

1. **Establishment of the Community Advisory Committee**

- 1.1 Pursuant to Section 41 of the Local Government Act 1999 and Council's Policy – Council Committees (G2) the Council establishes an advisory committee to be known as the Community Advisory Committee ("the Committee") for the purpose of:

Providing input for consideration by Council on allocating grant funding for community grants and donations in a fair and transparent manner, providing comment into the range of Council's Community Engagement opportunities and providing comment into a range of Community and Culture services, as requested by Council.

2. **Membership**

- 2.1 Members of the committee are appointed by the Council. The committee shall consist of ten voting members, being two Elected Members and eight independent community members who demonstrate wide ranging interests and a passion for the Council area. The Mayor is ex officio to the Committee.
- 2.2 That one of the eight independent community member positions be nominated by the Youth Advisory Committee and be a member of that Committee.
- 2.3 Secretarial support will be given to the Advisory Committee through the Chief Executive Officer or nominee.
- 2.4 The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained and confidential under Section 91 of the Act are also required to be made available to the public.
- 2.5 Independent appointments to the committee shall be for a period of 2 years. Appointees may be reappointed by Council.
- 2.6 Elected Members may be appointed for up to 4 years.
- 2.7 The committee shall recommend one of the members to be its chairperson to the Council and will recommend the length of that appointment, so long as it is not longer than the members term of appointment to the committee.

3. **Quorum**

- 3.1 The quorum necessary for the transaction of business shall be four (4) community members plus one elected member of the committee. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

4. **Notice and Frequency of meetings**

- 4.1 The Committee shall meet at least four times per year for ordinary meetings to be held either within the Local Government Centre or other appropriate venue agreed by the committee. Special meetings of the committee may be called in accordance with the Act.
- 4.2 Notice of each ordinary meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and observers, no later than 3 days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.

- 4.3 The Chair of the Committee and Chief Executive, or nominee, may agree to vary the set dates of the Committee, if required.

5. Minutes of meeting

- 5.1 The CEO or nominee shall ensure that the proceedings and resolutions of all meetings of the committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure of Meetings) Regulations 2000, noting Council has resolved that only parts 1,3 and 4 to Section 41 Committees.
- 5.2 Minutes of committee meetings shall be circulated within five days after a meeting to all members of the committee and to all members of the Council and will (as appropriate) be available to the public.

6. Role of the committee

Providing input for consideration by Council on allocating grant funding for community grants and donations in a fair and transparent manner, providing comment into the range of Council's Community Engagement opportunities and providing comment into a range of Community and Culture services, as requested by Council for the following areas:

- 6.1 Grant funding – community grants, donations
- 6.2 Arts – promotion
- 6.3 History – preservation and promotion
- 6.4 Multiculturalism – services required
- 6.5 Sport and Recreation – facilities sharing; Sport and Recreation Grant Scheme
- 6.6 Tourism – promotion
- 6.7 Youth – activities and services required
- 6.8 Community safety
- 6.9 Social inclusion
- 6.10 Accessibility (including the aged population)
- 6.11 Street Naming (in accordance with Council Policy)

7. Sub-Committees

The following sub-committees have been established and report to the Community Advisory Committee:

- 7.1 Community Action Group
To support community proponents on the delivery of their projects through and with Council.
- 7.2 Community Grants Working Party
To advise the Community Advisory Committee and Council on matters relating to the allocation of Community Grants, Community Events Funding for Sturt Reserve Grants and Environment Grants.
- 7.3 Sport and Recreation Facilities Grant Working Party
To advise the Community Advisory Committee and Council on matters relating to the allocation of Sport and recreation Facilities Grants
- 7.4 Youth Action Committee
To advise the Community Advisory Committee and Council on youth matters.

7.5 Youth Council

To advise the Community Advisory Committee and Council on youth matters and to help young people receive mentoring and support to enable them to serve on the Youth Action Committee.

7.6. Public Art Advisory Sub-Committee

To advise the Community Advisory Committee and Council in the quality commissioning, installation, lifecycle management and deaccessioning of public art across the Rural City of Murray Bridge.

8. Reporting responsibilities

- 8.1 The committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.

Reference Documentation:

1. Local Government Act & Regulations Extracts
 - a. Section 41 – Committees
 - b. Division 2 – Register of Interests
 - c. Local Government (Procedures at Meetings) Regulations 2000
2. Policy Documents
 - a. (G1) – Code of Conduct for Elected Members and Independent Members
 - b. (G2) – Council Committees – being updated to remove requirement for Elected Member to be Chair and will include leave of absence for independent members.
 - c. (C17)- Property Identification Policy (Road Naming)
 - d. (IT:3) – Display of Property Numbers