

MANLY WARRINGAH WAR MEMORIAL STATE PARK ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

- 1.1. To act in an advisory role to the Manly Warringah War Memorial State Park Trust (MWWMSPT) and assist in prioritising the Trust's strategic goals and long-term planning for ecological health, land management and sustainable recreation use of the Park.
- 1.2. To facilitate and enable communication between the MWWMSPT, the community and stakeholders with an interest in Manly Warringah War Memorial State Park.
- 1.3. To provide a forum in which to allow the expression of views and opinions from a variety of stakeholders including the community, land owners and policy makers.
- 1.4. To facilitate volunteer opportunities that are consistent with the strategic goals of the Park.

2. OUTCOMES

- 2.1. The Committee is recognised by communities and stakeholders as a means whereby their views can be discussed and inputs considered into the planning, management and development of Manly Warringah War Memorial State Park (MWWMSPT).
- 2.2. The MWWMSPT receives advice from the Committee, as requested, on management proposals and/or other issues of interest to the MWWMSPT.
- 2.3. The MWWMSPT remains informed of important community and stakeholder issues of interest.
- 2.4. The Reserve Trust Manager will manage the MWWMSPT in accordance with Council's strategic direction and using the following principles:
 - 2.4.1. Establish water quality outcomes suitable for protection of the natural environment and for public recreation.
 - 2.4.2. Maintain and enhance the natural environment, accepting the principles of ecosystem based total catchment management.
 - 2.4.3. Promote and enhance the unique environmental, cultural heritage and recreational values of the State Park.

3. ACCOUNTABILITY

- 3.1. The Committee is responsible to the MWWMSPT in regard to all its activities.
- 3.2. The Committee is advisory only. It has no decision making authority, cannot commit the MWWMSPT to expenditure, and will instead consider all matters referred to it by the MWWMSPT directly, or in accordance with these Terms of Reference.

- 3.3. The Committee and its individual members are not to engage in any media activities or purport to speak for, or on behalf of MWWMSPT, or the Advisory Committee, without prior written consent of the MWWMSPT.
- 3.4. Members of the Committee agree to be bound in their membership by these terms of reference and all relevant corporate policies and requirements of the MWWMSPT Manager.
- 3.5. Members of the Committee agree to declare any potential or actual conflicts of interest, and at all times agree to act in the best interests of the Committee, the community of New South Wales and the MWWMSPT.
- 3.6. Community members of the Committee should aim to reflect the broad perspectives of the New South Wales community, and bring to the Committee knowledge of the opinions and concerns of the community and/or stakeholder groups, that might genuinely impact Manly Warringah War Memorial State Park.

4. MEMBERSHIP

- 4.1. There will be up to 8 Committee members, representing a range of community and stakeholder groups who wish to contribute to the Manly Warringah War Memorial State Park.
- 4.2. The Chair will be appointed by agreement between NSW Crown Lands and the Trust Manager. If the Chair is unable to attend, that role will be delegated to the Trust Manager's representative.
- 4.3. Up to three community members shall be recommended for appointment to the Committee by the Trust Manager providing they have knowledge, interest and preferably, experience of the Manly Warringah War Memorial State Park:
 - One environment representative
 - One recreational representative
 - One ratepayer / community representative
- 4.4. Two members shall be recommended for appointment to the Committee as representatives of the main land owner / manager groups:
 - One from Northern Beaches Council (Trust Manager) – Mayor or delegate - Cr Glanville
 - One from NSW Crown Lands (Land owners)
- 4.5. Two members shall be recommended for appointment to the Committee representing the State agencies with expert technical and policy information regarding the overall management of the reserve environment including:
 - One from NSW Office of Environment and Heritage.
- 4.6. The members of the Committee will be formally appointed by agreement between NSW Crown Lands and the Trust Manager.

- 4.7. The Trust Manager will provide secretarial support for the administration of the Committee.
- 4.8. Community member appointments will be for a four year period. Community members will be eligible for reappointment with a maximum of 2 terms / 8 years.
- 4.9. Members of the Committee are not paid.
- 4.10. Members cannot claim reimbursement from MWWMSPT for the cost of attending Committee meetings.
- 4.11. A member may at any time resign from his or her office by giving 4 weeks notice in writing.

5. PROCEEDINGS

- 5.1. The Committee will meet at regular intervals, at least two times a year.
- 5.2. A quorum is constituted if at least half the total number of members is present, including a Trust Manager representative and the Chair (or delegate).
- 5.3. The MWWMSPT will determine the agenda and matters for consideration by the Committee (incorporating relevant suggested items from Committee members as appropriate).
- 5.4. The Chair and Secretary of the Committee will prepare an agenda for each meeting.
- 5.5. Meetings will be minuted and will contain all recommendations of the Committee.
- 5.6. Committee recommendations will be reached by consensus wherever possible.
- 5.7. In the event that a matter needs to be voted upon, each member, including the chair of the Committee, will have an equal vote.
- 5.8. In the event of a tied vote, the motion will be deemed to be lost.
- 5.9. All Committee recommendations are to the Trust Manager who will consider the recommendations in accordance with its own governance arrangements. The Committee has no decision making authority.
- 5.10. A copy of the draft minutes will be provided to the MWWMSPT within 14 days from the meeting.
- 5.11. The Chair of the Committee will be invited to attend in person when the Trust Manager is considering Committee reports should they wish to provide further information.
- 5.12. All members of the Committee will be bound by Council's values and the Office of Local Government's Model Code of Conduct for Local Councils in NSW (November 2015). Members considered to be acting contrary to the Model Code of Conduct, Council's values or these Terms of Reference may have their membership revoked by the Trust Manager.