Terms of Reference

Committee: **Meelup Regional Park Committee**

Responsible Directorate: **Infrastructure and Environment** **Version:** **ADOPTED**

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* (the Act).

1.2. The Committee will act for and on behalf of Council in accordance with the provisions of the Act, 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.

2. OBJECTIVE

2.1 To assist the Council in managing and promoting 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 will, 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 will 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 Council will appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with s5.12 of the Act.

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5. MEETINGS

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

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

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

5.4. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will 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 will 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 will 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 the power and authority 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.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Council prior to the ordinary Council elections, officers will present for Council's consideration a review as to the effectiveness and ongoing relevance of the Committee.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee will be:

a. in accordance with the Act; and

b. by a decision of Council.

10. APPROVAL

Council Adoption	**DATE**	12 November 2025	**Resolution #**	
Previous Adoption	**DATE**	18 October 2023	**Resolution #**	C2310/147

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