

# THE WAIKERIE RAMCO RECREATION GROUNDS COMMITTEE TERMS OF REFERENCE

<i>Responsible Officer/s</i>	Infrastructure Administration Officer Director Infrastructure Services
<i>Relevant Legislation / Documents</i>	Section 41 of the Local Government Act
<i>Adopted</i>	23 August 2019
<i>Reviewed</i>	10 March 2022
<i>Next Review</i>	

## A. Name

Pursuant to Section 41(1) of the Local Government Act 1999, the District Council of Loxton Waikerie resolved on 23 August 2019 to establish a Committee to be known as:

### **THE WAIKERIE RAMCO RECREATION GROUNDS COMMITTEE**

## B. 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 Waikerie and Ramco townships 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 reserve dedicated for recreational use within the geographical boundaries of the townships of Waikerie and Ramco within the area contained within the 80-kilometre speed limit postings.

Recreation grounds and facilities also extends to include the Waikerie and Ramco Cemeteries. 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. Initiate proposals for the improvement of the amenity of the Waikerie Ramco area
5. Develop a waterproofing / water saving strategy for the areas under the management of the Committee
6. Encourage and foster the continued history of community involvement in the presentation of the towns, including but not limited to the involvement of schools and other community-based organizations in the development and ongoing management of identified areas Waikerie Ramco Recreation Grounds Committee.
7. Consider other plans and strategies for complementary projects into the Committee's strategies (ie Riverfront Development Masterplan Concept)
8. Preparation and review of a long-term development, management and rationalization strategy for playground facilities
9. Preparation and review of a long-term management strategy for the recreation grounds and facilities under the management of the Committee
10. Preparation and review of strategies to enhance the visual appearance of all entrances to Waikerie and Ramco
11. Play a significant role in the activation of Council strategies and plans as they apply to Waikerie and surrounding areas (including, but not limited to, Waikerie Ageing Well Strategy, Economic Development Report and Project Plan, Strategic Management Plan and Waikerie Prosperity Strategy)
12. Provide timely and appropriate information and encouragement in relation to Council strategies and plans
13. Provide advice to Council regarding the use and development of public infrastructure and services
14. Establish subcommittees of its membership to provide more in-depth consultation, direction and support to projects
15. The Committee may request the endorsement of additional objectives from the Council from time to time.
16. The Committee investigate the town entrances.

Not included are roads and footpaths.

### c. **Membership**

The Committee shall consist of not less than seven (7) 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.

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 reappointment.

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, Coordinator Infrastructure Waikerie and the Personal Assistant to the Director of Commercial and Community Services, all of which shall have no voting entitlement.

#### D. Quorum

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

#### E. 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.

#### F. 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.

#### G. Register of interest

The provisions of section 74 of the Local Government Act 1999 will not apply to members of the Committee.

#### H. Meetings and 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:

1. Opening of the meeting
2. Attendance
3. Members Declaration of interest
4. Confirmation of minutes
5. Business arising
6. Questions on notice
7. Notice of motion
8. Recommendation reports
9. Information reports
10. Questions without notice

11. Motion without notice
12. Confidential reports
13. Close

## I. 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.

## J. 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 to consider 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.

## K. Disputes

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

## L. 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.

## M. Volunteers

The Committee shall if using the services of any volunteers:

- Maintain a register of volunteers
- Provide each volunteer with a volunteer's information kit
- Ensure safe work practices are undertaken and adhered to.

## N. 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.

## O. Amendments to Terms of Reference

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

## P. 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.

## Q. 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.

## R. Document history and version control

Date	Version	Authorisation; Council/ Committee/ Senior Management Team	Amendment details
10/03/2022	1.0	Council at the meeting of 18 March 2022	First version
5/03/2022	2.0	Waikerie Ramco Recreation Ground Committee at the merger meeting on 5 April 2022  ORD 2022/98	Amendments highlighted in track changes: Removal of 'Terms of Reference' from point 6 Inclusion of point 16 Removal of 'town entrances' from TOR exclusions Removal of maximum membership Change of administrative support Minor format changes

*(Please refer to the Committee Register for current membership)*