



DISTRICT COUNCIL OF LOXTON WAIKERIE

LOXTON RECREATION GROUNDS COMMITTEE

TERMS OF REFERENCE

NAME

Pursuant to Section 41(1) of the Local Government Act 1999, the District Council of Loxton Waikerie resolved on 20 April 2007 to establish a Committee to be known as

THE LOXTON RECREATION GROUNDS COMMITTEE

1. 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 township and general surrounds, specifically to

- provide recommendations to Council for their long term strategic management and development
- initiate, develop and coordinate community projects
- provide for the community a conduit to Council

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 reserve dedicated for recreational use within the geographical boundaries of the township of Loxton and within the area contained within the 80 kilometer speed limit postings.

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

Specific objectives of the committee include:

1. Develop, review and recommend to Council an annual business plan outlining actions and measurable outcomes to the Committee purposes
2. Preparation of a long term vegetation management and planting strategy for the areas within the management scope of the committee
3. Preparation of a walking trail / bicycle trail(s) strategy
4. Develop a waterproofing / water saving strategy for the areas under the management of the committee
5. Encourage and foster the continued history of community involvement in the presentation of Loxton, including but not limited to the involvement of schools and other community based organizations in the development and ongoing management of identified areas.
6. Consider other plans and strategies for complementary projects into the committees strategies (ie. Riverfront Development Masterplan Concept)

7. Preparation and review of a long term development, management and rationalization strategy for playground facilities.
8. Preparation and review of strategies to enhance the visual appearance of all entrances to Loxton

2. MEMBERSHIP

The committee shall consist of not less than seven (7) 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 may consist of or include persons who are not members of the Council.

Elected Members term of appointment will be for 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.

3. QUORUM

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

4. 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 committees functions or duties. A liability that would but for the foregoing attach to a member of a committee, attaches instead to the Council.

5. 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.

6. REGISTER OF INTEREST

The provision of Section 64 of the Local Government Act 1999 will not apply to members of Committees.

7. PROCEEDINGS OF THE COMMITTEE

The committee shall be subject to the provisions of the Local Government (Procedures at Meetings) Regulations 2013.

The Committee shall meet at least quarterly, 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:-

- Opening and Welcome
- Apologies
- Minutes of Previous Meeting
- Business Arising
- Correspondence
- Financial Statements YTD (only as they relate to projects undertaken by the committee)
- Reports - Chairman and Councillor
- Business Plan and Action Plan
- Close

8. REPORTING AND ACCOUNTABILITY

A copy of the 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. 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 in all things.

The Committee will meet at such times in the Council meeting cycle to allow an orderly decision making process so that projects that are sensitive to the seasons are not delayed.

Council staff will communicate with the Committee following the Council meeting subsequent to the Committee's meeting on the outcome of its recommendations.

9. 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 Councils 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

10. DISPUTES

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

11. 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.

12. VOLUNTEERS

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

13. ASSETS

All assets and property which the committee cares for, controls or manages shall be and remain the property of the Council including any improvements, fixture and fittings located in or on the facility at any time irrespective of whether the Committee or the Council purchased or installed them.

14. AMENDMENTS TO TERMS OF REFERENCE

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

15. POWERS AND DUTIES

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

Expenditure of monies on 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.

16. 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.

17. DOCUMENT HISTORY AND VERSION CONTROL

Date	Version	Authorisation; Council/ Committee/ Senior Management Team	Amendment details
20/04/2007	1.0	Council at the meeting of 20 April 2007	First version
21/11/2018	2.0	Council at the meeting of 21 November 2018	Change in the purpose of the committee... “ provide for the community a conduit to Council”.. and enabling the committee to meet at times in the Council meeting cycle to allow orderly decision making. Additional requirement for Council staff to report on the outcome of the recommendations of the committee to Council following the Council meeting.
14/12/2018	3.0	Council at the meeting of 14 December 2018	Council determined that elected members would be appointed for a period to November 2019.

(Please refer to the Committee Register for current membership)