



Foreshore Advisory Committee Terms of Reference

Key Focus Area

Environmental Sustainability

Relevant Council Delegation

Nil

Objectives of the Advisory Committee

1. The Foreshore Advisory Committee ('Advisory Committee') is a formally appointed Committee of Council and is responsible to that body.
2. The function of the Advisory Committee is to make recommendations and provide assistance in relation to the management of the Claremont Foreshore.

Committee Membership

3. The Advisory Committee is comprised of two (2) Council Members and up to three (3) Community Representatives.
4. Community Representatives appointed to the Advisory Committee shall ideally:
 - a. Be a resident of the Town of Claremont;
 - b. Have an interest in the Claremont Foreshore and its environment; and
 - c. Have demonstrated experience in techniques used in the management of natural areas.
5. Membership to the Advisory Committee will be for a period of two years with the nomination year coinciding with local government election years.
6. In the event of a vacancy due to the resignation of a Community Representative, the Advisory Committee shall fill the vacancy by calling for a special membership nomination and forwarding the application(s) to Council for appointment.
7. A Council Member will be appointed as the Chairperson by simple majority of the Committee. The Chairperson's responsibility is –
 - a. To provide leadership and facilitate the achievement of the Committee's objectives;
 - b. To ensure that appropriate conduct is observed at Committee meetings in line with the Town of Claremont Meeting Procedures Local Law; and
 - c. To promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations are made to Council.
8. The Chief Executive Officer will appoint an employee of the Town as an Administrator to the Committee. The Administrator's responsibility is –
 - a. To serve as a secretariat to the Committee by preparing agendas and minutes, and ensuring timely distribution to all members;
 - b. To ensure that meetings are effectively organised and recorded; and
 - c. To provide administrative support for the purposes of the Committee.

Meetings

9. The Advisory Committee shall formally meet on a quarterly basis. Meetings will be called by the Chairperson in consultation with the Chief Executive Officer.
10. All meetings of the Advisory Committee are to be conducted in accordance with the *Local Government Act 1995*, its associated Regulations and the Town of Claremont Meeting Procedure Local Law.
11. Quorum for a meeting of the Advisory Committee shall be at least 50% of the number of voting members (whether vacant or not) of the Committee.
12. Meetings of the Advisory Committee are generally closed to the public. Public attendance is permitted only through invitation or prior approval by the Committee.

Reporting

13. Town staff shall report to the Advisory Committee at each meeting to provide updates on items relevant to the Committee.
14. Where matters require a decision from Council, the Advisory Committee shall resolve in its meeting to recommend a decision to Council at the next available Ordinary Council Meeting.

Delegated Powers

15. The Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council.

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