

Coorong District Local Action Plan Committee Terms of Reference

1. Name

The name of the Committee is the Coorong District Local Action Plan (LAP) Committee.

2. Establishment

- 2.1 The Coorong District Local Action Plan Committee was re-established on 21 July 2020 (minute 154/20) in accordance with the provisions of Section 41 of the Local Government Act 1999.
- 2.2 The Coorong District Local Action Plan Committee shall be reviewed within three (3) months of the next Local Government elections.

3. Definitions

Committee means a Committee established under Section 41 of the Local Government Act 1999.

Local Action Plan refers to the collective process where a long-term environmental sustainability plan is built on results of targeted community engagement, and implementation of same.

4. Purpose and Responsibilities of the Committee

The purpose and responsibilities of the Coorong District Local Action Plan Committee are to:

- a) Support the Coorong District Local Action Plan Strategic Management Plan (2017 - 2022) vision 'for a sustainable and prosperous future for our community through balanced management of the environment'.
- b) Perform a periodic review of the Coorong District Local Action Plan and recommend changes to Council.
- c) Provide independent advice and intelligence (where available/relevant) to the Coorong District Council LAP sustainability officers.
- d) Provide accurate and timely advice as requested by LAP sustainability officers.
- e) Provide advice and recommendations to Council.

5. Membership

- 5.1. The Coorong District Local Action Plan Committee shall comprise of one (1) Member of Council and five (5) community/local business members.
- 5.2. The Mayor is appointed as an ex officio.
- 5.3. The Chairperson shall be appointed by the Coorong District Local Action Plan Committee.

- 5.4. The Deputy Chairperson shall be appointed by the Coorong District Local Action Plan Committee.
- 5.5. Should the Chairperson and the Deputy Chairperson be absent from a meeting the Committee members present may appoint a person to act as Chairperson for that meeting.
- 5.6. Council will advertise any community member vacancies via its website, digital media, local community newsletters and surrounding area newspapers.
- 5.7. Community member vacancies shall be considered through registrations of interest in response to advertisements of a vacancy.
- 5.8. Upon completion of the advertising period, the Coorong District Local Action Plan Committee will provide a recommendation to Council of the preferred applicant(s).
- 5.9. Community member appointments to the Coorong District Local Action Plan Committee shall be until the next local government periodic election¹.
- 5.10. In the event of a community member vacancy of the Coorong District Local Action Plan Committee the appointment of another person shall be on the same basis as, and for the balance of the term of the original appointment.
- 5.11. Community members whose tenure has expired will be eligible to re-apply.

6. Quorum

The quorum required for the transaction of business at a meeting of the Coorong District Local Action Plan Committee shall be 50% plus one (1) member. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. Voting

- 7.1. Each member of the Coorong District Local Action Plan Committee present at a meeting shall have one vote.
- 7.2. The Chairperson shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.
- 7.3. In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation.
- 7.4. Members present at the meeting must vote on all resolutions of the Committee.
- 7.5. Proxy votes are not permitted.
- 7.6. A Committee member may partake in the meeting via video conference or in person. If via video conference, the Committee member must verbalise their vote to enable the Chairperson to clarify and record the vote.
- 7.7. Should a Committee member wish to partake in the meeting via video conference a minimum of one (1) business days' notice must be provided to the Chief Executive Officer.
- 7.8. The Chairperson must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.
- 7.9. Should the Chairperson be required to leave the meeting (eg. conflict of interest) and the Deputy Chairperson is partaking in the meeting via video conference, the Deputy Chairperson may preside over the meeting electronically.

¹ Community member appointments extended to November 2026 (Council minute 262/22)

8. Meetings

- 8.1. The Coorong District Local Action Plan Committee shall meet a minimum of four (4) times per year on days and at a time determined by the Coorong District Local Action Plan Committee.
- 8.2. Meetings will be conducted at a location to be determined by the Committee.
- 8.3. The Chairperson, in consultation with the Chief Executive Officer may cancel a meeting due to lack of business.
- 8.4. A Special Meeting of the Coorong District Local Action Plan Committee may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2013.
- 8.5. The Chairperson shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013, these Terms of Reference and, Council's Code of Practice – Proceedings of Council and Committee Meetings.
- 8.6. Audio recordings of meetings may be made to enable the minute taker to reference as required. Audio recordings will be saved only until the minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

- 9.1. Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference and, Council's Code of Practice – Proceedings of Council and Committee Meetings.

10. Reporting Responsibilities

- 10.1. The Chief Executive Officer will inform Council at the next practical Ordinary meeting of the matters considered by the Coorong District Local Action Plan Committee through the provision of a written report if business arises (eg. recommendations from the Committee). If no business is arising from the Committee meeting, the Chief Executive Officer will provide the minutes of the meeting through the Council meeting agenda.
- 10.2. Agendas and minutes of the Coorong District Local Action Plan Committee will be published on Council's website and a copy of minutes will be provided to all Council Members in accordance with the requirements of the Local Government Act 1999.

11. Delegations

The Coorong District Local Action Plan Committee has no direct decision-making power and will provide recommendations to the Council on matters for consideration.

No delegations are provided to the Coorong District Local Action Plan Committee to expend Council funds.

12. Administrative

The Coorong District Local Action Plan Sustainability Officer(s) shall provide administrative resourcing to the Committee.

The Committee shall:

- 12.1. Have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations;
- 12.2. Receive adequate training as required and in accordance with Council's budget;
- 12.3. Review its performance and Terms of Reference as required and recommend any changes necessary to Council;
- 12.4. No sitting allowance shall be paid to community committee members, including as Chairperson.

13. Document History

| Version | Adopted | Minute No | Description of change |
|---------|------------------|-----------|---|
| 1 | 21 July 2020 | 154/20 | Committee re-established. |
| 2 | 20 December 2022 | 262/22 | Extension of community member appointments to November 2026 to align with strategic planning and incoming term of Council (2022 – 2026) |
| 3 | 24 January 2023 | 002/23 | Cyclical review in accordance with clause 2.2 |