

RURAL CITY OF MURRAY BRIDGE
Sport and Recreation Advisory Group
Terms of Reference 2022

1. Definitions

CAC means the Community Advisory Committee.

Council means the Rural City of Murray Bridge.

Group means the Sport and Recreation Advisory Group.

RCMB means the Rural City of Murray Bridge.

Selection Criteria means the Sport and Recreation Facilities Grant Management Guideline, as adopted in February 2015.

TLYSR means Team Leader Youth Sport and Recreation.

2. Introduction

2.1 At the September 2015 meeting of CAC resolved that a Sport and Recreation Advisory Group be established as a subgroup of the CAC. CAC resolved that the composition of the subgroup as follows:

- Team Leader Youth Sport and Recreation
- STARCLUB Field Officer
- General Manager – Sustainable Communities
- Maximum of two representatives of CAC
- Up to five (5) community representatives of Sport and Recreation in Murray Bridge
- (At least one of these five should be outside Murray Bridge township)

2.2 The primary purpose of the group is to assess applications of the Sport and Recreation Facilities Grant program against the selection criteria.

3. Related Policies/Plans/Management Guidelines

3.1 Sport and Recreation Facilities Grant Management Guideline February 2015.

3.2 RCMB Sport Recreation and Open Space Strategy October 2013.

4 Objectives

4.1 To provide open and transparent assessment of the grant applications against the selection criteria.

4.2 To provide specific and relevant skills and knowledge of sport and recreation within the council area.

4.3 To advise Council on strategic projects within sport and recreation.

5 Term of Group Members

5.1 Members of the group are appointed by CAC;

5.2 The group shall consist of:

- Team Leader Youth Sport and Recreation;
- Council Sport and Recreation Officer;
- General Manager – Community Development (or Nominee);
- Maximum of two representatives of CAC; and
- Up to five (5) community representatives of Sport and Recreation in the RCMB and at least one of these five should be outside Murray Bridge township.

- 5.3 Secretarial support will be given to the Group through the General Manager Community Development or nominee.
- 5.4 The term of group members shall be for two years.
- 5.5 Members may be reappointed by CAC.

6 Quorum

- 6.1 The quorum necessary for the transaction of business shall be five members of the Sport and recreation Advisory Group, including:
 - At least one CAC representative;
 - At least one community representative; and
 - At least one of the TLYSR, Council Officer or the General Manager – Community Development.

7 Meeting Frequency

- 7.1 The Sport and Recreation Facility Grants do not have a start and finish date, they are continuously open.
- 7.2 Initial grant considerations and recommendations will be made by the Team Leader Youth Sport and Recreation and brought to the group for final assessment.
- 7.3 Meetings will occur when there are sufficient grant applications to consider.
- 7.4 There will be no meetings of the group when the full grant budget has been expended.
- 7.5 It is expected that the group will meet up to 4 times per year.
- 7.6 Special meetings may be called as deemed necessary.

8 Notice of Meetings

- 8.1 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the group no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to group members at the same time.

9 Reporting Responsibilities

- 9.1 The group shall make recommendations to the CAC on any area within its terms of reference.

10 Specific Exclusions

- 10.1 This group does not have authority to:
 - Borrow money;
 - Enter into contracts;
 - Enter into employment agreements; or
 - Enter into banking or financial arrangements.