

Lake Apex Community Advisory Committee

Terms of Reference

Purpose

The Lake Apex Community Advisory Committee has been established to maximise long-term community outcomes of the entire Lake Apex-Lake Freeman precinct (the Precinct) by promoting and guiding development, protection, enhancement and sustainability of the precinct through a partnership between community stakeholders and Lockyer Valley Regional Council (Council).

Functions

The functions of the Lake Apex Community Advisory Committee include:

- Monitoring the implementation of the Lake Apex Master Plan as a cooperative venture between Council and the broader community;
- Reporting to Council and the wider community on the development and implementation of the Lake Apex Master Plan and the state of the Lake Apex-Lake Freeman wetlands.

Membership

The Lake Apex Community Advisory Committee shall comprise the following positions:

Position	Representative
Lockyer Valley Regional Council - Councillors	2
Friends of Lake Apex	1
Lockyer Chamber of Commerce and Industry	1
Lights on the Hill Trucking Memorial Inc	1
Gatton and District Historical Society Inc	1
Lockyer Light Horse Troup Inc	1
Gatton parkrun Inc	1
Non-affiliated community member	1
Off-leash dog area user	1
Skate Park user	1
Total	11
LVRC Manager Parks, Gardens and Cemeteries (observer)	
LVRC Environmental Planning Officers (observer)	
LVRC Executive Manager Infrastructure Works and Services (observer)	
LVRC officer to provide secretarial support (observer)	

Council reserves the right to use other mechanisms for community engagement especially when existing memberships are not adequately represented by Lake Apex Community Advisory Committee membership.

Expert Advisors and Working Groups

The Lake Apex Community Advisory Committee may call upon experts from time to time to assist them to carry out the functions of the committee. The Advisory Committee may appoint working groups (whose members may include Advisory Committee members and/or other individuals considered by the Advisory Committee to have relevant expertise) to provide relevant advice. Such working groups shall be appointed with specific terms of reference and for defined periods.

Quorum

A minimum of 5 members are required to form a quorum made up of not less than two appointed LVRC councillors and three of the appointed Lake Apex Community Advisory Committee members.

Chairperson

The Chair of the Lake Apex Community Advisory Committee shall be a Lockyer Valley Regional councillor whose portfolio includes Infrastructure Works and Services. If this Councillor is not in attendance, the duties of chair will fall to the another councillor who is a member of the Lake Apex Community Advisory Committee or who is attending as a delegated representative of the Chair.

Authority

The Lake Apex Community Advisory Committee is an advisory group and does not have the authority to direct Council or Council staff or authorise purchasing or payments.

The Committee can make representations and recommendations to Council.

Minor procedural decisions or recommendations to Council shall be decided by consensus*. Where consensus cannot be reached no decision shall be recorded however a general record of the discussion should be noted.

* *Consensus* is here defined as general, but not necessarily unanimous, agreement among members of the group

Frequency of Meetings

Meetings will be held every three (3) months with the date and time of subsequent meetings to be confirmed at the conclusion of each meeting.

Meeting Procedures

Agendas and support material will be forwarded to members in sufficient time to enable consideration prior to each meeting.

A Council officer will take a record of the issues, actions and responsibilities arising from each Lake Apex Community Advisory Committee meeting. The members will be invited to comment on the record at the following meeting to ensure accuracy.

Council will provide secretarial support to the Lake Apex Community Advisory Committee.

Refer to the Lockyer Valley Regional Council – Code of Meeting Practice for further meeting procedure information.

Recording of Proceedings

Accurate Minutes will be kept of each meeting of the Lake Apex Community Advisory Committee. The minutes of the meeting shall be submitted to committee members for ratification at the next subsequent meeting of the committee.

All Agendas and Minutes shall be kept in Council's record-keeping system and are publicly available upon request.

Code of conduct

Lake Apex Community Advisory Committee members will abide by the Employees Code of Conduct (October 2015). A copy will be provided to all members prior to their first meeting.

Reporting Structure and Process

The Minutes of meetings of the Lake Apex Community Advisory Committee will be provided to the:

- Lockyer Valley Regional Council, and;
- All representatives of the Community Advisory Committee

Remuneration

Community representation on the Lake Apex Community Advisory Committee is on a voluntary basis and is not eligible for any form of remuneration or reimbursement of expenses, unless previously authorised by the Executive Manager Infrastructure Works and Services.

Obligations of the Committee

All representatives of the Lake Apex Community Advisory Committee will:

- Comply with these Terms of Reference; and
- Declare any real or perceived conflicts of interest at the commencement of each meeting; and
- May be required to leave the meeting for any discussions in which they may have a real or perceived conflict of interest.

Amendments of the Terms of Reference

Council may, at any time after consultation with the Lake Apex Community Advisory Committee, vary these Terms of Reference. The Lake Apex Community Advisory Committee may recommend to Council variations to the Terms of Reference which Council will consider.

The Terms of Reference will be reviewed on an annual basis.