

Terms of Reference

Tweed Coast Koala Advisory Committee

Version 1.4

Adopted by Council on 18 July 2024

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

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Tweed Coast Koala Advisory Committee

1 Objective

The purpose of the Committee is ensure broad community representation and inter-agency involvement in the implementation of the Tweed Coast Koala Plan of Management (KPOM).

2 Strategic Links

Community Strategic Plan		
<i>Service Stream</i>	<i>Sub-stream</i>	<i>Goal</i>
Leaving a legacy: Looking out for future generations	1.1 Natural resource management	Protect and manage the environment and natural beauty of the Tweed for current and future generations, and ensure that ecological sustainability and climate change consideration underpin decision making in Council.
Making decisions with you: We're in this together	2.1 Built environment	Regulate and deliver the built environment to balance the social, cultural, economic and environmental needs of the community.
Making decisions with you: We're in this together	2.2 Engagement	Provide public participation opportunities that inform decision-making processes on current and future Council infrastructure and service requirements of the community.

3 Role and Responsibilities

The Committee's role 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.

Member responsibilities include:

- 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).

4 Composition and Tenure

The Committee will consist of 8 members. Changes to the Committee composition and tenure will be by approval of Tweed Shire Council.

The Committee consists of:

- 1 Councillor and an alternate (nominated by Council)
- 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 Chair of the Committee will be elected by a majority vote of the members of the Committee.

4.1 Selection and Appointment of Community Members

All members (including alternates) will be appointed by Council 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 agency and community organisation representatives will be a person nominated by the relevant organisation.

The three community members selected shall be representatives 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 Council.

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 Council.

6 Administration

6.1 Meetings

The committee will meet at least quarterly. 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.

Meetings will be held in-person in accessible venues. All meetings will be conducted using accessible modes of communication to meet the needs of members. Virtual meeting options may be available.

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 member be unavailable to attend a meeting, that member is to contact the respective alternate 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 Conflicts of Interest and Code of Conduct

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.

Council's Code of Conduct applies to Committee members.

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.

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