

	<h2 style="margin: 0;">Foreshore Advisory Committee</h2> <h3 style="margin: 0;">Terms of Reference</h3>
<p><b>Key Focus Area</b> Environmental Sustainability</p>	<p><b>Relevant Council Delegation</b> Nil</p>

### 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 to be comprised of two (2) Council Members and up to three (3) Community Representatives.
4. Community Representatives appointed to the Advisory Committee shall preferably:
  - a. Be residents 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. Following each biennial local government election, Council will appoint members to the Advisory Committee as outlined above.
6. Membership to the Advisory Committee will be for a period of two years coinciding with biennial local government elections.
7. In the event of a vacancy due to the resignation of a Committee Member, the Advisory Committee shall fill the vacancy by appointing a replacement.
8. Members of the Advisory Committee are bound by the Town's Code of Conduct for Council Members, Committee Members and Candidates.
9. At the first meeting following each biennial local government election, the members of the Advisory Committee will elect a Presiding Member from amongst themselves in accordance with section 5.12(1) of the Local Government Act 1995 (**Act**).
10. The Presiding Member'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 2018*; and
  - c. To promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations are made to Council.
11. If the Presiding Member is absent from a Committee Meeting, the Committee Members are to choose one of themselves to preside at the meeting in accordance with section 5.14 of the Act.

12. 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

13. The Advisory Committee shall formally meet on a quarterly basis. Meetings will be called by the Presiding Member in consultation with the Chief Executive Officer.
14. 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 2018*.
15. Quorum for a meeting of the Advisory Committee shall be at least 50% of the number of Committee Members (whether any positions are vacant or not) of the Committee.
16. Meetings of the Advisory Committee are generally closed to the public. Public attendance is permitted only through invitation or prior approval by the Committee in accordance with section 5.19 of the Act.

### Reporting

17. Town staff shall report to the Advisory Committee at each meeting to provide updates on items relevant to the Committee.
18. 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

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

Document Control Box					
<b>Business Unit:</b>	Infrastructure				
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Town of Claremont Meeting Procedures Local Law 2018</i>				
<b>Organisational:</b>	<i>Town of Claremont Code of Conduct for Council Members, Committee Members and Candidates</i>				
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