



Bundaberg Regional Sport and Recreation Advisory Group

Expression of Interest (EOI) Information Package

Purpose

The purpose of the Bundaberg Regional Sport and Recreation Advisory Group (BRSRAG) is to assist Council with its community engagement process and provide valuable information to support the decision making of Council. The establishment of the BRSRAG supports Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

TERMS OF REFERENCE

Objective

The BRSRAG is required to

- Provide strategic advice and input relating to the development Council's Sport and Recreation strategies and policies;

- Engage in discussions regarding "special interest" sport and recreation topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents and
- Provide input into Council's processes relating to sport and recreation where requested e.g. provide feedback regarding projects to be considered by Council for submission to grant programs.

It also serves as a forum for consultation and discussion on specific issues that impact on sport and recreation providers.

Selection Process

Membership of the BRSRAG will consist of members approved and appointed by Council.

The BRSRAG will comprise up to but no greater than nine (9) members, including:

- Bundaberg Regional Council – Sport and Recreation Portfolio Councillor
- Bundaberg Regional Council - Manager Parks, Sport and Natural Areas
- Bundaberg Regional Council - Coordinator Sport and Recreation
- Queensland Government - Local Advisor Sport and Recreation Services
- Education Queensland - Bundaberg District School Sport Representative (1-2)
- Sporting and Recreation Association representatives (actively supporting a sporting code within the Bundaberg Region)
- Facility Managers, Program Deliverers or General Community (represent a broader aspect of Sport and Recreation in the region)

Expressions of Interest (EOI) will be called for four (4) membership positions. The BRSRAG members will be appointed for a 4-year term.

It is expected that each member will attend a minimum of 70% of BRSRAG meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

Application for membership to the BRSRAG will be assessed by a panel consisting of Council representatives on the BRSRAG and two Council officers. The decision by Council will be final with no review provision.

Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Sporting and recreation infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting, recreation, leisure, and health and fitness trends;
- Sporting and recreation networks
- A working knowledge of sport and leisure within the Bundaberg Region and
- The provision of sport and recreation within a Local Government context.

In the event of a member resigning from the BRSRAG, a written letter of resignation is to be made to the Chairperson.

Council reserves its right to truncate the term of the BRSRAG.

Delegated Authority and Decision Making

- The BRSRAG acts in an advisory capacity only and does not represent Council or make decisions on behalf of Council.
- The BRSRAG may determine and form (through its membership) specific purpose sub groups to undertake research on behalf of Council.

Meeting Procedure

The BRSRAG will meet four (4) times per calendar year and additional meetings will be scheduled if required.

Voting

No formal voting rules apply. As the Group has an advisory role, its' recommendations are made by consensus and no recommendation is deemed to be a decision of Council. Matters are to be referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Operation

- Bundaberg Regional Council Parks, Sport and Natural Areas Services will coordinate the administration of the BRSRAG, including preparation of meeting agenda and minutes;
- As with all Advisory Groups, members are not permitted in any way to purport to represent Council on the views of Council to the media;
- Bundaberg Regional Council Community Engagement and Media Relations Governance policies apply to the BRSRAG;
- The BRSRAG may agree to hear submissions/presentation from sporting and recreation groups who may wish to address the BRSRAG;

Chairperson

The position of Chairperson will be Council's Sport and Recreation Portfolio Spokesperson.

If the Chairperson is not present at a meeting, any other Council representative shall be appointed Chairperson. In the absence of any other Council representative/s, the BRSRAG shall appoint a Chairperson for the purpose of conducting the meeting.

Agendas and Minutes

Agendas and Minutes must be prepared for each meeting of the BRSRAG. The Agenda must be provided to members of the BRSRAG not less than 5 working days before the time fixed for the holding of the meeting.

Items and correspondence for agenda are to be submitted in writing. (Late items – as determined by the Chairperson).

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a BRSRAG meeting must

- contain details of the proceedings and resolutions made
- be self-explanatory
- be clearly expressed
- in relation to recommendations recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Reporting

Recommendations are to be submitted in writing through the Branch Manager Parks, Sport and Natural Areas and General Manager of Community and Environment who can approve, review or reject submissions to Council.

The BRSRAG is required to prepare a formal report on an annual basis. The report must be formally adopted by the committee and should directly reflect the objectives and performance measures of the committee. The report will then be presented to Council detailing the outcomes of the committee.

Conduct and Interest Provisions

Conduct and interest provisions will be determined in accordance with the committee types defined in the Council Committee Policy.

Sunset Clause

The BRSRAG will sunset four years after the appointment to the BRSRAG.

Lodging your Expression of Interest (EOI)

- All EOIs **must be lodged online** at <https://bundaberg.smartygrants.com.au/>
- Applicants will be sent a confirmation email within 48 hours of application submission to confirm receipt.
- EOIs open on 1 November 2020 and close at 5:00pm on Friday 20 November 2020.

How and when will I be notified

EOIs are assessed against the selection criteria before being submitted for approval by Council at an Ordinary Meeting.

All applicants will be notified in writing.

Requests for further information should be directed to Bundaberg Regional Council's Sport and Recreation Team at sportandrec@bundaberg.qld.gov.au or on 1300 883 699.