



## Howard Park Recreation Reserve Management Committee Terms of Reference

### Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Howard Park Reserve Committee.

Howard Park Reserve is conveniently located in the hub of Howard Springs and sits on more than 8 hectares of land. Howard Park encompasses grassy picnic areas, a children's playground and wide-open spaces.

### Purpose

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to the Reserve; and
- enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

### Definitions

For the purpose of these Terms of Reference:

- **Member** means a member of the Committee
- **Council** means the Litchfield Council
- **User-Group** means a group using the facilities of the Recreation Reserve on a regular basis.
- **Reserve** means Howard Park Reserve.

### Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.



## **Delegations**

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the Manager Community Inclusion with any action, or lack thereof, reported to the Committee on a regular basis.

## **Membership**

The Committee shall comprise a minimum of seven members in total made up of:

- One Elected Member - one of the Litchfield Council North Ward Councillors;
- At least four and up to six community members;
- One community representative (not representing a User Group); and
- Council's Community Development Program Leader.

If a community member is also a member of a user group at Howard Park, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The Manager Community Inclusion may from time to time nominate additional staff to attend the Committee. Additional staff invited to attend will not have any voting rights.

## **Term of Appointment**

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three (3) years.

## **Selection of Committee Members**

Community members will be appointed by Council following a public advertisement process.



Selection will be based on the identified criteria as well as individual merit. Selection criteria will include community members who:

- Are residents in the Litchfield municipality;
- Have community connections in the Litchfield municipality; and
- Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

### **Roles and Responsibilities of Members**

- To provide advice and make recommendations to Council on the future direction and development of Howard Park.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Howard Park.
- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's annual capital works program and grant opportunities.

### **Vacancies**

A vacancy on a Committee will be filled through a public advertisement process if there is more than twelve (12 months) of the Committee member's term remaining.

If the remaining Committee members term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council

All Committee members are required to be formally appointed by Council.



## Meetings

The Committee shall meet once in every two (2) calendar months and at least six (6) times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

## Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Reviewing the draft agenda and minutes before distribution.

## Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

## Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.



## **Secretariat Support**

The secretary for meetings will be Council's Community Development Program Leader or delegate appointed by the Manager Community Inclusion.

The Community Development Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

## **Agenda Papers**

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

## **Meeting Protocol**

The Committee shall adhere to normal meeting protocols.

## **Voting**

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

## **Conflict of Interest**

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.



Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

‘Disclosures of Interest’ will be a standing item on the agenda.

### **Reporting**

The Committee will report formally to Council on a quarterly basis via the Manager Community Inclusion.

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

### **Amendment**

These Terms of Reference may be amended, varied or modified in writing by Council.