

Terms of Reference

Koala Beach Wildlife and Habitat Management Committee Version 1.0

Adopted by Executive Leadership Team at its meeting on 31 May 2022

Division: Sustainable Communities and Environment
Section: Sustainability and Environment
File Reference: Terms of Reference

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Koala Beach Wildlife and Habitat Management Committee

1 Objective

The purpose of the Committee is to provide input to management of the unique environmental values of the estate. The management of these values is guided by wildlife and habitat management plans which are updated periodically. A special rate, which is paid by each property owner, contributes to this ongoing management. This rate is managed in accordance with the *Local Government Act 1993*, through Council's Integrated Planning and Reporting Framework and budgetary process.

2 Strategic Links

Community Strategic Plan		
Service Stream	Sub-stream	Goal
Our Environment	Biodiversity Management	To protect and manage the environment and natural beauty of the Tweed for current and future generations.
	Bushland Management	To manage bushland on land owned or under the care and control of Council.

3 Role and Responsibilities

The Committee's role is to provide advice and recommendations to management on:

- Wildlife and Habitat Management plans and reports affecting Koala Beach Estate.
- Managing and mitigating threats to native wildlife arising from the residential areas (built environment) of the Koala Beach Estate.
- Community engagement activities as they relate to the wildlife and habitat of Koala Beach Estate.
- Allocation of the Koala Beach Estate Special Rate.

Member responsibilities include:

- Attend scheduled meetings.
- Review relevant wildlife and habitat management plans, reports, special rate financial reports and other documents prior to the meeting.
- Support Council adopted plans, reports and expenditures.

Participation by observers in meetings will be actively encouraged and meetings will be open to any interested residents and landholders. Other parties will be also be invited to attend as required.

4 Composition and Tenure

The Committee will consist of up to 10 members. Changes to the Committee composition and tenure will be by approval of the Executive Leadership Team (ELT) of Council.

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The Committee consists of:

- Up to nine (9) community representatives (residents/landholders at Koala Beach Estate).
- One Councillor (optional).

Council may also appoint an alternate Councillor member who shall act as a Councillor member if a Councillor member is unavailable.

The Chair of the Committee will be an independent member elected by a majority vote of the members of the Committee.

4.1 Selection and Appointment of Community Members

All community members will be appointed for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

The community members selected shall be ratepayers or residents of the Koala Beach Estate selected on the basis of their capacity and demonstrated ability to enact change, influence and/or interact with the local community. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Community members will be appointed by ELT.

4.2 Attendees and Invitees

A council representative will be available to attend all Committee meetings. The Chair of the Committee may invite additional council officers to attend the meeting or for specific agenda items.

The role of attendees and invitees is to provide advice, information and administration assistance to the Committee. Attendees and invitees do not have voting rights.

5 Reporting

Committee meeting minutes will be reported to ELT.

6 Administration

6.1 Meetings

The Committee will meet at least twice per year. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

Minutes will be taken at these meetings, detailing matters discussed and action agreed.

It is the responsibility of the Chair of the Committee to set the Committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

6.2 Attendance at Meeting and Quorums

A quorum will consist of the majority of Committee members. Meetings can be held in person, by telephone or by video conference.

Where an item may require consultation with the Committee outside the normal meeting cycle then consultation with Committee members may occur via email.

Should a Councillor member be unavailable to attend a meeting, that member is to contact the respective alternate Councillor member to request their attendance, and advise the secretariat accordingly.

6.3 Secretariat

The council representative will provide secretariat support to the Committee. A minutes officer will be available to record meeting minutes, if required.

The council representative will ensure the agenda for each meeting and supporting papers are circulated. Minutes shall be circulated to each member of the Committee as soon as practical after the meeting, and be available to Councillors on request.

6.4 Conflict of Interest

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Committee Performance

The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.