

EAST POINT RESERVE ADVISORY COMMITTEE

TERMS OF REFERENCE

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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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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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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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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