



DISTRICT COUNCIL OF LOXTON WAIKERIE

Loxton North Recreation Grounds Committee – Terms of Reference

<i>Adoption Date:</i>	20 April 2007
<i>Last Review:</i>	14 December 2018
<i>Next Review Date:</i>	
<i>Responsible Officer(s):</i>	Manager Parks and Gardens Development
<i>Council File GDS Reference:</i>	
<i>Other Relevant Policy and Procedures:</i>	
<i>Relevant Legislation:</i>	

NAME

Pursuant to section 41(1) of the Local Government Act 1999, the District Council of Loxton Waikerie resolved on 21 March 2014 to establish a committee to be known as the Loxton North Recreation Grounds Committee.

PURPOSE OF THE COMMITTEE

The purpose of the committee is to assist the Council in relation to recreation grounds and facilities under the care, control and management of Council within the Loxton North Irrigation Area and general surrounds , specifically to:-

- provide recommendations to Council for their long term strategic management and development
- undertake the development and coordination of identified community projects
- provide a conduit to Council for the community

In relation to the purposes of the committee “recreation grounds and facilities” refer to any existing land and associated facilities used for recreational purposes and reserves dedicated for recreational use within the geographic boundaries of the Loxton North Irrigation Area including Rilli Reserve and Kaesler’s cemetery.

Median strips, road verges and footpaths are to be considered only as they relate to the vegetation and planting management and strategic purposes of the committee.

Specific objectives of the committee include:

- develop, review and recommend to Council an annual business plan outlining actions and measurable outcomes to the Committee purposes
- preparation of a long term vegetation management and planting strategy for the areas within the management scope of the committee
- preparation of a walking trail / bicycle trail (s) strategy
- encourage and foster the continued history of community involvement in the presentation of Loxton North, including but not limited to the involvement of schools and other community based organisations in the development and ongoing management of identified areas

- consider other plans and strategies for complementary projects into the committees strategies

MEMBERSHIP

The committee shall consist of not less than six (6) or no more than ten (10) members, at least one of which must be an elected member of Council.

Members shall be appointed or removed by resolution of Council and consist of or include persons who are not members of the Council. The term of elected members will be per the period until November 2019.

The Mayor will at all times be an 'ex-officio' member of the Committee but will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee.

Committee members shall have the relevant skills to meet the Committee's purposes.

Members shall hold office from the date of their appointment, for a term until the first meeting of Council following the next general Council election, and shall be eligible for re-appointment.

The Presiding Member of the Committee shall be appointed by Council.

If a Committee member is absent for three or more consecutive meetings without apology, then the Council may appoint another person, to replace that Committee member.

Council will provide administrative support to the Committee via the positions of Director Infrastructure Services, Manager Parks and Gardens Development and the Infrastructure Services Clerical Officer, all of which shall have no voting entitlement.

QUORUM

A quorum shall consist of half the appointed members plus one, but shall not include the Mayor unless actually present.

MEMBERS LIABILITY

No civil Liability shall attach to a member of a committee for an honest act or omission in the exercise performance or discharge or purported exercise, performance or discharge of the members or committee's functions or duties. A liability that would but for the foregoing attach to a member of a committee, attaches instead to the Council.

Pursuant to the Rules of the LGAMLS, the Council must apply prudent industry based risk management practices across all of its operations.

Any liability or risk management issues must be communicated within the Council.

CONFLICT OF INTEREST

The provisions of sections 73,74 and 75 of the Local Government Act 1999 will apply to all members of the committee, in relation to meetings and any business or proposed business of the committee.

REGISTER OF INTEREST

The provisions of section 68 of the Local Government Act 1999 will not apply to members of the committee.

PROCEEDINGS THE COMMITTEE MEETINGS

The committee shall be subject to the provisions of the Local Government (Procedures at Meetings) Regulations 2000, Part 3.

The committee shall meet at least once every quarter, and whenever requested by any of the following:-

- the Council
- the Chairman of the Committee
- any two members jointly

The order of business of each meeting shall be:-

As per the Council template “**Notice of Committee Meeting**”

REPORTING AND ACCOUNTABILITY

A copy of the agenda and minutes of every meeting, together with a financial statement for the projects attributed to the committee shall be provided by the Council for inclusion in the Agenda of the next Council Meeting, display at both offices of Council and Council's website. Where a particular matter requires the specific resolution or the attention of the Council, the minutes will be accompanied by a report from the Executive Officer.

The Committee is accountable to the District Council of Loxton Waikerie on all things.

ANNUAL BUSINESS PLAN AND BUDGET

The Committee is responsible to develop an Annual Business Plan including budget requirements and submit these to Council in February each year. The Committee shall undertake a quarterly review of the budget in conjunction with the Council's quarterly review.

The Committee shall provide a report to Council on an annual basis detailing the outcomes it has achieved in relation to its purposes and Annual Business Plan.

DISPUTES

Should any dispute arise over any matter the decision of the Council will be final.

INSURANCE

Council shall be responsible for the insurance of its own properties, contents and liability, insofar as it has an insurable interest. Where an asset is occupied or used by a third party that body shall be responsible for the insurance of its own goods and chattels and any liability which it may incur as the result of the use or occupancy of Councils premises.

VOLUNTEERS

All volunteers who assist in Loxton North Recreation Grounds Committee projects must be inducted and listed on Council's Volunteer Register.

AMENDMENT TO TERMS OF REFERENCE

Council may at any time amend or alter these terms of reference by resolution of the Council.

POWERS AND DUTIES

The Committee has no delegated regulatory function on behalf of Council.

Expenditure of monies of behalf of Council within the approved Committee budget and Annual Business Plan submitted to and approved by Council will be undertaken by delegated authority by the Director Infrastructure Services on behalf of and in consultation with the Committee. No power is given to the Committee to expend funds.

The Committee has no power to instruct or direct Council staff or contractors.

REVIEW OF TERMS OF REFERENCE

The Committee shall undertake a review of these terms of reference at the first meeting following the 12 month anniversary of the adoption of same by Council. The Chief Executive Officer shall assist the committee in the review.

Signed:

Committee Presiding Officer

Chief Executive Officer

Date:

Date:

Approved at the meeting of Council held on: 16 December 2016

Next Review Date:

(Please refer to the Committee Register for current membership)

Document history and version control

Version number	Version date	Authorisation: Council/ Committee/ Senior Management Team	Amendment details
2.0	16/12/2016	Council – at the meeting of 16 December 2016	Expanded terms of reference
3.0	14/12/2018	Council at the meeting of 14 December 2018	Council determined that the term of appointment for elected members would be for the period to November 2019

