

Meeting Minutes				
Date	8 February 2019	Start Time 9.30am	Finish Time 11.00am	Location Barlow Park Corporate Room
Meeting Purpose	Flying Fox Advisory Committee			
Attendees	Brett Spencer, Marcelle Kentwell, Cr John Schilling, Cr Ritchie Bates, Dion Eades, Mel Tortike, Maree Treadwell-Kerr (conference call), Dr David Westcott, Dr Martin Cohen, Rebecca Koller, Travis Mitchell, Chris McCarthy, Daniel Guymer, Jade Monda, Lindsay Popple			
Apologies	Sera Steves.			
Observers	Seven			
Actions and Agreements				
No	What	Who	When	Complete
1	Meeting opened by Martin Cohen with welcome and acknowledgement of traditional owners, councillors and committee members.	Dr Martin Cohen	08/02/2019	Complete
2	<p>Minutes of the Previous Meeting</p> <p>Recommendation: Minutes of the meeting held 2 November 2018 were adopted as a true and accurate record of the proceedings.</p> <p>Moved: Cr Schilling Seconded: Cr Bates</p>	Dr Martin Cohen	08/02/2019	Complete

3	<p>Business Arising</p> <ul style="list-style-type: none"> • Dion Eades advised the committee; <ul style="list-style-type: none"> ○ Signage budget for Bat Chats is more effective by printing less signs, ○ Cancellation of Bat Chats is directed to the BatSoc Facebook page, ○ In wet weather is it approved to move the table under the bus station, ○ Banners need to be checked and either replaced or renewed. BatSoc to check and advise Dion. • Mel Tortike advised the committee; <ul style="list-style-type: none"> ○ The Thursday morning maintenance crew will be using a small marquee under the library trees to protect from bat droppings, ○ Marquee will dark green and that the 30% lift rule will apply, ○ Rebecca Koller has offered to speak to the Council crew about health and bats, ○ Mel Tortike to contact Wayne Mann to organise a time for the above talk. 	Dion Eades	Next meeting	In progress
4	<p>New and General Business</p> <ul style="list-style-type: none"> • Heat Stress Event; <ul style="list-style-type: none"> ○ Dr David Westcott explained how he counts the number of dead and percentage of decline from November 2004 to November 2018, is a 80-85% decline. ○ Dr David Westcott has made a recommendation to the Minister to list the species as 'critically endangered', expects to hear outcome next week. • Flying-fox Draft Heat Stress Emergency Plan; <ul style="list-style-type: none"> ○ Marcelle Kentwell advised the plan is in draft and waiting for feedback from DES and CSIRO. ○ Flying-fox heat stress plan will become part of Council over-arching Heat Stress Emergency Plan, still in discussion. 	Dr David Westcott	Next meeting	In progress
		Marcelle Kentwell	Next meeting	In progress

	<ul style="list-style-type: none"> ○ Maree Treadwell-Kerr has a risk assessment document for bat caring operations. • QLD government response to ABS letter to be conveyed next FFAC meeting; <ul style="list-style-type: none"> ○ Maree to table after hearing a response. • Update on current figures of flying-fox's statistics; <ul style="list-style-type: none"> ○ To provide next week via email. • Cairns Bat Festival is scheduled for Saturday 4 May 2019; <ul style="list-style-type: none"> ○ Waiting for outcome of grant application. • School Holiday Bat Chats at the Cairns City Library; <ul style="list-style-type: none"> ○ Future to be determined by BatSoc. • BatSoc Resource and Performance Agreement to assist carers for this financial year, going to plan. • Bat Tourism Trail – BatSoc to email link to FFAC and discuss with Dion about linking to Council website. • Community Education; <ul style="list-style-type: none"> ○ Develop an educational signage plan for Murray Street Park. ○ Maree Treadwell-Kerr to communicate with Dion Eades. • School Education; <ul style="list-style-type: none"> ○ Develop a virtual reality experience and use of drone where possible. 	<p>Maree Treadwell-Kerr</p> <p>Rebecca Koller</p> <p>BatSoc</p> <p>BatSoc</p> <p>BatSoc</p> <p>BatSoc</p> <p>Maree Treadwell-Kerr & Dion Eades</p> <p>BatSoc</p>	<p>08/02/2019</p> <p>Next meeting</p>	<p>To table upon response</p> <p>In progress</p>
8	<p>Resolution of Committee</p> <ul style="list-style-type: none"> • To review and update the Terms of Reference for the FFAC. 	FFAC		

	<ul style="list-style-type: none"> Current Terms of Reference attached <p>Moved: Dr Martin Cohen Seconded: Dr David Westcott</p>		Next meeting	In progress
9	<p>Next meeting date:</p> <ul style="list-style-type: none"> Botanic Gardens Visitor Centre Corporate Meeting Room – Thursday 4 April 2019 	All	08/02/2019	Complete
10	Meeting Closed: 11.30am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

FLYING FOX ADVISORY COMMITTEE - TERMS OF REFERENCE

- Intent** Council wishes to engage the community and vested stakeholders in assisting with the management of Flying Foxes in the Cairns Regional Council area as per its Management Approach adopted by Council on 29th July 2015 doc #4391461.
- Scope** The Flying Fox Advisory Committee (FFAC), referred hereafter as the Advisory Committee, will provide advice, advocacy, reporting, community feedback and recommendations to Council and Council officers in relation to matters of education and awareness strategies and report quarterly to Council on the progress and effectiveness of the Management Approach.

OBJECTIVES

The Advisory Committee will assist Council to provide a vital communication linkage to and from Council to sector interest groups, State Agencies and the community in general. Through this Advisory Committee, Council will be better informed of the community's aspirations and expectations in regard to raising awareness and education about Flying Foxes. In addition, the Advisory Committee will provide a mechanism for Council to engage with the broader community during future policy formulation and future direction setting on its strategic approach to the management of these animals and their habitat in the Cairns Regional Council area.

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 management of Flying Foxes particularly in an urban setting.

The Advisory Committee will use its expertise, influence and local knowledge to provide feedback to Council on its adopted management approach. The Advisory Committee will be responsible for

1. Initiating and interpreting research material for the purposes of developing community education and awareness strategies and programs.
2. Undertaking projects, programs and activities that raise the awareness and education of the communities understanding of the Flying Foxes behaviour and their importance to biodiversity.
3. Providing quarterly reports to Council on the effectiveness of its adopted management approach.
4. Providing recommendations to Council on other matters pertaining to the management of Flying Foxes in the Cairns Regional Council area.

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 Parks and Leisure.

ADMINISTRATION

Membership

Membership of the Flying Fox Community Advisory Committee is voluntary in capacity and no reward or remuneration is permissible.

Total membership will comprise as follows:

- Specialist practitioners and advisors as deemed necessary by Cairns Regional Council.
- 2 Community representatives, (not representing an animal welfare group).
- Endorsed Elected members of the Cairns Regional Council.
- 1 representative from a suitable animal welfare group.
- 1 representative from the EHP State and Federal Government agencies.
- Council officers as determined by the CEO.

Call for community and animal welfare group representation (or replacement of members) of the Advisory Committee will be by public advertisement. Council shall appoint Advisory 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. Advisory Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution during this period.

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.

Council will appoint the Advisory Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

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 Parks and Leisure 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

A quorum will consist of ½ plus 1 of the members endorsed via Council resolution. Should the Chair be absent then the Chair, a Council Officer will be selected by the Manager Parks and Leisure or delegate to preside for that meeting.

The Manager Parks and Leisure or delegate will have the function and responsibility of the preparation of meeting agendas and minutes. Council is committed to sustainability and as such

this Advisory Committee will operate 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 for, attendance at 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 Flying Fox Community Advisory Committee meetings will be regularly hosted at CBD City Library in Abbott Street however can be convened at other venues as agreed by the membership.

Authority

As the Advisory Committees 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 Advisory Committee endorsed minutes.

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 Parks and Leisure or delegate will ensure 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.

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.

Performance Indicators

- At least 4 meetings each year
- Regular attendance by a minimum of 5 Advisory Committee members.
- Monthly contact and communication with individual Advisory Committee members.

- Advisory Committee member's positive satisfaction ratings with each meeting; and that the issues raised and outcomes being achieved and delivered are seen as being valued by Council and meaningful and relevant to the endorsed Flying Fox Management Approach.
- Quarterly reports to Council on the effectiveness of the Flying Fox Management Approach 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.



Composition of the Flying Fox Advisory Committee

FLYING FOX ADVISORY COMMITTEE

<i>Name</i>	<i>Organisation</i>
<i>Dr Martin Cohen</i>	<i>Wildlife Ecologist</i>
<i>Dr David Westcott</i>	<i>Principal Research Scientist (CSIRO)</i>
<i>Brett Spencer</i>	<i>Cairns Regional Council</i>
<i>John Schilling Division 2</i>	<i>Nominated Elected Member</i>
<i>Ritchie Bates Division 5</i>	<i>Nominated Elected Member</i>
<i>Maree Treadwell Kerr</i>	<i>Community Representative</i>
<i>Sera Steves</i>	<i>Community Representative</i>
<i>Rebecca Koller</i>	<i>Representative from animal welfare group</i>
	<i>Federal & State Government Environmental Officer</i>