of Alliance outcomes and members may provide varying levels of contribution over time.
- 5.4 Membership Structure detailed in Appendix 1.



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6 CONDUCT OF MEETINGS

Secretariat

- 6.1 Alliance Secretariat, currently performed by the Gold Coast Public Health Unit, includes all functions necessary to ensure successful GCPAA operation (planning meetings, preparing agendas, and distribution of relevant information to GCPAA members).
- 6.2 The role of Chairperson will be performed by Alliance Leadership Team on a rotating basis. A meeting roster will be developed and revised annually. The chairperson is responsible for conducting the meeting according to the agenda, facilitating the meeting within the correct timeframe and fostering group discussion.
- 6.3 The Chairperson may cancel a scheduled meeting providing GCPAA 24hr notice.
- 6.4 Minute-taking is the responsibility of the Alliance Secretariat, currently performed by the Gold Coast Public Health Unit. The minute taker is responsible for drafting the minutes and distributing to the GCPAA for comment within 5 days of the meeting.
- 6.5 The GCPAA members are responsible for ensuring minute accuracy and shall provide feedback on the draft minutes within 7 days.

Venue

- 6.6 GCPAA members will decide the location of meeting, which will be on a rotating basis. This can be revised as necessary throughout the longevity of the collaboration.

Frequency

- 6.7 GCPAA members will decide on the frequency and length of meeting. This can be revised as necessary throughout the longevity of the project. A meetings roster will be developed for a one year time period and distributed to GCPAA members. Current frequency is the second Wednesday bi-monthly for a 2 hour period: 12:00 – 14:00.

Quorum

- 6.8 The GCPAA requires a minimum of 3 member organisations to conduct an Alliance meeting.

Longevity

- 6.9 The GCPAA will be established over a time frame that corresponds with the GCPAP 2010 - 2020.

7 DECISION MAKING

- 7.1 Decisions will be made by consensus.
- 7.2 Consensus is defined as an approach that the majority supports and the others can live with.
- 7.3 Decisions will be based on evidence, likelihood of success and resource issues.
- 7.4 A quorum is considered to be a minimum of three organisations or departments.

8 RESPONSIBILITIES

- 8.1 **Coordinate:** Systematically and successfully work towards effective Alliance function. This work is underpinned by good administration and management
- 8.2 **Contribute:** The action, planning, investment and review, which underpins the achievement of Alliance Targets and Action Areas. (detailed in the GCPA Plan 2010-2020)
- 8.3 **Connect:** Building and maintaining relationships with other Alliance members.
- 8.4 **Communicate:** The exchange of information between individuals and organisations.
- 8.5 **Coach:** Practical instruction and support to Alliance members to develop new skills and approaches which contribute to physical activity outcomes

9 ACTIVITIES

The Alliance aims to provide a platform to share, coordinate and integrate physical activity efforts on the Gold Coast.

- 9.1 **Share:** The Alliance shares planned action to support opportunities for integrated investment.
- 9.2 **Coordinate:** Alliance activities are detailed in the GCPAP 2010 – 2020 and align with the Key Action Areas identified within the plan.
- 9.3 **Integrate:** The Alliance develops partnerships with key physical activity stakeholders to develop a coordinated consistent approach to the delivery of physical activity to the Gold Coast community.
- 9.4 **Share, Coordinate & Integrate:** The Alliance coordinates and communicates consistent physical activity messages and participation benefits.
- 9.5 **Share, Coordinate & Integrate:** The Alliance informs the Gold Coast Community about physical activity opportunities, nutrition, health benefits and recommendations for an active and healthy lifestyle.



APPENDIX 1: *Alliance* Membership Structure and Contribution

Alliance COORDINATION

Alliance Secretariat

Alliance Secretariat role is currently undertaken by Queensland Health – Gold Coast Public Health Unit and provides daily management of administration needs including:

- meeting coordination
- collating and disseminating information via the GCPAA email account (GCPAA@health.qld.gov.au)
- coordinating Alliance partners' contribution towards identified actions.

Alliance MEMBERSHIP

Alliance Leader

Alliance Leaders demonstrate direct benefit to their organisations core business through their Alliance contribution.

Alliance Leaders:

- participate in leadership team meetings
- actively contribute towards Alliance actions
- share competencies and capacities to support the Alliance achieve its target.
- seek innovative approaches to physical activity increases, translating these approaches as Alliance opportunities.
- encourage and empower Alliance members to be pro-active
- define and demonstrate Alliance values.

Alliance Partner

Alliance partnership opportunities provide access to a wide range of resources and sectors as a means to achieve increased physical activity participation on the GC.

Alliance Partners contribute:

- individually (as a leader) and/or collectively (as a partner) to the GCPAP Implementation Plan
- to both common and complimentary goals, translating their Alliance contribution as an organisation benefit
- individual and organisational expertise.

Alliance Member

An Alliance member receives and can contribute to information from the Alliance.

- physical activity contributions are not documented in the GCPAP Implementation Plan, however members can partner with Alliance Partners.
- may increase or decrease their involvement based on their needs and business objectives of the time.
- May sponsor Alliance activities.

Alliance Sponsor

Individual / organisation that elects to sponsor Alliance activity.

Alliance Subscriber

Individual / organisation that subscribes through the getactivegoldcoast.com.au website to:

- register their activities and/or events
- find Gold Coast physical activity opportunities and/or information.



APPENDIX 1: *Alliance* Membership Structure and Contribution

	Alliance Leader	Alliance Partner	Alliance Member	Alliance Sponsor	Alliance Subscriber
Coordinate:	<i>The systematic and successful work for effective Alliance function. This work is underpinned by sound administration and management.</i>				
<ul style="list-style-type: none"> • Planning • Decision making • Quality Control • Administration 	✓	✓			
Contribute:	<i>The action, planning, investment and review which underpins the achievement of Alliance Targets and Action Areas.</i>				
<ul style="list-style-type: none"> • Meetings • Implementation Plan • Activities • Innovation • Resources • Measures/review 	✓	✓			
<ul style="list-style-type: none"> • Meetings • Implementation Plan • Activities • Innovation • Resources • Measures/review 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> • Resources • Measures/review 	✓	✓	✓	✓	
Connect:	<i>Building and maintaining relationships with other Alliance members.</i>				
<ul style="list-style-type: none"> • Advocate • Network 	✓				
<ul style="list-style-type: none"> • Network 	✓	✓	✓		
Communicate:	<i>The exchange of information between individuals and organisations.</i>				
<ul style="list-style-type: none"> • Distribute • Receive • Subscribe (website) 	✓	✓	✓		
<ul style="list-style-type: none"> • Receive 	✓	✓	✓		✓
<ul style="list-style-type: none"> • Subscribe (website) 	✓	✓	✓		✓
Coach:	<i>Practical instruction and support for Alliance members to develop new skills and approaches which contribute to physical activity outcomes.</i>				
<ul style="list-style-type: none"> • Capacity Building • Professional practice 	✓	✓			
<ul style="list-style-type: none"> • Professional practice 	✓	✓			