

Committee: Meelup Regional Park Committee

Responsible Directorate: Planning and Development Services

Version: Current

1. INTRODUCTION

- 1.1. The Council of the City of Busselton has established the Meelup Regional Park Committee (Committee) pursuant to sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995*.
- 1.2. The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.
- 1.3. The Committee is to consider matters that require a formal decision of the Committee and/or the Council, in order to meet the stated objectives as per Part 2 of this terms of reference.
- 1.4. Matters that would require a formal decision of the Committee are:
 - a. any matter that require a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, or any matter that requires, from a legal/statutory perspective, a formal decision of the Council), other than the adoption or amendment of the Council Budget, as it relates to the Park;
 - b. matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the Park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes);
 - c. matters that require a formal decision of the Council because consensus has not been achieved through discussions with the Meelup Regional Park Working Group; and
 - d. any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council.

2. OBJECTIVE

- 2.1. To assist the Council in managing and promoting Meelup Regional Park (the Park).
- 2.2. To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

3. MEMBERSHIP

- 3.1. Two elected members
- 3.2. Two deputy elected members
- 3.3. Between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association.

3.4. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.

3.5. If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer shall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4. PRESIDING MEMBER

4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee shall meet at least two times per year.

5.2. Notice of meetings shall be given to members at least seven days prior to each meeting.

5.3. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Local Government Act 1995* and the *City of Busselton Standing Orders Local Law*.

5.4. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.

5.5. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

5.6. Where the Committee makes a decision that involves the making of a recommendation for consideration by the Council, the Chief Executive officer shall ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the Committee meeting.

6. QUORUM

6.1. Quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

6.2. A decision of the Committee does not have effect unless it has been made by a simple majority.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the *Local Government Act 1995*, the Committee is delegated to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget.

7.2. Any decisions shall not be actioned until the Committee meeting minutes have been formally considered by the Council.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Committee prior to the ordinary biennial Council elections, the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

- a. Are the Committee's purpose and objectives being met?

- b. Should the purpose and objectives be amended?
- c. Is the Committee functioning effectively and as per the requirements of the *Local Government Act 1995*?
- d. Are the Committee members regularly attending meetings?
- e. Review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee shall be:

- a. in accordance with the *Local Government Act 1995*; and
- b. by a decision of Council.

10. APPROVAL

Council Adoption	DATE	27 August 2019	Resolution #	C1908/172
Previous Adoption	DATE	14 September 2016	Resolution #	C1609/242