

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Reserves, Parks and Playgrounds Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

## 1. Name

The name of this Committee is 'Town of Cottesloe Reserves, Parks and Playgrounds Committee.' All references to 'Committee' in this charter mean 'Town of Cottesloe Reserves, Parks and Playgrounds Committee.'

## 2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

At the Ordinary Meeting of Council held 28 November 2017 it was resolved:

*That Council:*

1. *Note the preliminary findings and provide these to the Cottesloe resident(s) who presented the skatepark petition to Council.*
2. *Establishes a Town of Cottesloe 'Reserves, Parks and Playgrounds Committee' with nominations from Cr Boulter, Cr Thomas, Cr Harkins and Cr Sadler (Deputy) with a Charter to be developed by the Town of Cottesloe Administration that considers including the following:*
  - i. *identifying all the relevant places applicable to the Committee's deliberations;*
  - ii. *setting a program for the renewal and rejuvenation of playgrounds, and tree planting in the Cottesloe Reserves, Parks and Playgrounds; and*
  - iii. *the feasibility and priority of a skatepark in the Town of Cottesloe.*
3. *Requests that an advertisement be published within a month calling for community members who are interested in serving on the Town of Cottesloe 'Reserves, Parks and Playgrounds Committee.'*
4. *Requests that the first meeting of the Town of Cottesloe 'Reserves, Parks and Playgrounds Committee' be held before the February 2018 Council meeting.*

*Carried 8/0*

## 3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

#### 4. Vision

To enhance, maintain and renew the Town of Cottesloe’s Reserves, Parks and Playgrounds infrastructure for now and the future.

#### 5. Terms of Reference

1. The role of the Reserves, Parks and Playgrounds Committee is to make recommendations to Council and act on Council resolutions.
2. Identify and map all the reserves, parks, playgrounds and any other public open space, no matter how small, applicable to the Committee’s deliberations.
3. Develop principles and priorities to guide the RPP strategic planning that includes considerations of public health, safety, amenity and active play for all age groups having regard to Town of Cottesloe Mission Statement and the applicable Town of Cottesloe Community Strategic Plan priorities.
4. Develop a rolling program for the establishment of new playgrounds, and renewal and maintenance of existing playgrounds.
5. Develop a rolling program for tree planting in the Town of Cottesloe’s Reserves, Parks and Playgrounds.
6. Identify external funding sources.

Town of Cottesloe Mission Statement:

*To preserve and improve Cottesloe’s natural and built environment and beach lifestyle by using sustainable strategies in consultation with the community.*

#### 6. Membership

At the Ordinary Meeting of Council held 28 November 2017 it was resolved that Cr Boulter, Cr Thomas and Cr Harkins be appointed as inaugural Members and Cr Sadler as the inaugural Deputy Member for the Reserves, Parks and Playgrounds Committee.

Membership of this Committee, as a guide, will comprise of Town of Cottesloe Elected Members and community representatives. As a guiding principle, there should always be one more Elected member than the total number of community representatives.

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

## 7. Meetings

### 7.1 Annual General Meeting

Nil

### 7.2 Agenda

Hard copies will be circulated to Elected Members at least four days before the applicable Committee meeting.

### 7.3 Committee Meetings

Meetings shall be held not more frequently than every month, unless a special meeting of the Committee is called for a specified purpose.

### 7.4 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting or non-voting) as endorsed by Council at the time of the meeting.

### 7.5 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

Non-voting members are able to be counted towards a quorum and may move and vote on the acceptance of the Minutes of the previous meeting only.

### 7.6 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include —*

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

#### **7.7 Who acts if the Presiding Member is unavailable**

Shall be in accordance with section 5.14 of the Act.

#### **7.8 Meetings**

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

#### **7.9 Public Question Time**

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time but generally speaking community members may attend to ask questions.

#### **7.10 Members’ Conduct**

Council Members of the Committee shall be bound by the following;

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

#### **7.11 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required;
- Attend and record the Minutes of the meeting; and
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

#### **7.12 Presiding Member**

The members (voting) will elect a Presiding Member and Deputy Member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the Presiding Member and Deputy Member shall be in accordance with the provisions of section 5.12 of the Act.

#### **7.13 Meeting attendance fees**

Nil

**8. Delegated Authority**

This Committee has no delegated authority.

**9. Endorsement**

This Charter was endorsed by the Town of Cottesloe Reserves, Parks and Playgrounds Committee at its meeting on 13 September 2018.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 27 October 2018.