

MEELUP REGIONAL PARK MANAGEMENT COMMITTEE

* *Proposed for re-establishment on 9 October, 2013.*

Terms of Reference

1. Introduction

The Council of the City of Busselton establishes a Meelup Regional Park Management Committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the *Local Government Act 1995*.

The Council appoints to the Committee those persons whose names (*shall*) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2015, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

The name of the Committee shall be the Meelup Regional Park Management Committee.

3.0 Objectives

3.1 To develop a strategic plan for the regional park that ties into Council's Strategic Plan, to be endorsed by Council, and to annually review the five-year plan of capital and operating expenditure and income, to be endorsed by Council.

3.2 Care for, control and manage all areas of Meelup Regional Park (except any areas specifically excluded by Council).

4.0 Membership

2 Elected Members shall be appointed to the Committee

Councillor

Councillor

1 Deputy elected member shall be appointed for the Committee

Councillor

The CEO or his appointed delegate shall be appointed to the Committee
Delegate –

6 Community Members shall be appointed to the Committee

Deputy Members may be appointed as required

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

5.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.0 Meetings

The Committee shall meet at least four times annually, and shall report to Council twice a year as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 Delegated Powers

The Meelup Regional Park Management Committee is delegated authority to:

Exercise the powers and discharge the duties of the local government under Section 3.54(1) of the Local Government Act 1995 as they relate specifically to Meelup Regional Park, in accordance with the City's Strategic Plan, Park's management plan and Council's budget, with the exceptions that:

- a) normal maintenance and servicing (eg. building maintenance and operations, maintenance of grassed areas and surrounds, rubbish removal, etc) of the coastal

foreshore recreation areas at the localities of Eagle Bay, Meelup Beach and Castle

- Rock are to be undertaken by the City; and
- b) all law enforcement (eg bush fire control, litter control, etc) is to be exercised by the City's Ranger and Fire Services.

9.0 Conditions

As identified in the delegation (above).

10.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council, not exceeding 17 October, 2015.

11.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

12.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

History	
9 October, 2013	
12 October, 2011	C1110/315