

Cooma North Ridge Reserve Advisory Committee

Charter | 2022



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1 Objective of the Committee

The Committee Charter sets out the membership, responsibilities, authority and operations of the Cooma North Ridge Reserve Advisory Committee (the Committee) in the Local Government Area (LGA) of Snowy Monaro Regional Council.

In pursuance of Section 355 of the Local Government Act, 1993, and subject to the provisions of Snow Monaro Regional Council (council) as the Crown Land Managers, under the Crown Land Management Act 2016 and the public land provisions of the Local Government Act 1993, this committee has been established to facilitate the provisions of advice to ensure Council is attuned to the needs of the Crown reserve and Council-owned portions of the land collectively known as North Ridge Reserve.

Reserve details:

Property Name	North Ridge Reserve		
Land Owner	Crown and Council		Locality Cooma
Crown Locations:	Lot:	DP:	RN130074
	6, 5, 2 & 1	727473	
	204, 205 & 206	750535	
	7339	1165250	RN89998
Council Locations:	Lot:	DP:	
	101	1053529	
	3	727473	
	Street Address: N/A		
Facility Details	Landscape: Bush		
	Amenities: Walking tracks		
Utilities	N/A		
Other/General	Nil		

Note: The Committee's responsibility does not include council's water reservoirs on Lot 1 DP 727473.

1.1 Purpose of the Committee

The purpose of the Committee is to make recommendation to Council on the management and care of the North Ridge Reserve and comply with the terms of this charter and any council policy or legislation in the management of the reserve. The Committee shall:

- Operate in accordance with the Plan of Management for Crown Reserves.
- Advise council on aspects of bushland management, track maintenance and rehabilitation of RN 130074 for its listed purpose, as environmental protection, public recreation and rural services.
- Advise council on aspects of bushland management and rehabilitation of RN 89998 for its listed purpose, as promotion of the study and the preservation of native flora and fauna.

- Advise Council on aspects of bushland management, track maintenance and rehabilitation of Council owned Lot 101 DP 1053529 and Lot 3 DP 727473.
- Promote, encourage and provide advice on the use of the reserve to meet the current and future needs of the local community and of the wider public, for public recreation and physical, cultural, social and intellectual welfare or development of individual members of the public.
- Advise Council on the recreational and sporting pursuits in the community in line with current and future needs of council, with respect to the reserve.
- Advise Council to ensure that such activities are managed with regard to avoiding any adverse impact on nearby residences.
- Ensure the reserve aims to be accessible to all members of the community.
- Liaise with council staff to consider and/or include works in council's asset management strategies, and in line with any plan of management for Crown Reserves.

2 Power of the Committee

The Committee exercises functions of council as a committee under Section 355 of the Local Government Act 1993.

The power of the Committee is limited to providing advice on the management and care of the reserve. It does not have power to make decisions that will bind the council or to commit the expenditure of the financial resources of council or any other organisation without express authorisation.

The Committee shall exercise its power by considering any matter relating to its purposes in a formal meeting and by making formal representation to council as it deems appropriate, through its minutes and formal correspondence with council.

3 Structure and Composition of the Committee

The Committee shall consist of a minimum of five (5) and a maximum of nine (9) community members. As much as possible equal representation is to be given to regular user groups of the reserve. As such the membership shall be made up of:

- One Councillor representative
- 9 community members

From this membership the Committee will elect its office bearers at its inaugural meeting, and thereafter at its annual general meeting (AGM).

Council staff may attend committee meetings, by invitation, to provide advice.

4 Appointment of the Committee

To hold office and provide advice to Council, all committee members are to be appointed by resolution of the Council before being able to vote or take part in meetings of the Committee.

Throughout the term of the committee the composition, function (and charter) of the Committee shall be reviewed and a recommendation made to Council as required.

5 Meetings

Meetings shall be held at Cooma Council Office Building or another venue in the LGA, as determined by the Committee. Committee meetings are not to be held on private property.

Members may attend meetings via audio-visual means. Notice should be given a minimum of three working days prior to the meeting.

Meetings will be held a minimum of four times per year and at other times at the discretion of the Chairperson or on the recommendation of the Committee. Meeting dates and times are to be determined by the Committee at its inaugural meeting and forwarded to council for its information.

6 Quorum

The quorum is 5 or half plus one and must include one office bearer.

7 Vacancies

Vacancies on the Committee may be filled by resolution of Council and the term of any substitute member appointed shall be the same term as that of the member absent, whose position has been vacated or forfeited.

Vacancies will be filled in accordance with council policy.

8 Attendance and Leave of Absence

Committee members are expected to attend all committee meetings. In the event a member is unable to attend a meeting the Secretary must be notified of their apology.

Where a member fails to attend three consecutive meetings without submitting a satisfactory explanation, or request for leave of absence, they will forfeit membership on the Committee. The Committee are to notify Council of a forfeited membership.

9 Principal Office Bearers

9.1 Chairperson

The Chair shall be appointed by the committee at its inaugural meeting and then at each AGM (12 monthly).

If the Chair is absent from a meeting, and no Deputy Chairperson has been previously appointed, the committee shall elect a member to Chair the meeting in the absence of the Chairperson.

The role of the chairperson is to chair the meetings, act on behalf of the committee in an emergency, assist committee members by providing direction, forward planning and vision for the committee, and liaise with council.

9.2 Secretariat

The Committee shall provide Secretariat support for all meetings. The Secretariat shall:

- Prepare all records, including the agenda, minutes and any reports or recommendations.
- Provide members of the Committee with adequate notice of meetings confirming the date, time and venue.
- An agenda will be forwarded to each member of the Committee as soon as is practicable.
- Maintain an action items list.
- Ensure the minutes of the meeting are promptly distributed to all members for review as soon as practicable after each meeting.
- Ensure the adopted minutes are signed by the Chairperson and presented to the next Council meeting.

9.3 Committee Members

Committee members play an important role at meetings and in the general running of a committee. Members provide feedback to the committee through active participation in discussion, decision-making and/or delegated tasks.

10 Review

The charter will be reviewed once during each term of council, or at the request of the Committee or Council.

11 Map

North Ridge Reserve

