



Name	GOV10 Recreational Reserves Committees
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
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1 Purpose

This Policy provides the structure and terms of reference for Recreational Reserves Committees of Council, their portfolios, membership and meeting procedures.

2 Principles

Litchfield Council is committed to ensuring good governance and transparent decision making in determining the strategies, projects and services carried out by Council on behalf of and for the benefit of the community.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Term	Definition
Committee	A Committee of Council as defined under Part 5.2 of the Local Government Act
Member	Member of the Committee

4 Policy Statement**4.1 Establishment of Recreational Reserve Committees**

- 4.1.1 Recreational Reserve Committees are established through resolution of Council as required from time to time.
- 4.1.2 Each Committee shall receive reports of officers, deliberate on issues within the portfolio assigned to it by Council, and in each instance report to Council its recommendations.
- 4.1.3 The Councillor for the applicable Ward shall act as Chair of the Committee, unless otherwise determined by Council resolution. The Chair must be a Councillor.
- 4.1.4 Membership shall consist of community members, the number of which shall be determined by Council resolution for each Committee established. Appointment to the Committee shall be via Council resolution.
- 4.1.5 The Mayor shall be an ex-officio voting member of each Committee.
- 4.1.6 Quorum shall consist of 50% of the members plus one.

4.2 Pursuant to Section 55(2) of the Local Government Act, Recreation Reserve Committees are advisory in nature, with no executive authority.

- 4.2.1 Committees do not have the power to incur expenditure.
- 4.2.2 Committees do not have the power to bind Council.
- 4.2.3 Committees make decisions which are then provided to Council as recommendations.

4.2.4 Committee decisions which are determined by the Chief Executive Officer purely operational and are within the delegations of officers will be dealt with and any action taken reported to the Committee.

4.3 Meetings

4.3.1 Committees shall meet at least once in every two calendar months.

4.3.2 Pursuant to Section 63(2) of the Local Government Act, the CEO may, at the request of the Committee Chair, convene a meeting of the Committee.

4.3.3 If the CEO, in consultation with the Chair of the Committee, determines that there is no business to be put to a scheduled meeting of the Committee, no meeting will be as long as 4.3.1 is complied with above.

4.3.4 Committees shall determine their own meeting procedures according to best practice.

4.4 Terms of Reference for Recreation Reserve Committees

Council assigns the following functions to each Committee with respect to the Recreation Reserve for which they have been established:

- Ensure the Reserve is managed in line with Council’s Municipal Plan and applicable strategies;
- Develop and maintain a 10 Year Plan for the Reserve, and report to Council on its implementation and progress;
- Promote the use of the Reserve by community members and attract user groups, and advise Council on initiatives to make the use of the Reserve more effective in meeting their needs;
- Provide timely advice to Council on repairs and maintenance;
- Provide timely advice to Council regarding financial management of the Reserve, including the proposal of a budget and the setting of user fees where appropriate;

4.5 Council Policies and Code of Conduct

Committees shall be bound by the Code of Conduct for Elected Members, and compliance with Litchfield Council policies.

4.6 Confidentiality and Privacy

4.6.1 Committee Members may have contact from time to time with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information unless the Member is authorised by the Chief Executive Officer to do so.

4.6.2 Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information by Council. Adherence to this legislation is also the responsibility of Committee Members.

5 Associated Documents

Litchfield Council Policies

6 References and Related Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.