

Cataract Gorge Reserve Advisory Committee - Terms of Reference

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

PURPOSE:

The primary purpose of the Cataract Gorge Reserve Advisory Committee is to assist the Council in achieving the 2030 vision for the Cataract Gorge Reserve and Trevallyn Nature Recreation area as outlined in the *Re-imagining the Cataract Gorge Final Plan* endorsed by Council on 14 December 2015.

OBJECTIVES:

Objectives of the Cataract Gorge Reserve Advisory Committee are to:

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

MEMBERSHIP:

The Cataract Gorge Reserve Advisory Committee will consist of the following positions:

- two City of Launceston Councillors (one to be Chair), nominated and endorsed by Council;
- one representative from the Parks and Wildlife Service;
- one representative each from the Meander Valley and West Tamar Councils; and
- up to four community representatives.

Council Officers from City Development and Parks and Sustainability will provide advice and/or assistance to the Committee as required.

Members are elected via a publicly advertised Expressions of Interest process. Staggered terms of membership may be utilised to avoid *all in all out* terms of office.

The Councillors' role will be for a four year period to coincide with Local Government Council elections, subject to a review after two years.

MEETING ARRANGEMENTS:

The Cataract Gorge Reserve Advisory Committee will meet, at a minimum of once every three months on a Thursday, according to determinations agreed to by the Committee at the first Meeting of the year. The schedule will be published following this agreement. Additional Meetings can be called if there is a perceived need.

MEETING QUORUM:

A quorum for the Cataract Gorge Reserve Advisory Committee is a majority of Committee Members including at least one Councillor and two community representatives. If a quorum cannot be achieved, the Meeting is to be postponed and reconvened at a later date.

MEETING NOTICES

Meeting Agendas, Meeting papers and Minutes will be distributed to all Committee Members via email at least four clear working days of the scheduled Meeting. A Committee Member may request an item to be included on the Agenda by advising the Chair at least eight working days prior to a Meeting. Minutes of the Meeting will be circulated to Committee Members following the Meeting. The Agenda and Minutes will be approved by the Chair prior to distribution. Following each Meeting, key outcomes of the Meeting will be reported to Council via the Committee reporting process included in the Council Agenda.

HOW THE COMMITTEE WILL OPERATE:

The Cataract Gorge Reserve Advisory Committee:

- will be coordinated by the Council and Committees Officer.
- 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 the Council, that provides non-binding strategic guidance Council.

CODE OF CONDUCT:

All Committee Members must adhere to the Code of Conduct for Committees. Councillors and Council Officers must also adhere to their own relevant Code of Conduct.

CONFLICT OF INTEREST:

If a Committee Member has a declared interest in any matter to be discussed in the Meeting, they must declare a conflict of interest in it at the commencement of the Meeting.

RESOURCES:

The Council and Committees Officer will organise Meetings, take Minutes and distribute follow-up actions.

HONORARIUMS:

Council will not pay any honorariums or expenses to any member on the Cataract Gorge Reserve Advisory Committee.

REVIEW:

The Terms of Reference, including membership, will be reviewed in conjunction with the review of the Cataract Gorge Reserve Advisory Committee, no more than five years after the date of approval or more frequently, if dictated by operational demands and with Council's approval.

RELATED POLICIES AND PROCEDURES:

[14-Plx-032 Code of Conduct for Councillors](#)

[14-Plx-033 Code of Conduct for Members of Special Committees](#)

[22-Pl-030 Code of Conduct Policy](#)

[14-Plx-029 Community Appointments to Advisory Committees Policy](#)

RELATED DOCUMENTATION

Re-imagining the Gorge Final Plan (endorsed by Council 14 December 2015)