

Regional Sports Hub Project Partners Group Terms of Reference



Endorsed by Council at its meeting on 5 March 2018

1. ROLE

- 1.1 The Regional Sports Hub Project Partners Group (“the Group”) will provide:
- (a) input to Council on Stage 1 of the Regional Sports Hub on Springs Road Mount Barker including:
- site layout;
 - design, procurement and construction/development; and
 - the governance model and management arrangements.
- (b) a forum to discuss ideas, issues and seek to reconcile any matters of concern.
- 1.2 This is one of two formal Groups (the other comprised of community representatives) that will provide input to Council on this project along with other stakeholders.
- 1.3 The Group members will be expected to provide objective advice on the current and future needs of the sport that they are representing, within the resource constraints of the Project.
- 1.4 The Group has no formal delegated powers.

2. MEMBERSHIP

- 2.1 Membership of the Group will comprise 1 nominee from each of the partners involved in the project being:
- Mount Barker District Council (MBDC)
 - Football Federation SA (FFSA)
 - SA National Football League (SANFL)
 - Netball SA
 - SA Cricket Association (SACA)
 - Tennis SA
 - State Government (Office of Recreation and Sport) (tbc – awaiting response)
- and in addition:

- A Chairperson – General Manager Council Services

Other regular attendees at Group meetings will include:

- Council's Project Leader -Regional Hub Delivery, or other designated Council staff in the role of executive officer and to co-ordinate administrative support for meetings of the Group.
- Project staff and/or consultants/contractors as relevant.

Partners of the project are also invited to nominate a proxy member who can attend a Group meeting if the member is unable to attend and should advise the Project Leader, Regional Hub Delivery in advance of any meeting if the proxy is attending.

3. FUNCTION

The Members of the Group are required to:

- Prepare for and attend meetings or arrange the nominated proxy to attend
- Provide objective advice on the facility needs for the sport being represented
- Communicate with and report Group meeting outcomes back to their particular sport associations, clubs and groups.

4. TERM OF APPOINTMENT AND MEETING FREQUENCY

- 4.1 Appointments to this Group expire upon the practical completion of Stage 1 (approximately 2 years).
- 4.2 Meetings will vary in frequency from monthly initially and less frequently (based on need) as the project progresses.
- 4.3 A regular date and time for Group meetings will be determined following consultation with Group members.

5. REPORTING

- 5.1 Members of the Group will contribute ideas and come to agreement by consensus.
- 5.2 The Project Leader, Regional Hub Delivery in consultation with the Group Chairperson will regularly report to Council on the outcomes of the Group meetings.
- 5.3 The Project Leader, Regional Hub Delivery, will also provide feedback from the Group to other stakeholders and project staff and consultants as relevant.

6. NOTICE OF MEETINGS

- 6.1 The Group shall generally conduct its meetings in the Council Chamber, Local Government Centre, 6 Dutton Road, Mount Barker unless otherwise determined.
- 6.2 There may be a requirement for an on-site meeting on occasions.
- 6.3 A notice of each Group meeting confirming the venue, time and date, together with an agenda with a list of items to be discussed and, where possible, any supporting papers, shall be forwarded to each member of the Group no later than three (3) clear days before the date of the meeting.
- 6.4 Notes of the Group meeting outcomes will be provided to all Group members by the Project Leader, Regional Hub Delivery, within 7 days of the meeting.

7. EVALUATION AND REVIEW

- 7.1 A self-assessment review of the Group will be undertaken annually to facilitate consideration of the effectiveness of the Group as a whole and to provide constructive feedback for improvements. This process may include a recommendation to Council to amend the Terms of Reference.
- 7.2 The Group will provide the outcome of the annual self-assessment review to Council.
- 7.3 With the benefit of the Group's self-assessment, Council will assess the effectiveness of the Group and consider if any changes to the Group Terms of Reference are required.

8. FURTHER INFORMATION

For further information on this Terms of Reference or the operations of the Group, please contact:

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