



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Open Space, Sport &amp; Recreation Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	To provide advice to assist Council in the strategic planning for sport, recreation and open space.
4. Function and Role	To provide advice and recommendations to Council in relation to sport, recreation and open space, including: <ul style="list-style-type: none"> <li>▪ Review and consideration of current and future community needs for sport and recreation facilities, open space and unstructured recreation</li> <li>▪ Response to strategic opportunities</li> <li>▪ Review of policy and strategy</li> </ul>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	Minimum of three Councillors (preferably one from each Ward). Councillors appointed annually by Council
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee annually
8. Voting Rights	All members. Chairperson has casting vote
9. Quorum	Two (2) Councillors
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.
11. Role of Council Staff Attendee(s)	Officers to attend in an advisory capacity to provide advice and assistance to members  Executive Officers to the Committee Director <ul style="list-style-type: none"> <li>▪ Infrastructure and Open Space</li> <li>▪ Manager Recreation and Open Space</li> </ul>
12. Meeting Frequency	At least two times annually

13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Manager Recreation and Open Space
16. Date of Council Approval of Terms of Reference	3 November 2021
17. Date of Next Review of Terms of Reference	November 2022