FLYING FOX ADVISORY COMMITTEE - TERMS OF REFERENCE

Intent
Council wishes to engage the community and vested stakeholders in assisting with the education and awareness of flying-foxes in the Cairns Regional Council area as per its Management Approach adopted by Council on 29 July 2015.

Scope
The Flying Fox Advisory Committee (FFAC), referred hereafter as the Advisory Committee, will provide advice, advocacy, reporting, a monitoring and reporting roles, community feedback and recommendations to Council and Council officers in relation to matters of education and awareness strategies. The FFAC will contribute to the on-going development and implementation of flying-fox education, awareness strategies and animal welfare support to the community of Cairns.

OBJECTIVES
The Advisory Committee will have the opportunity to assist Council to provide a communication linkage to and from Council to sector interest groups, and the community in general. This Advisory Committee will enable Council to be better informed how to raise awareness and education about flying-foxes.

RESPONSIBILITIES
The primary responsibility of this Advisory Committee is to work in partnership with Cairns Regional Council to increase the understanding of issues relating to the education and awareness of flying-foxes particularly in an urban setting. At all times the Advisory Committee is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO or delegate. Advisory Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Advisory Committee or the matters of interest to the Advisory Committee without the authority of Council. Advisory Committee members must at all-time act in the best interests of Council.

The Advisory Committee uses its expertise, influence and local knowledge to provide feedback to Council on its adopted education and awareness strategies. The Advisory Committee is responsible for:

- Initiating and Interpreting research material for the purposes of developing community education and awareness strategies and programs.
- Undertaking projects, programs and activities that raise the awareness and education of the communities understanding of flying-fox behaviour and their importance to biodiversity.
- Providing quarterly reports to Councils on the effectiveness of its adopted education and awareness of flying-foxes in the Cairns Regional Council area.
- Providing recommendations to Council on other matters pertaining to the education and awareness of flying-foxes in the Cairns Regional Council area.
- Provide a monitoring and reporting role on various aspects of maintaining a healthy flying-fox population. This can include but is not limited to guidance on the likely behaviours during different times of the year and during times of environmental stress.

Any advice from the Advisory Committee is non-binding and adoption will be at the discretion of Council.

Should any conflict of interest arise, it is the obligation of the Advisory Committee member to declare that conflict and act accordingly or as directed by the CEO’s delegate on the Advisory Committee, being the Manager Community Development.

ADMINISTRATION

Membership
Membership of the Advisory Committee is voluntary in capacity and no reward or remuneration is permissible.
The Advisory Committee comprises of nine (9) people from the local community and one (1) nominated Council Officer.

Call for membership (or replacement of members) of the Advisory Committee is by public advertisement. Council shall appoint Committee members based on their skills, expertise, knowledge and abilities. 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. Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution.

To be eligible for membership of the Advisory Committee, potential members must:
- Have strong and demonstrable community links and knowledge.
- Be able to represent the community through an understanding and expertise regarding the requirements of flying-fox education and welfare.
- Be committed to working in partnership with the Cairns Regional Council to achieve successful and productive outcomes.

Committee Structure
To ensure adequate participation the committee structure will include:
- Two specialist practitioners and advisors as deemed necessary by Cairns Regional Council.
- Two community representatives, (not representing an animal welfare group).
- Two endorsed elected members of the Cairns Regional Council.
- One representative from a suitable animal welfare group.
- One representative from State and or Federal Government agencies.
- Council officers as determined by the CEO.

Council retains the right to appoint additional members should the need arise during the term of Council or private persons to participate for short periods of time either as members or advisors.

Advisory Committee 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 Advisory Committee must on balance strive to meet the needs and aspirations of the whole community in an unbiased and objective manner. Council appoints the Advisory Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

Members of the Advisory Committee are to adhere to Cairns Regional Council’s Code of Conduct Admin Instruction at all times. Failure to adhere to the Code of Conduct shall result in termination of membership.

Councillors are welcome to attend Advisory Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the Local Government Act 2009. Only Councillors endorsed by full Council by resolution are entitled to propose recommendations for the Advisory Committees consideration.

The Manager Community Development or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the Advisory Committee.

MEETINGS

Quorum
- The quorum for any meeting will be five (5) committee members.
- Where a quorum is not reached for any particular meeting, the Advisory Committee may decide to:
  - Proceed with the meeting as an informal meeting. Determinations of the meeting will be noted as discussion and ratified at the next formal meeting.
  - Postpone the meeting to another time.

Should the Chair be absent then a Council officer will be selected by the Manager Community Development, or delegate, to preside for that meeting.

The Manager Community Development, or delegate, has the function and responsibility for the preparation of meeting agendas and minutes. 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 Advisory Committee meetings. Meetings shall be held monthly to commence with, however will revert to bi-monthly or quarterly as deemed by the Advisory Committee at the appropriate time. Special meetings of the Advisory Committee may be convened at the request of the Chair. The Advisory Committee meetings will be regularly hosted at a Council facility however can be convened at other venues as agreed by the membership. Where a member fails to attend three (3) consecutive meetings without providing an apology or excuse, or is demonstrably unable to maintain an adequate level of participation or meet the responsibilities of membership, it shall be recommended to replace with a new appointee of the same category.

Authority
The Advisory Committees role is limited to the provision of advice on education and awareness strategies and to act as a conduit for community feedback. The Advisory Committee 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 Advisory Committee have access to the Chair so that emergent matters can be tabled for consideration at Advisory Committee meetings in general business.

Council Reporting
The Manager Community Development, or delegate, ensures that (endorsed) minutes of the Advisory Committee meetings are tabled for Council consideration following each meeting and to the next available and appropriate committee of Council. The Advisory Committee Chair may be invited to address the Council Committee meeting should the need arise.

Confidentiality
All matters discussed at Advisory Committee meetings together with all material provided to members of the Advisory Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.

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

Performance Indicators
- At least four (4) meetings each year.
- Regular attendance by a minimum of five (5) Advisory Committee members.
- Regular contact and communication with individual Advisory Committee members.
- Quarterly reports to Council on the effectiveness of the flying-fox education and awareness strategies have been achieved.
- Annual list of Council outcomes that have been based on the guidance, direction and recommendations of the Advisory Committee.
- Changes and/or additions to Council policies and procedures that have been a direct result of Advisory Committees input and recommendations.

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

General Manager Responsible for Review: Community, Sport & Cultural Services

ORIGINALLY ADOPTED: 16/09/2015
CURRENT ADOPTION: 24/07/2019
DUE FOR REVISION: 24/07/2023
REVOKED/SUPERSEDED:

John Andrejic
Chief Executive Officer

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