

Snowy Monaro Open Space and Recreational Facilities

Advisory Committee | Charter

Record of versions

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2	01/05/2024	Increase community membership from 8 to 10	101/24	Governance
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1 Purpose of this Charter

The committee charter sets out the membership, responsibilities, authority and operations of the Snowy Monaro Open Space and Recreational Facilities Committee (the Committee). This charter should be read in conjunction with other Council procedures for managing committees.

2 Role of the Committee

The committee will assist Council to remain attuned to the needs and preferences of the community regarding the open spaces and recreational facilities in the Snowy Monaro Region. The Committee will:

- Offer suggestion on the delivery of action items within the Recreation and Open Spaces Strategy;
- Provide preference on the service levels of the recreation facilities;
- Provide input on the development of asset management plans and recreational facility plans;
- Provide recommendations regarding priorities on projects; and
- Work with Council and the Community to develop project concepts.

3 Overarching and Supporting Documents

The Committee will operate within the parameters of the following documents:

- Committee Manual
- Recreational and Open Spaces Strategy
- Snowy Monaro Regional Trails Masterplan
- Any other relevant strategy documents

4 Power of the Committee

The Committee exercises functions of Council as a Committee under Section 355 of the *Local Government Act 1993*.

The power of the committee is in an advisory capacity. It does not have power to make decisions that will bind the Council or to commit the expenditure of the financial resources of Council or any other organisation without express authorisation.

The Committee will exercise this power by considering any matter relating to its purposes in a formal meeting and making formal recommendations to Council.

Day to day operations and expenditure are managed through the delivery plans adopted by Council each term and operational plans adopted each year. The Committee may provide input into proposed management plans and grant funding opportunities for Council's consideration.

5 Structure and Composition of the Committee

The Committee shall consist of a minimum of five (5), and a maximum of nine (9) community members. The membership shall be made up of:

- *One Councillor representative*
- *10 community members*

Best efforts will be made to ensure inclusivity and diversity.

From this membership, the Committee will elect its office bearers at its inaugural meeting and thereafter at its annual general meeting (AGM). Council staff and community members may attend committee meetings, upon invitation from the Chair.

Staff who attend meeting to provide advice and direction to the committee do so as an extension of their role. Staff cannot be included as voting members of the committee, fulfil administrative support or chairing duties.

6 Appointment of the Committee

To hold office and provide advice to Council, Committee members are appointed by resolution of the Council before being able to vote or take part in meetings of the Committee.

The term of membership on the Committee shall be for the Council term. Throughout the term, the composition and function (and charter) of the Committee shall be reviewed and a recommendation made to Council as required.

6.1 Attendance

Committee members are expected to attend all committee meetings. In the event a member is unable to attend a meeting the secretary must be notified of their apology.

Where a member fails to attend three consecutive meetings without submitting an apology, or advising of an extended absence (leave of absence) they will forfeit their membership on the committee. The Committee are to notify council of a forfeited membership.

Members may attend meetings via audio-visual means. Notice should be given to the secretary a minimum of three working days prior to the meeting.

6.2 Vacancies

Vacancies of community members may be filled by resolution of the Council and the term of any substitute member appointed shall be the same term as that of the member whose position has been vacated or forfeited.

7 Principal Office Bearers

At its inaugural meeting the Committee will elect, from its membership, its principal office bearers. And there after annually at its AGM. Staff members attend meetings in an advisory role only, and cannot be appointed to an office bearer's position.

7.1 Chairperson

The Committee shall be chaired by the appointed Councillor or their alternate.

If no Councillor is available, one of the attendees will be chosen as Acting Chair for that meeting.

The role of the chairperson is to preside over the meetings, and assist Committee members by providing direction, forward planning, and co-ordinate with the Committee secretary.

7.2 Secretary

The Committee shall provide Secretariat support for all meetings. The Secretary shall:

- Keep a record (minutes) of all proceedings of the committee
- Maintain and file all committee records
- Prepare all agendas, minutes and any reports.
- Make all records available to members upon request
- Provide members with notice of meetings
- Book facilities for meetings
- Conduct general correspondence of the committee (committee emails are a council record and should be filed appropriately)
- Ensure the confirmed meeting minutes are forwarded to council within a timely manner.

Minutes are to be circulated to Committee members within one week of the date of the meeting, to ensure timely inclusion in the Council Business Papers.

8 Meetings

Meetings will be held a minimum of four times per year and at other times at the discretion of the Chairperson or on the recommendation of the Committee.

The Committee will determine the meeting dates and times at its inaugural meeting and forward to Council for information. Provisions for attendance by audio visual to be arranged for each meeting.

Committee meetings are not to be held on private property.

9 Quorum

A meeting must have a quorum of five members.

Non-members with an interest or expertise in a relevant area may attend the Committee meeting by invitation of the Committee. Non-members may participate in discussion but not vote on Committee business.

10 Review and Assessment of the Committee

Where required, council staff will prepare a brief annual report for Council summarising the performance and achievements of the committee.

This Charter will be reviewed once during the term of the committee, or at the request of the committee or council.