

# East Point Reserve Advisory Committee terms of reference

## No. 1220.001.E.R

### 1 Purpose

The East Point Reserve Advisory Committee (the Committee) is established in accordance with section 82 of the *Local Government Act 2019* (NT). The purpose of the Committee is to provide advice to Council to enable informed decisions on the management of East Point Reserve.

### 2 Scope

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

### 3 Authority / delegation

The Committee is an advisory committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

### 4 Functions

The functions of the Committee are to:

- bring stakeholders together to share knowledge, experience and opportunities
- monitor the implementation of the East Point Reserve Biodiversity Management Plan 2024 - 2029
- inform and advise Council of issues within and around the reserve or any other matters.

The Committee will:

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

## 5 Membership

### 5.1 Members

Membership of the Committee will be appointed by Council.

Council will appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the functions of the group.

The Committee will, where possible, appoint a First Nations representative – either an appropriate organisation or community member.

Membership will consist of:

- two community members
- organisational memberships consisting of:
  - Fannie Bay Equestrian Club Inc.
  - Friends of East Point
  - Birdlife Top End
  - Department of Infrastructure, Planning and Logistics (Crown Land Estate)
  - Department of Territory Families, Housing and Communities (Heritage Branch)
  - Research organisations
  - Larrakia Nation
  - Museum and Art Gallery of the Northern Territory
  - Darwin Triathlon Club
- one Elected Member
- one Elected Member (alternate)
- the Lord Mayor, who may attend as ex-officio.

### 5.2 Chair

The chair of the Committee will be appointed by Council.

The Committee Chair is responsible for:

- ensuring the good conduct of meetings in accordance with the role and functions of the Committee
- 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.

The Committee may appoint a Deputy Chair for the purpose of chairing a meeting if the Chair is not present.

| Version: | Decision Number: | Adoption Date: | Next Review Date: |
|----------|------------------|----------------|-------------------|
| 5        | ORD329/24        | 13 August 2024 | 12 August 2028    |

**Responsible Officer: Chief Executive Officer**

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### 5.3 Terms and vacancies

Membership term for community and organisational members will be for two years.

Membership term of an Elected Member will be for one year, by nomination at an Ordinary Council Meeting.

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

## 6 Meetings

The Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019* (NT), *Local Government (General) Regulations 2021* (NT) and relevant City of Darwin policies.

### 6.1 Frequency and location

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

The Committee will meet at least four times per year and no more than eight times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer (CEO) on the request of the Chair, or a majority of committee members. The CEO will then issue a Notice of Meeting with the time, date and location, and the items to be discussed at the special meeting.

### 6.2 Voting

For voting purposes, the Chairperson will accept motions moved and seconded by members of the Committee, by show of hands.

A Committee decision is by majority vote of voting members present at the meeting.

A majority vote is half plus one of the members present.

Each member present has, and must exercise, one vote on a question arising for decision at the meeting.

The Chair must exercise, in the event of an equal number of votes, a second or casting vote.

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### 6.3 Secretariat

City of Darwin will provide secretarial services to the Committee. This includes assisting the CEO to ensure:

- the business papers are distributed no later than three business days prior to a meeting and are available on the website
- proper minutes are kept and ensure that they are tabled at the next meeting of Council
- a copy of the minutes is, within ten business days after the date of the meeting to which the minutes relate, available on the website.

### 6.4 Meetings

Meetings are open to the public unless confidential business is being considered.

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

## 7 Quorum

Quorum consists of a majority, being half plus one of its members holding office at the time of the meeting.

## 8 Code of conduct

All Committee members are required to abide with Schedule 1 Code of Conduct of the *Local Government Act 2019* (NT).

This includes the requirement to declare gifts and/or benefits.

## 9 Conflict of interest

Committee members must declare any real or perceived conflicts of interest when joining the Committee.

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

## 10 Review and performance evaluation

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

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## 11 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* (NT) as a member of a Council appointed Committee.

Name \_\_\_\_\_

Signature \_\_\_\_\_