

# EAST POINT RESERVE ADVISORY COMMITTEE

## TERMS OF REFERENCE 1220.001.E.R

### 1 PURPOSE

The East Point Reserve Advisory Committee is an Advisory Committee. 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

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 FUNCTIONS

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

- a) Bring stakeholders together to share knowledge, experience and opportunities
- b) Monitor the implementation of the East Point Reserve Biodiversity Management Plan 2019-2024
- c) 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 Council Members, organisations and community representatives as follows:

- 1 Council Member (1 alternative Council Member)
- 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.

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### 5.1 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; 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.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

### 5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organization relevant to the committee purpose.

## 6 MEETINGS

### 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 (4) times per year and no more than eight (8) 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 on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

### 6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

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

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## 7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

## 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

Commencing November 2022, 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 appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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