

**DARLINGTON COMMUNITY RECREATION ADVISORY GROUP**  
**TERMS OF REFERENCE**

**1. NAME**

The name of the group is the Darlington Community Recreation Advisory Group.

**2. DEFINITIONS**

“Group” means the Shire of Mundaring Darlington Community Recreation Advisory Group

“Council” means the Council of the Shire of Mundaring.

“Shire” means the Shire of Mundaring.

**3. PURPOSE**

3.1 To provide information and advice to the Shire on matters relating to the recreation facilities in the Darlington precinct.

3.2 To assess the local communities’ recreation needs and wants and keep the Shire informed of these needs.

3.3 To assist the Shire by providing recommendations on future planning of the recreation facilities in the Darlington precinct.

3.4 To make recommendations to the Shire on capital items relating to recreational facilities within the Darlington precinct.

3.5 To be a focal point and act as a link between the Shire and the local community.

**4. MEMBERSHIP**

Membership shall consist of persons comprising various community groups such as –

- Darlington Volunteer Bush Fire Brigade
- Darlington Junior Cricket
- Darlington Social Cricket
- Darlington Tennis Club

- Darlington Arts Festival
- Darlington Social Club
- Darlington Junior Football
- Darlington Bushfire Ready Group
- Darlington Ratepayer and Residents Association
- Darlington Sports and Recreation Association (Inc)
- Darlington Community Garden
- Darlington FODS group
- Darlington Skatepark users
- Darlington History group
- Local schools.....1 representative from each school
- Representatives from the local community otherwise not representative of a particular user group
- 1 Shire of Mundaring Councillor

## **5. MANAGEMENT OF BUSINESS**

The Group shall elect its own Chair and determine its own procedures.

The group shall hold an AGM each February and elect the following office bearers .....Chairperson; Secretary.

Quorum at a meeting will consist of at least four members present from representatives of the membership bodies

The Group shall meet quarterly, or more frequently as required.

The Group may invite other persons, including representatives of other organizations, to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting

The Shire will provide administrative and executive support to facilitate the effective functioning of the Group.

A record of proceedings shall be prepared for each meeting and distributed to all group members within 5 working days after each meeting. The document shall be filed in the Shire's record management system.

The Shire agrees to pay a **full page** the annual subscription of the DCRAG to the Darlington Review.

The members of the Advisory Group are engaged by the Shire in the capacity as volunteers.

## **6. AMENDMENTS**

The Group may amend these Terms of Reference where required.

Approved....25/02/2019