

BUSSELTON JETTY ADVISORY COMMITTEE

* *Not proposed for re-establishment.*

Terms of Reference

1. Introduction

The Council of the City of Busselton establishes a Busselton Jetty Advisory Committee under the powers given in Section 5.8 and 5.9(2)(c) of the *Local Government Act 1995*.

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2015, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

The name of the Committee shall be the Busselton Jetty Advisory Committee.

3.0 Objectives

- 3.1 To develop/review a restoration and management plan for the Busselton Jetty and the Scout Road boat ramp, to be endorsed by Council.
- 3.2 To advise Council on any aspects of the day to day management and capital improvement of the Busselton Jetty and the Scout Road boat ramp which may include, but not be limited to:
 - a) identifying and seeking sources of funding for works to be undertaken on the jetty;
 - b) setting priorities for the management and maintenance of the jetty and Scout Road boat ramp; and
 - c) implementing plans that have been approved by the Council or any other relevant body.

4.0 Membership

3 Elected Members shall be appointed to the Committee

Councillor Grant Henley
Councillor Jenny Green
Councillor Rob Bennett

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

5.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.0 Meetings

The Committee shall meet at least twice annually and shall report to Council annually as a minimum.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the *Shire of Busselton Standing Orders Local Law*.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 Delegated Powers

Nil.

The Busselton Jetty Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2015.

10.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

11.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

<u>History</u>	
9 October, 2013	
12 October, 2011	C1110/315
26 October, 2009	C0910/366 - Establishment