



AGENDA

East Point Reserve Advisory Committee Meeting Thursday, 16 February 2023

**I hereby give notice that East Point Reserve Advisory Committee
Meeting will be held on:**

Date: Thursday, 16 February 2023

Time: 4:30pm

**Location: Meeting Room Bidjpidji (Meeting Room 1)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

Webcasting: [Microsoft Teams Meeting](#)

**Simone Saunders
Chief Executive Officer**

EAST POINT RESERVE ADVISORY COMMITTEE MEMBERS

Councillor Mick Palmer
Birdlife NT Lou Martini
Community Representative Lorraine Corowa
Darwin Military Museum Norm Cramp
Community Representative Serena Ragosta
Darwin Triathlon Club Gary Wall
Larrakia Nation Ben Smith
Mindil Beach Life Savers NT Teresa Hall
NT Heritage Branch Michael Wells
Pee Wees Restaurant Simon Mathews
Researcher John Rawsthorne
Top End Native Plants Lon Wallis
Weeds Branch NTG
Friends of East Point Mathias Paul
Museum and Art Gallery of the NT Kirsten Abbott
Fannie Bay Equestrian Club Anja Zimmermann
Crown Lands NTG Racheal Curtain

OFFICERS

Senior Coordinator Parks & Reserves, Jamie Lewis
Executive Assistant, Louise Flower
Executive Manager Environment & Waste Services, Nick Fewster
Coordinator Environment & Climate Change, Emma Smith
Environment, Climate & Waste Support Officer, Elizabeth Gleeson

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1 MEETING DECLARED OPEN**2 ACKNOWLEDGEMENT OF COUNTY**

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES AND LEAVE OF ABSENCE**3.1 Apologies**

THAT the apology from Member Norman Cramp Darwin Military Museum and John Rawsthorne Researcher, be received.

3.2 Leave of Absence Granted**3.3 Leave of Absence Requested****4 ELECTRONIC MEETING ATTENDANCE****4.1 Electronic Meeting Attendance Granted****4.2 Electronic Meeting Attendance Requested****5 DECLARATION OF INTEREST OF MEMBERS AND STAFF****6 CONFIRMATION OF PREVIOUS MINUTES**

Not applicable. Quorum was not met at the East Point Reserve Advisory Committee Meeting held 17 November 2022.

7 ACTIONS ARISING FROM PREVIOUS MINUTES**8 PRESENTATIONS**

Fannie Bay Equestrian Club representatives will present on the Museum's request for an expansion of their footprint.

9 OFFICER REPORTS

9.1 MEETING TIME, DATES AND LOCATION

Author: Executive Manager Environment and Waste Services
Coordinator Environment and Climate Change

Authoriser: Executive Manager Environment and Waste Services

Attachments: 1. East Point Reserve Advisory Committee - Terms of Reference

RECOMMENDATIONS

1. THAT the report entitled Meeting Time, Dates and Location be received and noted.
2. THAT the East Point Reserve Advisory Committee adopts the following schedule for meetings in 2023:
 - a) to be held on Thursday's
 - b) to be held from 4:30 PM
 - c) to be held at the Civic Centre Bidjpidjii Room (formerly Meeting Room 1) or electronically via Teams as determined by City of Darwin
 - d) Quarterly meetings are to be held on:
 - i. 18 May 2023
 - ii. 17 August 2023
 - iii. 9 November 2023
 - iv. 15 February 2024.

PURPOSE

The purpose of this report is to set the schedule for frequency of meetings of the East Point Reserve Advisory Committee as per the Committee Terms of Reference.

KEY ISSUES

- At the Council Meeting held on 16 June 2020, Council decided to establish an East Point Reserve Advisory Committee.
- At the Council Meeting held on 16 March 2021, the Terms of Reference for this Committee were adopted. The adopted Terms of Reference for the East Point Reserve Advisory Committee is at **Attachment 1**.
- In accordance with the Terms of Reference, this report proposes the Committee meet another three times in 2023 (18 May, 17 August and 9 November 2023) and once in 2024 (15 February 2024).

DISCUSSION

To align to the East Point Reserve Advisory Committee Terms of Reference, the committee is required to meet quarterly. Time and location of meetings is to be determined by the Committee. The dates presented are for endorsement or discussion of alternative dates as determined by the committee and are proposed to meet Councils statutory requirements.

It is noted that attendance at the meetings will be offered in person and via Microsoft Teams.

This report proposes the East Point Reserve Advisory Committee considers adopting the following meeting schedule for 2023:

- a) Meetings to be held on Thursday's
- b) Meetings to be held from 4:30 PM
- c) Meetings to be held at the Civic Centre Bidjpidjii Room (formerly Meeting Room 1) or electronically via Teams
- d) Quarterly meetings are to be held on:
 - v. 18 May 2023
 - vi. 17 August 2023
 - vii. 9 November 2023
 - viii. 15 February 2024.

PREVIOUS COUNCIL RESOLUTION

At the East Point Reserve Advisory Committee Meeting held 24 February 2022, the Committee resolved as follows:

9.2 MEETING TIME, DATES AND LOCATION**COMMITTEE RESOLUTION EPRAC001/22**

Moved: Community Representative Lorraine Corowa

Seconded: NT Heritage Branch Michael Wells

1. THAT the report entitled Meeting Time, Dates and Location be received and noted.
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 - a) to be held on Thursday's
 - b) to be held from 4:30 PM
 - c) to be held at the Civic Centre Bidjpidjii Room (formerly Meeting Room 1) or electronically via Teams as determined by City of Darwin
 - d) Quarterly meetings are to be held on:
 - i. 19 May 2022
 - ii. 18 August 2022
 - iii. 17 November 2022
 - iv. 16 February 2023.

CARRIED 11/0**STRATEGIC PLAN
ALIGNMENT**

6 Governance Framework

6.3 Decision Making and Management

BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Budget/Funding: Nil Existing Position No: 4018 Contractor: Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: The Committee has been established pursuant to the <i>Local Government Act 2019</i> Policy: Advisory and Other Committees – No.093
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).



EAST POINT RESERVE ADVISORY COMMITTEE TERMS OF REFERENCE

GOVERNANCE

1 PURPOSE

The East Point Reserve Advisory Committee has been established as an Advisory Committee in accordance with Section 82 of the Local Government Act 2019. Its purpose is to provide advice to Council on matters outlined in the Committee's roles and functions. The Committee will provide recommendations to Council to enable an informed decision to be made on the management of East Point Reserve.

2 SCOPE (MANDATE AND AUTHORITY)

The East Point Reserve Advisory Committee operates to advocate, advise and support Council's approach to management of East Point Reserve in accordance with the East Point Reserve Biodiversity Management Plan.

The Committee will:

- Consider officer's reports and provide a recommended course of action to Council to determine matters related to the East Point Reserve; and
- Provide a forum to enable complex issues related to the East Point Reserve to be discussed at length or any other matters.

3 AUTHORITY / DELEGATION

The East Point Reserve Advisory Committee has the power only to recommend a course of action to Council and does not have any delegation to make decisions. The Committee is responsible for implementing the decisions of Council in accordance with the role and functions of the Committee.

4 ROLES AND FUNCTIONS

The functions of the East Point Reserve Advisory Committee are to:

1. Bring stakeholders together to share knowledge, experience and opportunities
2. Monitor the implementation of the East Point Reserve Biodiversity Management Plan 2019-2024
3. Inform and advise Council of issues within and around the reserve or any other matters

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East Point Reserve Advisory Committee Terms of Reference		Page 1 of 4
Version: 1	Decision Number: ORD083/21	Adoption Date: 18/03/2021
Responsible Officer: GM Engineering & City Services		Next Review Date: 18/03/2022

Electronic version current. Uncontrolled copy valid only at time of printing.



EAST POINT RESERVE ADVISORY COMMITTEE

GOVERNANCE

5 MEMBERSHIP

In accordance with the *Local Government Act 2019*, City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication and commitment to the purpose of the group. Membership will consist of Elected Members, organisations and community representatives as follows:

1 Elected Member (1 alternative)

2 Community Representatives

The following organisations will be invited to be members of the Committee:

1. East Point Aero Modellers Club Inc.
2. Fannie Bay Equestrian Club Inc.
3. Pee Wee's at the Point
4. Darwin Military Museum
5. Friends of East Point
6. Northern Territory Naturalist's Club
7. Top End Native Plant Society
8. Birdlife Top End
9. NTG Crown Lands
10. NTG Weeds Branch
11. NTG NT Heritage Branch
12. Research organisations
13. Larrakia Nation
14. Museums and Art Galleries of the Northern Territory
15. Darwin Triathlon Club
16. Mindil Beach Surf Life Savers NT

Membership will expire if a member does not attend three consecutive regular meeting occasions without an approved leave of absence.

Representatives shall be nominated by a member organisation and are required to send a briefed alternate delegate should the nominee be unable to attend a meeting.

The Term of Membership for Community members is two (2) years. Community Members if absent are unable to send a proxy.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

5.1 CHAIR AND DEPUTY CHAIR

In accordance with of the *Local Government Act 2019*, Council will appoint a Chair to the Committee for a minimum term of one year.

In accordance with the *Local Government Act 2019*, the Committee may appoint a Deputy Chair for the purposes of chairing a meeting if the chair is not present annually or at a meeting as required.

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EAST POINT RESERVE ADVISORY COMMITTEE

GOVERNANCE

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

5.2 MEMBERS

The responsibility of the members are to:

- Regularly attend meetings and to actively contribute ideas and commentary.
- Actively participate in working groups, sub-committees or specialist panels as required.
- Represent the interests of the community rather than pursue personal interests.

6 MEETINGS

6.1 NOTICE OF MEETING AND BUSINESS PAPERS

The CEO will convene the meetings and will distribute a notice of meeting at no later than four business days prior to a meeting. The notice of meeting will be attached to the agenda which outline the business to be addressed at the meeting. The business papers will be posted to Council's website.

6.2 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet quarterly, or more frequently as required.

Special meetings may be convened on request to the Chief Executive Officer in writing. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items on the agenda. Only items listed on the agenda may be considered at a special meeting of the Committee.

6.3 QUORUM

A quorum will consist of one half plus one of the overall members.

If a quorum is not present within 30 minutes of the start time for the meeting the meeting can be postponed to a time later on the same day, or the Chief Executive Officer may postpone the meeting for up to 21 days.

If the meeting is postponed, the secretariat will update the council's website.

All members of the committee will be advised via email of the new time and place of the postponed meeting.

6.4 VOTING

If a decision is required, the Chair will hold a vote and it will pass if the majority plus 1 vote in favour.

The chair must exercise, in the event of an equality of votes, a second or casting vote.

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EAST POINT RESERVE ADVISORY COMMITTEE

GOVERNANCE

6.5 MINUTES

The Committee will keep minutes of its proceedings in accordance with the *Local Government Act 2019*.

The draft minutes of a meeting will be published on Council's public website within 10 business days of the meeting and marked as unconfirmed.

Minutes will be tabled at the next meeting of Council noting Committee recommendations for Council's endorsement.

Confirmed minutes will be updated on Council's website following confirmation at the next meeting of the Committee.

7 CONDUCT

Meetings must be conducted in accordance with the *Local Government Act 2019*, and Council meeting policy.

Members of the committee are appointed to represent the interests of Council and are required to abide by Council's Code of Conduct for Elected Member.

If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the matter to the City of Darwin Chief Executive Officer.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION**9.1 TERMS OF REFERENCE**

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

At the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council Committee.

These Terms of Reference were adopted by Council on 16 March 2021.

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9.2 CITY OF DARWIN OFFICER UPDATES

Author: Executive Manager Environment and Waste Services

Authoriser: Executive Manager Environment and Waste Services

Attachments: Nil

RECOMMENDATIONS

That a verbal update provided by Council officers, covering multiple programs and projects, be received and noted.

Jamie Lewis, Senior Coordinator Parks and Reserves

- Update on weed management at East Point Reserve

Elizabeth Gleeson, Environment Climate and Waste Support Officer

- Cane toad management activities
- Atlas Moth project

Emma Smith, Coordinator Environment & Climate Change

- Updates to East Point Biodiversity Management Plan, including fire management plan
- Update on proposal for Dudley Point Fishing Platform

Nick Fewster, Executive Manager Environment and Waste Services

- Budgeting process and Master Plan funding request
- Interpretative signage and shelter replacement at Dudley Point

10 MEMBER REPORTS**10.1 ROUNDTABLE STAKEHOLDER UPDATES**

Author: Executive Manager Environment and Waste Services

Authoriser: Executive Manager Environment and Waste Services

Attachments: Nil

RECOMMENDATIONS

That the Members' verbal reports be received and noted.

PURPOSE

The purpose of this report is to receive membership updates and request a roundtable update from all members and stakeholders on the Committee.

11 GENERAL BUSINESS

12 NEXT MEETING

18 May 2022

13 CLOSURE OF MEETING