

**FLYING FOX ADVISORY COMMITTEE - TERMS OF REFERENCE**

- Intent** Council seeks to continue to engage with 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 29 July 2015 (#4391461).
- Scope** The Flying Fox Advisory Committee (FFAC), referred hereafter as the Advisory Committee, provides 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 assists 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 is better informed of the community's aspirations and expectations in regard to raising awareness and education about flying foxes. In addition, the Advisory Committee provides 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 uses its expertise, influence and local knowledge to provide feedback to Council on its adopted management approach. 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 the flying fox's behaviour and their importance to biodiversity.
- Providing quarterly reports to Councils on the effectiveness of its adopted management approach.
- Providing recommendations to Council on other matters pertaining to the management of flying foxes in the Cairns Regional Council area.
- Provides a monitoring and reporting role in relation to the active management of the CBD Library Camp to encourage flying-foxes to move to a safer environment.

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 comprises as follows:

- specialist practitioners and advisors as deemed necessary by Cairns Regional Council
- two community representatives, (not representing an animal welfare group)
- endorsed elected members of the Cairns Regional Council
- one representative from a suitable animal welfare group
- one representative from the State and Federal Government's EHP agencies
- Council officers as determined by the CEO.

Call for community and animal welfare group representation (or replacement of members) of the Advisory Committee is by public advertisement. Council appoints 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 appoints 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 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**

A quorum consists of half, plus 1 of the members endorsed via Council resolution. 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. Council is committed to sustainability and as such this Advisory Committee 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 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.

### **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 Community Development, or delegate, ensures that (endorsed) minutes of the Advisory Committee meetings are tabled for Council consideration quarterly 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.

### **Performance Indicators**

- at least four 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.

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**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: 09/01/2018**

**DUE FOR REVISION: 09/01/2022**

**REVOKED/SUPERSEDED:**



**John Andrejic  
Chief Executive Officer**