Terms of Reference
Section 41 Committee
Open Space and Recreation Committee

1. Name
The name of the Committee is the Open Space and Recreation Committee.

2. Establishment
2.1 The Open Space and Recreation Committee was established 11 December 2018, Minute 20671/4 of Council pursuant to Section 41 of the Local Government Act 1999.

2.2 The Open Space and Recreation Committee shall be reviewed in four (4) years after the next Local Government elections unless terminated earlier by resolution of Council.

3. Definitions

4. Purpose and Functions
The Open Space and Recreation Committee is for the purpose of:

4.1 Providing advice regarding land dedications.

4.2 Development of open space, recreation and reserve areas.

4.3 Open space, recreation and reserve strategy development.

4.4 Monitoring use of open space, recreation and reserves.

4.5 Assisting in the development and implementation of a Disability Discrimination Action Plan.

4.6 Ensuring consideration is given to disability access for open space, recreation and reserve areas strategies and strategy development.

5. Membership
5.1 The Open Space and Recreation Committee shall comprise of one (1) member of each Ward of Council (3 total), a minimum of one (1) community member with relevant recreation/open space/reserve area background and a minimum of one (1) community member with a relevant background in disability access and the Mayor as ex officio. The Committee may comprise of a maximum of four (4) community members.

5.2 The Mayor is appointed as an ex officio
5.3 The Presiding Member shall be appointed by the Open Space and Recreation Committee for four year period.

5.4 The Deputy Presiding Member shall be appointed by the Open Space and Recreation Committee for four year period.

5.5 Should the Presiding Member and the Deputy Presiding Member be absent from a meeting the Committee members present may appoint a person to act as Chairperson for that meeting.

5.6 Mid Murray Council will advertise any community member vacancies via its website and surrounding area newspapers.

5.7 Community Member vacancies shall be considered through registrations of interest in response to advertisements of a vacancy.

5.8 Upon completion of the advertising period, the Director - Development and Environmental Services will provide a recommendation to the Mid Murray Council of the preferred applicant/s.

5.9 Community Member appointments to the Open Space and Recreation Committee shall be for a four (4) year period or as amended by Council.

5.10 In the event of a Community Member vacancy of the Open Space and Recreation Committee appointment of another person shall be on the same basis as, and for the balance of the term of the original appointment.

5.11 Community Members whose tenure has expired will be eligible to re-apply.

6. Quorum

The quorum required for the transaction of business at a meeting of the Open Space and Recreation Committee shall be 50% plus one (1) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. Voting

7.1 Each member of the Open Space and Recreation Committee present at a meeting shall have one vote.

7.2 The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.

7.3 In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation.

7.4 Members present at the meeting must vote on all resolutions of the Committee.

7.5 Proxy votes are not permitted.

7.6 A Committee Member may partake in the meeting via telephone, video conference or in person. If via telephone or video conference, the Committee Member must verbalise their vote to enable the Presiding Member to clarify and record the vote.

7.7 Should a Committee Member wish to partake in the meeting via telephone or video conference a minimum two business days notice
must be provided to the Director - Development and Environmental Services.

7.8 The Presiding Member must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.

8. Meetings

8.1 The Open Space and Recreation Committee shall meet quarterly on days and at a time determined by the Open Space and Recreation Committee.

8.2 Meetings will be conducted at the Cambrai Council Office, Main Street, Cambrai.

8.3 The Presiding Member, in consultation with the Director - Development and Environmental Services may cancel a meeting due to lack of business.

8.4 A Special Meeting of the Open Space and Recreation Committee may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2000.

8.5 The Presiding Member shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013.

8.6 Audio recordings of meetings may be made to enable the Minute Taker to reference as required. Audio recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

Procedures at meetings will be in accordance with the Local Government (Procedure at Meetings) Regulations 2013, these Terms of Reference and, when established Councils Code of Practice - Meeting Procedures.

10. Reporting Responsibilities

10.1 The Director - Development and Environmental Services will inform the Council at its next Ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises e.g. recommendation from the Committee. If no business is arising from the Committee meeting, the Director - Development and Environmental Services will provide the Minutes of the meeting through Councils Agenda.

10.2 Agendas and Minutes of the Open Space and Recreation Committee will be published on Council’s website and a copy of minutes will be provided to all Council members in accordance with the requirements of the Local Government Act 1999 and via Council’s Extranet.

11. Delegations

The Open Space and Recreation Committee has no direct decision making power and will provide recommendations to the Council on matters for consideration.
12. Administrative

The Director - Development and Environmental Services shall provide administrative resourcing to the Committee.

The Committee shall:

12.1 have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations;

12.2 receive adequate training as required and in accordance with Council’s budget;

12.2 review its performance and Terms of Reference as required and recommend any changes necessary to Council.