

Cataract Gorge Reserve Advisory Committee - Terms of Reference - Policy

The Cataract Gorge Reserve Advisory Committee is a Special Committee of Council as defined under section 24 of the *Local Government Act 1993*.

1. PURPOSE

The purpose of the Committee is to assist the Council in achieving the 2030 Vision for the Cataract Gorge Reserve & Trevallyn Nature Recreation Area as outlined in the Re-imagining the Cataract Gorge Final Plan endorsed by Council on 14 December 2015.

2. ROLE

- To provide input into the strategic direction and opportunities for the Cataract Gorge Reserve.
- To participate in the review of management actions to achieve the endorsed strategic outcomes.
- To strengthen the connection between reserve managers and the community.

3. MEMBERSHIP

The Committee will consist of the following positions:

- Up to two Alderman (one to be the Chair),
- One representation from the Parks and Wildlife Service;
- One representation from Meander Valley Council; and
- Four community representatives.

Supporting the Committee will be two Council staff members with responsibility for planning developments in the park. Additional relevant officers of the Council will attend meetings as necessary.

All community positions are for a two year period.

Vacancies will be filled in accordance with the Community Appointments to Advisory Committees Policy (14-Plx-029).

4. MEETING ARRANGEMENTS

- The Committee will meet at a minimum every three months and other times as required.
- Agendas will be forwarded to members four working days prior to each meeting.
- A member of the committee may request items to be listed on the agenda by advising the Chair eight working days prior a meeting.
- Minutes of the meeting will be circulated to all members within three working days of each Meeting.
- Following each meeting, key outcomes will be reported to the Council via the Committee reporting process in the Council Meeting Agenda.
- The meetings shall be conducted in accordance with the Local Government (Meeting Procedures) Regulations 2015, as appropriate.

5. MEETING QUORUM

A quorum is a majority of committee members including at least one Alderman and two community representatives. If a quorum cannot be achieved, the meeting is to be postponed and reconvened at a later date.

6. COMMITTEE OPERATION

The Committee will be coordinated by officers from the Infrastructure Services Directorate. The agenda will be approved by the Chair prior to issue to committee members.

The Chair of the committee must convene a meeting as per Section 5 of the Local Government (Meeting Procedures) Regulations 2015.

This is an advisory body only. An advisory committee is a committee (group of individuals) comprised of knowledgeable and credible members in their field of expertise from within or outside Council, that provides non-binding strategic guidance to Council.

A Committee member at a meeting may ask a question of the Chair or through the Chair as per Section 29 of the Local Government (Meeting Procedures) Regulations 2015.

7. CODE OF CONDUCT

All Committee members must adhere to the Code of Conduct for Committees. Aldermen and Council officers must also adhere to their own relevant Code of Conduct and leave the room during discussion and any vote on the matter.

8. CONFLICT OF INTEREST

If a Committee member has a declared interest in any matter that is to be discussed in the meeting Agenda they must declare it at the commencement of the meeting.

9. RESOURCES

The Council will provide an officer to organise meetings, take minutes and distribute follow up actions to other officers.

10. REVIEW

These Terms of Reference will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with the Council's approval.