

Tweed Coast Koala Management Committee
Draft Terms of Reference

Version 1.0

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1 Background/Context

Council adopted the Tweed Coast Comprehensive Koala Plan of Management (KPOM) as a strategy of Council in February 2015. One of the fundamental actions of the KPOM is to establish a Koala Management Committee (KMC) to advise and assist Council with implementation and review of the KPOM, including any contiguous Individual Koala Plans of Management.

The Tweed Coast KPOM vision and aims are as follows:

- i) In accordance with the objectives of SEPP 44 and the approved NSW Koala Recovery Plan, the overarching vision of this Plan is that the Tweed Coast koala population will be recovered to more sustainable levels over the next two decades.
- ii) This vision is intended to be articulated by way of the following aims.
 - a) To recover the Tweed Coast population of the koala to at least 200 - 250 koalas over the next three koala generations (15 - 20 years).
 - b) To increase the total area of Preferred Koala Habitat to at least 2,600 ha in priority areas and linkages.
 - c) To ensure that future development on the Tweed Coast takes place in a manner that encourages the proper conservation and management of natural vegetation that provides habitat for koalas to ensure a permanent free-living population over their present range and reverse the current trend of koala population decline consistent with SEPP 44 and other relevant development controls.
 - d) To provide information on the status of Tweed Coast koalas and actions required of the community in a regular and accessible format over the life of the Plan.

The KPOM outcomes and all specified actions are presented in the plan as an implementation schedule that is applied to develop annual works programs. This program prioritises actions and budget to guide implementation of the plan.

2 Function of the Tweed Coast Koala Management Committee

The function of the Tweed Coast Koala Management Committee is to ensure broad community representation and inter-agency involvement in the processes of implementation of the KPOM.

3 Role of the Tweed Coast Koala Management Committee

The role of the Tweed Coast Koala Management Committee is to:

- Reflect and consider community interests within the context of the aims of the KPOM, legislative and financial constraints.
- Provide strategic advice to Council in relation to implementation of the annual KPOM works program.
- Contribute through participation in specific sub groups if required.

- Cultivate community and stakeholder awareness, linkages and improvement in land management practices in accordance with the aims of the KPOM.
- Contribute to review of the KPOM in accordance with relevant provisions.

4 Term

The term of the KMC shall be concurrent with the term of Council.

5 Role of individual members

The role of the individual members of the Tweed Coast Koala Management Committee includes:

- Being genuinely interested in, committed to, and actively involved in pursuing the KPOM outcomes.
- Understanding the strategic implications and outcomes of initiatives being pursued through KPOM outcomes.
- 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.
- Respecting 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 Management Committee shall be comprised of:

- 1 Councillor and an alternate (nominated by Council)
- 2 Council officers (Biodiversity Program Leader and one other Natural Resource Management Unit officer)
- 1 NSW Office of Environment and Heritage representative
- 1 NSW Rural Fire Service representative
- 1 Friends of the Koala representative
- 1 representative from a Koala Conservation/Environmental Group
- 3 representatives from the Tweed Coast community

The Councillor Representative and alternate 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 nominated by the Committee annually.

6.3 Agenda Items

All Koala Management Committee agenda items must be forwarded to the Council's Program Leader Biodiversity by close of business five working days prior to the next scheduled meeting.

The Koala Management Committee 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 Program Leader Biodiversity will be responsible for the preparation and distribution of agendas, minutes, correspondence and other business papers.

The minutes shall be provided to Council at the earliest opportunity after any meeting of the Management Committee.

6.5 Frequency of Meetings

The Koala Management Committee shall meet at least four times per year for the first five years of the plan, and thereafter as required but no less than twice per year.

6.6 Quorum and Voting Requirements

A quorum of the committee shall consist of 50% plus one member. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

The two council officer members will not hold voting rights.

6.7 Review Timetable

The Koala Management Committee and associated terms of reference shall be reviewed each term 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.

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