Tatiara District Council

TERMS OF REFERENCE

Tatiara LAP Committee

1. The Committee is formed pursuant to Section 41 of the Local Government Act 1999 for the term of the Council.

2. The Chairman of the Committee will be decided by the Committee at its first meeting and thereafter after on a yearly basis at the December Meeting.

3. The Committee shall comply with Council's Meeting Code of Practice Policy and Part 2 of the Local Government (Procedures at Meetings) Regulations.

4. Members of this Committee who are not elected members of Council or Officers of Council, to whom Section 111 of the Local Government Act applies, are not required to provide a register of interests.

5. All members are required to abide by the Conflict of Interest provisions set down in Sections 73, 74 and 75 of the Local Government Act 1999.

6. The general functions of the Committee are:

   The aim of the Local Action Plan (LAP) is to maintain and improve the physical resources for agriculture and to protect and enhance the natural environment of the district by:

   The LAP project addresses a range of NRM issues by implementing an extensive on-ground works and capacity building program and the provision of technical support.
   Issues addressed include;

   a) Wind erosion and water repellent soils,
   b) Climate change,
   c) Dry land salinity,
   d) Native vegetation and wetland decline, loss of biodiversity,
   e) Unsustainable agricultural practices,
   f) Groundwater resource management,
   g) Weeds and feral animals,
   h) An extensive community skills, knowledge and engagement program in NRM.
   i) Provision of technical support for on-ground works.

j) Provision of NRM support to community conservation groups, Indigenous Communities, schools and individuals.

k) Renewable energy and energy efficiency.

The Committee is responsible for:

(a) Implementation and review of the Tatiara District Local Action Plan.
(b) Management of Commonwealth and State Funds and other funds obtained for the implementation of the Local Action Plan.
(c) Making recommendations to Council.
(d) Provision of accurate and timely advice as requested.

7. The Committee shall be comprised of the following representatives:

- Up to 2 Councillors
- 6 x other community members
- The maximum number of Committee Members will be 11, but the Committee can co-opt additional expertise as required.
- The Director of Development and Environmental Services is an ex-officio member of the Committee.
- All members of the Committee have equal voting rights.
- Committee membership will expire if more than three consecutive meetings are missed. This may be varied by a written application to the CEO in exceptional circumstances
- Council may by resolution remove the Committee or an individual member(s) at any time.
- The Committee may make a recommendation to Council to alter its membership.
- The Local Action Plan (LAP) Project Officers will provide secretarial support for the Committee.

OPERATIONAL PROCEDURES

(a) The LAP Project Officers will advise all members of the Committee of the time, date and place of all Committee meetings.
(b) Meetings may be on a regular basis with a regular agenda.
(c) A notice of a meeting is placed on the notice board at both the Bordertown and Keith Council offices and Councils web site.
(d) The LAP Project Officers will keep records of minutes of all meetings which will include the following;
    (1) the names of the members present at the meeting; and
    (2) each motion carried at the meeting; and
    (3) any recommendations made to Council; and
    (4) any disclosure of interest made by a member; and
    (5) details of the making of an order under subsection (2) of Section 90 of the Act (exclusion of the public) and
    (6) a note of the making of an order under subsection (7) of Section 91 of the Act (that a document be kept confidential) in accordance with the requirements of subsection (9) of that section.

(e) A quorum is one half of the membership plus one.

(f) Subject to the Act and Regulations, a question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

Each member of a Council who is a member of the Committee and who is present at a meeting of the Committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

The presiding member of the Committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

(g) The establishment of the Committee does not derogate from the power of the Council to act in a matter.

(h) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

(i) The Committee will meet as requested by Council to provide advice to Council on any matter within the scope of the Committee and in any other case will meet at least once in every calendar year and otherwise as determined by the Committee.

RECORD OF AMENDMENTS

Date	Revision No.	Comment
25th November 2014	Rev 00	Terms of Reference adopted (Res #14)
14th November 2017	Rev 01	TOR amended to include change to membership and include energy efficiency clause, change to Director's title. (Res #373)