

Tweed Coast Koala Advisory Group
Terms of Reference

Version 1.0

31 March 2010

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Acknowledgements

This document has been derived from a template prepared by the Department of Premier and Cabinet, Tasmania. The structure is based on the *Tasmanian Government Project Management Guidelines*

For further details, refer to www.egovernment.tas.gov.au

1 Background/Context

Koalas were once found in high densities along the entire Tweed Coast. Extensive coastal development over the last 30 years has substantially reduced the amount of available habitat creating numerous subpopulations, many of which have succumbed to threatening processes such as habitat clearing, bushfire, road mortality, disease and predation by domestic and feral animals. Despite these pressures, koala populations persist in a number of areas on the Tweed Coast but all are in close proximity to expanding urban settlements.

This project aims to establish the current distribution, status and future prospects for koalas on the Tweed Coast and provide a Koala Plan of Management (KPOM) consistent with SEPP 44 and the NPWS Koala Recovery Plan covering strategic planning, development control, recovery actions, including on-ground actions and monitoring and educational components necessary to secure a future for this iconic and threatened species.

Specific outcomes of the KPOM include:

- A better understanding of the distribution, habitat requirements, threats, population dynamics and health of koalas on the Tweed Coast.
- Strategic protection of important koala habitat.
- Implementation of effective development controls.
- A strategic approach to implementation of habitat restoration and threat abatement.
- Increase community awareness and support for koala conservation.
- A framework for ongoing monitoring.

Consistent with aim of SEPP 44 the KPOM is required to:

“.....encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas, to ensure permanent free-living populations over their present range and to reverse the current trend of population decline.”

2 Function of the Tweed Coast Koala Advisory Group

The function of the Tweed Coast Koala Advisory Group is to provide advice and guidance on the preparation of the Tweed Coast Koala Plan of Management to ensure that it meets the aim of SEPP 44.

3 Role of the Tweed Coast Koala Advisory Group

The role of the Tweed Coast Koala Advisory Group is to:

- Provide overall guidance and direction to the project, ensuring that it remains on track and that outcomes are achieved.
- Ensure the project meets the requirements of SEPP 44 and positively contributes to other Natural Resource Management Strategies and Plans such as Northern Rivers Catchment Action Plan and the NSW Koala Recovery Plan.
- Provide input and advice in relation to all aspects of the project.
- Reflect and consider community opinion within the context of the aim of the project and legislative constraints.
- Recommend the public exhibition of the draft KPOM to Council
- Assist Council officers in the review of public submissions arising from exhibition of the draft KPOM
- Provide recommendation to Council on the adoption the Final KPOM.

4 Sunset Clause

The Tweed Coast Koala Advisory Group will be dissolved on the adoption of the KPOM by Council.

5 Role of individual members

The role of the individual member of the Tweed Coast Koala Advisory Group includes:

- Being committed to, and actively involved in pursuing the project's outcomes.
- Being genuinely interested in the initiative and the outcomes being pursued in the project.
- Understanding the strategic implications and outcomes of initiatives being pursued through project outputs.
- Having a broad understanding of project management issues and the approach being adopted.
- Representing the views of the community and the stakeholder groups they represent.
- Ensuring respect for the views and opinions of other committee members
- Seeking constructive approaches to resolving conflicts or differences of opinion.
- Keeping the groups they represent informed of committee decisions
- Maintain confidentiality with respect to any confidential information provided to the group
- Declaring any real or potential conflicts of interest (pecuniary or otherwise)

6 General

6.1 Membership

The Tweed Coast Koala Advisory Group shall be comprised of:

- 1 Councillor (nominated by Council)
- 2 Council Officers (Biodiversity Program Leader and a representative from the Planning Reforms Unit)
- 1 DECCW representative
- 1 DoP representative
- 1 representative from a Koala Care/Welfare Group
- 1 representative from a Koala Conservation/Environmental Group
- 3 representatives from the general community

Public expressions of interest will be sought to fill the five positions from the latter three categories.

The Councillor Representative will be appointed by Council for the term of the council.

Membership of the Committee will be terminated automatically after a member's absence from three consecutive meetings without apologies.

6.2 Chair

The Chair shall be assumed by the Councillor representative.

6.3 Agenda Items

All Tweed Coast Koala Advisory Group agenda items must be forwarded to the Council's Biodiversity Program Leader by C.O.B. five working days prior to the next scheduled meeting.

The Tweed Coast Koala Advisory Group agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting.

6.4 Minutes & Meeting Papers

Council's Biodiversity Program Leader will be responsible for the preparation and distribution of agendas, minutes, correspondence and other business papers.

Full copies of the Minutes, including attachments, shall be provided to all members and Council at the earliest opportunity after any meeting of the Advisory Group

6.5 Frequency of Meetings

The Tweed Coast Koala Advisory Group shall meet bimonthly, or as required, on a date agreed upon at the previous meeting.

6.6 Quorum and Voting Requirements

The quorum must contain at least four voting members. The two council officer members will not hold voting rights.

6.7 Review Timetable

The Tweed Coast Koala Advisory Group and associated terms of reference shall be reviewed annually to determine effectiveness in delivering the agreed project outcomes.

6.8 Dispute Resolution

The provisions of the Code of Conduct and meeting procedure relating to the maintenance of order in Council meetings apply to meetings