



# Franklin Harbour Boat Ramp Advisory Committee

## Terms of Reference

Council has established a Committee pursuant to Section 41 (2)(c) of the Local Government Act 1999, to be known as the Franklin Harbour Boat Ramp Advisory Committee.

### 1. Purpose

The Committee has been established to advise Council on various matters associated with the maintenance and operation of the Cowell Boat Ramp and associated parking area.

### 2. Membership of the Committee

Membership of the Committee will be five (5) as follows:

One elected Council member, one Oyster Industry representative, one Sea Rescue Squadron representative and one representative of the Non Aquaculture commercial industry, one Community representative (recreational fisherman).

In the event a representative of any of the above organisations cannot be appointed, Council may appoint another person as it sees fit.

The Principal member of Council will be an ex-officio member of the Committee.

### 3. Terms of Office

Council will appoint members who shall hold office at the pleasure of the Council.

Terms of office will be four (4) years coinciding with the Local Government Act, periodic elections.

### 4. Presiding Member (Chair)

Council's appointed representative will be the Chair of the Committee. In the absence of the Chair, the Committee shall appoint an acting Chair from the members present at the meeting.

### 5. Committee Meetings

Meetings of the committee shall be held at least every three (3) months.

The meeting procedure shall be those set out in parts 1, 3 and 4 of the Local Government (Procedures at meetings) Regulations 2013.

### 6. Notice of Meeting

Each member of the Committee will receive notice of the meeting at least three days prior to each meeting.

### 7. Quorum

A quorum shall be one half of the total number of members, ignoring any fraction, and adding one.

### 8. Minutes

Minutes of the meetings shall be kept in accordance with Regulation 25 of the Local Government (Procedure at Meetings) Regulations 2013.

### 9. Reporting and Accountability

The committee shall submit the minutes of each meeting to Council.

The committee may not commit any Council resources unless authorised by the Council.