



**FLYING FOX DISPERSAL  
COMMITTEE  
CONSTITUTION**

**ENDORSED BY COUNCIL**

**16 MAY 2017**

**Item 14.041/17**

## Contents

1.	Flying Fox Dispersal Committee Role .....	1
2.	Membership .....	1
3.	Voting Powers .....	1
4.	Responsibilities of Members .....	1
5.	Meetings .....	2
6.	Confidentiality .....	2
7.	Chairperson .....	2
8.	Attendance .....	2
9.	Secretariat .....	3
10.	Reporting .....	3
11.	Amending this Constitution .....	3
12.	Review .....	3

## 1. Flying Fox Dispersal Committee Role

The Flying Fox Dispersal Committee has no executive powers.

The impact Flying Foxes have on public health, safety and amenity have been raised as a major concern throughout the Clarence Valley. The role of the Flying Fox Dispersal Committee is to:

- provide recommendations to Council on a holistic and strategic approach to the management of flying fox camps from in and around affected residential zones and community facilities in the Clarence Valley;
- identify opportunities; including all lawful means and processes, to disperse problem flying fox camps from in and around affected residential zones and community facilities in the Clarence Valley Local Government Area; and
- identify estimated costs; economic and social, and funding opportunities for any recommendations that are put forward.

## 2. Membership

The membership of the Committee shall consist of:

- two (2) resident representatives from each affected residential zone,
- two (2) Councillors,
- two (2) community representatives that identify as having a strong commitment to the issue from among community or local groups
- the Members of Parliament for the State seat of Clarence and the Federal seat of Page or their nominees,
- one (1) individual that is a representative of a Chamber of Commerce or equivalent within the Clarence Valley Council area and,
- one (1) individual that is a representative of a peak conservation group.

Nominations of membership are to be provided to Council for endorsement.

## 3. Voting Powers

Each member of the Committee shall have one vote on any matter before it.

## 4. Responsibilities of Members

Members of the Committee are expected to:

- consult and bring to meetings the position of the areas represent;
- contribute the time needed to study and understand the issues and papers provided;
- express opinions frankly, investigate fundamental core of issues and pursue independent lines of enquiry;
- comply with Council's Code of Conduct.

## **5. Meetings**

The frequency of meetings will be determined by the Committee in line with the urgency of the Committee's purpose.

The Committee will generally meet quarterly or when required. The Committee:

- must meet at least every three months; and
- at any reasonable time when requested by at least half the members of the Committee.

Meetings will be held at locations that allow for accessible access and where possible rotated to locations close to the resident representatives.

A meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.

All members are entitled to place matters on the agenda, by first contacting the Secretariat, a minimum of ten (10) days before each scheduled meeting.

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated at a minimum of 72 hours before the meeting.

## **6. Confidentiality**

Notwithstanding the provisions of s.10A(1) of the Local Government Act 1993, proceedings of the Committee shall only be closed to the public in the circumstances prescribed by s.10A of the Act as if the Committee were a Committee of the Council of which all members are Councillors.

Where an item is submitted to a Committee meeting in confidence in accordance with this Clause, all Committee members shall be bound by confidentiality in relation to it.

## **7. Chairperson**

A Councillor will undertake the role of Chairperson.

## **8. Attendance**

All members commit to attendance and active participation in the Flying Fox Dispersal Committee.

Attendance may be in person or where technology allows via electronic means.

If unable to attend members are to arrange an alternate delegate who will participate with the same authority of the member they are representing.

The Chair may request the attendance of non-committee members when or as required by the Committee.

## **9. Secretariat**

Secretariat functions will be provided by the Environment, Planning and Community directorate.

## **10. Reporting**

The outcomes of the meetings shall be approved by the Chair and distributed to:

- all Members;
- the Executive Management Team; and
- Council.

## **11. Amending this Constitution**

This Constitution may be amended only by resolution of the Council. The Committee may make recommendations to the Council regarding the alteration of the Constitution.

## **12. Review**

A review of the Flying Fox Dispersal Committee will be undertaken by Council at least annually.