

CAIRNS RECREATIONAL FISHING WORKING GROUP TERMS OF REFERENCE

Intent Council seeks to continue to engage with the community and vested stakeholders in assisting with the management of Recreational Fishing in the Cairns Regional Council area as per its Recreational Fishing Strategy (2018-2022).

Scope The Recreational Fishing Working Group (RFWG), referred hereafter as the Working Group, provides advice, advocacy, reporting, community feedback and recommendations to Council and Council officers in relation to matters of recreational fishing strategies and, as required, report to Council on the progress and effectiveness of the Recreational Fishing Strategy.

PROVISIONS**OBJECTIVES**

The Working Group assists Council to provide a vital communication linkage to and from Council to sector interest groups, government agencies and the community in general.

Through this Working Group, Council is better informed of the community's aspirations and expectations in regard to raising awareness and implementation of the recreational fishing strategy, in particular the five core strategic themes. These themes include: ecology and natural environment; fisheries development; enhancing marine infrastructure and access; marketing and promotion; and business and event development. In addition, the Working Group provides a mechanism for Council to engage with the broader community during future policy formulation and future direction setting on its strategic approach to recreational fishing in the Cairns Regional Council area.

RESPONSIBILITIES

The primary responsibility of this Working Group is to work in partnership with Cairns Regional Council to increase the understanding of issues relating to the management of recreational fishing, in particular the Cairns Net Free Zone (NFZ).

The Working Group uses its expertise, influence and local knowledge to provide feedback to Council on its adopted recreational fishing plan. The Working Group is responsible for:

- Undertaking projects, programs and activities that raise the awareness and education of the community's understanding of the recreational fishing plan.
- Provide reports as required to Council on the effectiveness of its adopted management approach.
- Providing recommendations to Council on other matters pertaining to the management of the recreational fishing plan in the Cairns Regional Council area.
- Provides a monitoring and reporting role in relation to the active management of the recreational fishing plan.

ADMINISTRATION**Membership**

Membership of the Recreational Fishing Working Group is voluntary in capacity and no reward or remuneration is permissible. Total membership comprises as follows:

- specialist practitioners and advisors as deemed necessary by Cairns Regional Council;
- one representative from the State Department of Agriculture and Fisheries;
- Council officers as determined by the CEO;
- one divisional Councillor;
- Community Representatives.

Call for community representation (or replacement of members) shall be by public advertisement. Members will be considered based on their skills, expertise, knowledge and abilities. Prospective members will be reviewed and recommended by the existing cohort and endorsed by the CEO.

It is important that the membership as a whole has sufficient breadth of experience and skills to represent the needs and aspirations of the broader community. Working Group membership will be for the balance of the term of the current Council, unless determined otherwise by the CEO. If required, additional persons may be approved to attend by the CEO, either as specialist advisors or additional community members.

Working Group members are required to act impartially and represent the interests of the broader community or their particular agency above their personal interests. Whilst members have a role in providing specific sector or interest group opinions, the Working Group must on balance strive to meet the needs and aspirations of the whole community.

From time to time or as required, a Working Group Chair shall be appointed. The Chair will be empowered to ensure the good order and conduct of the Working Group meetings. The Working Group Chair will be determined by a nomination process prior to an appropriate meeting and decided by majority vote.

The CEO or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the Working Group.

Meetings

All meetings must have at least two community representatives present to proceed. Should the Chair be absent then a Council officer will be selected by the CEO, or delegate, to preside for that meeting. The CEO, or delegate, has the function and responsibility for the preparation of meeting agendas and minutes. Council is committed to sustainability and as such this Working Group operates in an environmentally sustainable manner. The dates, times, agenda and meeting minutes will be displayed on Council's webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation, attendance and participation in Working Group meetings.

Meetings shall be held at least twice per year, and additional or Special meetings may be convened at the request of the Chair.

Authority

As the Working Group's role and responsibility is limited to advice, advocacy, reporting and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council arising out of the Working Group endorsed minutes. The Working Group or its members have no authority over staff and should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the Working Group have access to the Chair so that emergent matters can be tabled for consideration at Working Group meetings in general business.

Council Reporting

The CEO, or delegate, ensures that (endorsed) minutes of the Working Group meetings are circulated following each meeting and if required, emergent issues will be brought to Council's attention.

Confidentiality

All matters discussed at Working Group meetings together with all material provided to members of the Working Group is for the purposes of informed discussion and debate at the meeting.

All matters discussed by the Working Group will be in accordance with the requirements of the *Information Privacy Act* and *Right to Information Act*. The views of other Working Group members will be treated with respect but will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO or delegate. Working Group members must refrain from making any public comment or issuing any information, in any form, concerning the Working Group or the matters of interest to the Working Group without the authority of Council.

Performance Indicators

- At least two meetings each year with attendance by a majority of members.
- Annual report on Cairns Recreational Fishing Strategy 2018-2022 Strategy implementation based on the guidance, direction and recommendations of the Working Group.
- As required, reports to Council the effectiveness of the Recreational Fishing Strategy (2018-2022) actions or proposed new initiatives.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Community Sport and Culture Services



ADOPTED: 08/05/2019
DUE FOR REVISION: 08/05/23
REVOKED/SUPERSEDED

John Andrejic
Chief Executive Officer