

# s355 Committee Terms of Reference

# Moruya Showground Management Committee

## Terms of Reference

January 2022

## **TERMS OF REFERENCE**

### **Purpose of the Moruya Showground Management Committee**

This committee oversees the promotions, events and fund-raising (etc) activities of the Moruya Showground and advises on the maintenance and upgrades of buildings and facilities.

### **Title and Delegations**

The committee shall be referred to as the Moruya Showground Management Committee and is appointed for the care, control and management of Moruya Showground. The committee has authority to authorise expenditure up to a maximum of \$2000 in relation to day-to-day operations of the facility; this expenditure must be authorised at a duly convened meeting of the committee. The committee must observe Council's Procurement Policy and Procurement Code of Practice in relation to the procurement of goods and services.

### **Facility Bookings**

All bookings will be managed through Council's Facilities Booking Office. The booking office will keep the committee informed of bookings and events.

### **Objectives**

- Oversee promotion, events and fundraising for the facility.
- To provide information to Council concerning use of the facility and future needs.
- Advise and make recommendations to Council on the maintenance and upgrades of the building and equipment.
- Advise and make recommendations to Council on the expenditure of funds.
- Review the committee's income and expenditure accounts.
- Identify and recommend opportunities to enhance the services and amenities.
- Make recommendations on permitted uses and relevant fees and charges, keeping in mind those applicable to a similar venue.
- Foster good communication between the community, facility users and Council.
- Undertake an advocacy role for users of the surrounding recreational precinct, if required.

### **Membership of the Committee**

A quorum of the committee shall be half the total number of appointed voting members plus one. The Chairperson has voting rights. Eurobodalla Shire Council staff do not have voting rights.

### **Tenure to the Committee**

- Representatives to participate on the Moruya Showground Management Committee will be given formal notification by Council in writing.
- Community representatives will be selected by Council, the tenure of membership will be four years in line with Council elections.
- A member absent from three consecutive meetings without acceptable apology will be replaced.
- Representatives must be willing to abide by the terms of reference.

## **Composition**

- Two Councillors.
- Representatives from all user groups:
  - Eurobodalla Show Society
  - Moruya Rodeo Society
  - Poultry Club
  - Moruya Senior Rugby League
  - Moruya Junior Rugby League
  - Eurobodalla Showjumping
  - Aikido Club
  - Racing Pigeon Club; and
  - Canine Club.

## **Recruitment process**

Council will advertise positions on the committee through media and corporate communication channels.

## **Reporting Hierarchy**

Minutes of each meeting will be distributed to Councillors through the councillor newsletter. Recommendations and Council response will be communicated through the General Manager.

## **Contact Officer**

Contact officer for the committee is Coordinator Recreation Development.

## **Responsibilities of Committee Members**

- To attend and positively participate in the committee's meetings and activities.
- Champion the committee's endeavours within the community and Council.
- Keep relevant community members and Council personnel informed of the group's activities.
- To advise and make recommendations to Council.
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the committee.
- Facilitate in a timely way any tasks allocated to and accepted by them.
- Behave in a manner that respects the interests and viewpoints of other members.
- To declare any potential or actual conflicts of interest on matters that are brought before the committee.
- All committee members will abide by the Council's Management Committee Guidelines and Policy for Code of Meeting Practice and the Division of Local Government Model Code of Conduct for Local Councils in NSW.

## **Responsibilities of the Chairperson**

- To chair the meeting and exercise functions, as determined by the committee.
- To be the spokesperson for the committee, as directed by the committee.
- To advocate for the committee and represent its decisions.
- To sign off minutes endorsed by the committee.
- Extraordinary meetings may be called by the Chairperson.

### **Responsibilities of Council**

- Provide professional officer support, as appropriate.
- Provide the committee with complete, accurate and meaningful information in a timely manner particularly in relation to income and expenditure.
- Allow reasonable time for adequate consultation when key decisions are required.
- Engage with the community in open, honest and objective discussions.
- Provide regular feedback on the perceived performance of the committee.

The ongoing role of the committee will be reviewed annually. Relevant matters will be referred to the committee for consideration. Committee recommendations will be referred to Council for action. Council at its discretion may review the role, structure re-organise or disband the committee.

### **General meetings**

- The Chairperson will be a Councillor elected by Council. The second Councillor or a staff representative, nominated by the committee at the meeting, will Chair in the event of the Chairperson being absent.
- The Chairperson of the committee will be able to call special meetings of the committee as necessary for the effective conduct of the committee and establish limited working parties as required.
- Meetings will be held monthly at a place, time and date determined by the committee.
- Members may refer items for agendas through the Chairperson at least seven days before a scheduled meeting.
- Meetings of sub-committees, where required, may be held at times convenient to sub-committee members. Sub-committees will report on their meetings to the next scheduled meeting of the Committee.
- Meetings will be open to the public unless closed in accordance with relevant requirements of Local Government Act 1993 and Council's Code of Meeting Practice.
- Replacement of members between terms will be via the recruitment process outlined on page 2 of this document.
- Other interested individuals may be invited to attend meetings as irregular observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.
- Pursuant to Section 10(2) of the Local Government Act 1993, the Chairperson of the committee can exercise the power of expulsion of persons not recognised as being entitled to be present at a meeting of the Committee.

### **Distribution of Information**

Recommendations of the committee are to be reported to Council and minutes distributed to Councillors through the Councillor newsletter.

Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.

Individual committee members may not issue a media release on behalf of the committee.

**Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

## **APPENDIX 1 - WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Division of Local Government Model Code of Conduct for Local Councils in NSW

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Strategies

<http://www.esc.nsw.gov.au/inside-council/community-and-future-planning/strategies>

# Kyla Hall Management Committee

## Terms of Reference

January 2022



## **TERMS OF REFERENCE**

### **Purpose of the Kyla Hall Management Committee**

This committee oversees the promotions, events and fund-raising (etc) activities of Kyla Hall and advises on the maintenance and upgrades of buildings and facilities.

### **Title and Delegations**

The committee shall be referred to as the Kyla Hall Management Committee and is appointed for the care, control and management of Kyla Hall. The committee has authority to authorise expenditure up to a maximum of \$2000 in relation to day-to-day operations of the facility; this expenditure must be authorised at a duly convened meeting of the committee. The committee must observe Council's Procurement Policy and Procurement Code of Practice in relation to the procurement of goods and services.

### **Facility Bookings**

All bookings will be managed through Council's Facilities Booking Office. The booking office will keep the committee informed of bookings and events.

### **Objectives**

- Oversee promotion, events and fundraising for the facility.
- To provide information to Council concerning use of the facility and future needs.
- Advise and make recommendations to Council on the maintenance and upgrades of the building and equipment.
- Advise and make recommendations to Council on the expenditure of funds.
- Review the committee's income and expenditure accounts.
- Identify and recommend opportunities to enhance the services and amenities.
- Make recommendations on permitted uses and relevant fees and charges, keeping in mind those applicable to a similar venue.
- Foster good communication between the community, facility users and Council.
- Undertake an advocacy role for users of the surrounding recreational precinct, if required.

### **Membership of the Committee**

A quorum of the committee shall be half the total number of appointed voting members plus one. The Chairperson has voting rights. Eurobodalla Shire Council staff do not have voting rights.

### **Tenure to the Committee**

- Representatives to participate on the Kyla Hall Management Committee will be given formal notification by Council in writing.
- Community representatives will be selected by Council, the tenure of membership will be four years in line with Council elections.
- A member absent from three consecutive meetings without acceptable apology will be replaced.
- Representatives must be willing to abide by the terms of reference.

### **Composition**

- Two Councillors.
- Two members of the Tuross Hall Progress Association.
- Seven members from the hall user groups and/or the community.

### **Reporting Hierarchy**

Minutes of each meeting will be distributed to Councillors through the councillor newsletter. Recommendations and Council response will be communicated through the General Manager.

### **Contact Officer**

Contact officer for the committee is Coordinator Recreation Development.

### **Responsibilities of Committee Members**

- To attend and positively participate in the committee's meetings and activities.
- Champion the committee's endeavours within the community and Council.
- Keep relevant community members and Council personnel informed of the group's activities.
- To advise and make recommendations to Council.
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the committee.
- Facilitate in a timely way any tasks allocated to and accepted by them.
- Behave in a manner that respects the interests and viewpoints of other members.
- To declare any potential or actual conflicts of interest on matters that are brought before the committee.
- All committee members will abide by the Council's Management Committee Guidelines and Policy for Code of Meeting Practice and the Division of Local Government Model Code of Conduct for Local Councils in NSW.

### **Responsibilities of the Chairperson**

- To chair the meeting and exercise functions, as determined by the committee.
- To be the spokesperson for the committee, as directed by the committee.
- To advocate for the committee and represent its decisions.
- To sign off minutes endorsed by the committee.
- Extraordinary meetings may be called by the Chairperson.

### **Responsibilities of Council**

- Provide professional officer support, as appropriate.
- Provide the committee with complete, accurate and meaningful information in a timely manner particularly in relation to income and expenditure.
- Allow reasonable time for adequate consultation when key decisions are required.
- Engage with the community in open, honest and objective discussions.
- Provide regular feedback on the perceived performance of the committee.

The ongoing role of the committee will be reviewed annually. Relevant matters will be referred to the committee for consideration. Committee recommendations will be referred to Council for action. Council at its discretion may review the role, structure re-organise or

disband the committee.

### **General meetings**

- The Chairperson will be a Councillor elected by Council. The second Councillor or a staff representative, nominated by the committee at the meeting, will Chair in the event of the Chairperson being absent.
- Meetings will be held at a place, time and date determined by the committee.
- Members may refer items for agendas through the Chairperson at least seven days before a scheduled meeting.
- Meetings of sub-committees, where required, may be held at times convenient to sub-committee members. Sub-committees will report on their meetings to the next scheduled meeting of the Committee.
- Replacement of members between terms will be via the recruitment process outlined on page 2 of this document.
- The Chairperson of the committee will be able to call special meetings of the committee as necessary for the effective conduct of the committee and establish limited working parties as required.
- Meetings will be open to the public unless closed in accordance with relevant requirements of Local Government Act 1993 and Council's Code of Meeting Practice.
- Other interested individuals may be invited to attend meetings as irregular observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.
- Pursuant to Section 10(2) of the Local Government Act 1993, the Chairperson of the committee can exercise the power of expulsion of persons not recognised as being entitled to be present at a meeting of the Committee.

### **Distribution of Information**

Recommendations of the committee are to be reported to Council and minutes distributed to Councillors through the Councillor newsletter.

Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.

The Chairperson is the spokesperson for the committee.

Individual committee members may not issue a media release on behalf of the committee.

### **Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

## **APPENDIX 1 - WEBSITES**

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<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Strategies

<http://www.esc.nsw.gov.au/inside-council/community-and-future-planning/strategies>

# Advisory Committees Terms of Reference

# Aboriginal Advisory Committee

## Terms of Reference

January 2022

## **TERMS OF REFERENCE**

### **Purpose of the Aboriginal Advisory Committee**

The role of the committee is to promote Aboriginal Culture within the Eurobodalla Shire and to advise and make recommendations to Council on matters relating to Aboriginal people.

### **Title and Delegations**

- The committee shall be referred to as the Aboriginal Advisory Committee.
- The committee shall function as a non-delegated advisory committee of Council.

### **Objectives**

To inform development, implementation and review of Council's corporate plans.

To assist Council with joint projects and information sharing.

To advise and liaise with Council regarding issues impacting on local Aboriginal communities.

### **Membership of the Committee**

A quorum of the committee shall be 5 and members will have voting rights. The Chairperson has voting rights. Eurobodalla Shire Council staff do not have voting rights.

### **Composition**

- Local Aboriginal Land Council (LALC) nominees, one from each group (6), plus 1 alternate designated representative from each LALC.
- 1 Gulaga Joint Board Management Chairperson or nominee.
- 1 Eurobodalla Indigenous Interagency chairperson or nominee
- Up to 7 community members will be selected by Council that will ensure all sectors and geographic regions of the Aboriginal community are represented.
- Aboriginal youth representative/s drawn from Eurobodalla Shire Council's Youth Committee and/or other sources.
- One Councillor representative, plus one designated alternate (selected by Council).
- Director – Community, Arts and Recreation Services or nominee/s (non-voting).

### **General meetings**

- The Chairperson will be an Aboriginal Community member voted in by the Aboriginal Advisory Committee at the beginning of each term. An alternate Chair may be nominated by the Chair, or committee at the meeting, in the event of the Chairperson being absent.
- The committee is to meet a minimum 4 times per annum.

### **Delegations of Committee**

To advise Council.

### **Contact Officer**

Contact officer for the committee is the Coordinator, Community Development and Youth.

**Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

**Governance**

The Committee is governed by the Guidelines for meeting practice – Advisory Committee.



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<https://www.esc.nsw.gov.au/council/governance/council-policies>

Strategies

<https://www.esc.nsw.gov.au/council/plans-and-reporting/plans-and-strategies>

Plans

[https://www.esc.nsw.gov.au/\\_data/assets/pdf\\_file/0006/161916/Aboriginal-Action-Plan-2020-2024-web-version.pdf](https://www.esc.nsw.gov.au/_data/assets/pdf_file/0006/161916/Aboriginal-Action-Plan-2020-2024-web-version.pdf)

# Climate Change Advisory Group

## Terms of Reference

August 2022

## **Terms of Reference**

### **Purpose (why the group has been formed)**

Eurobodalla Shire Council has developed a Climate Action Plan for 2022-32. The Plan sets targets and outlines actions for Council and the community across key areas of sustainability: Energy, Transport, Built Environment, Waste, Water, Biodiversity, Agriculture, Regional Economy, Natural Hazards, and Council Responsiveness.

The main purpose of the group is to bring advice and help Council with how it can effectively implement the Climate Action Plan – in partnership with the community. The group will also identify and advise on emerging issues and opportunities in climate change.

### **Objectives (what the group is to achieve)**

The primary objective is to advise and assist Council and the community in the delivery of actions from the Climate Action Plan.

Group members will:

- provide a communication linkage between Council and the community
- provide specialist advice and/or specialist contacts
- advise on how to work with, and overcome, barriers to implementation
- advise and assist with advocating to the NSW and Australian Governments
- assist with funding opportunities and grant applications.

### **Title and delegations**

The group shall be referred to as the 'Climate Change Advisory Group'.

The group:

1. cannot require Council to adopt a policy or recommendation approved by the group
2. has no power or authority, whether by delegation or otherwise to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

### **Composition (who is to attend)**

The group shall be made up of:

- a) community members representative of groups with interest and knowledge in climate change, and individuals with high-level experience and/or expertise in climate adaptation and mitigation (potentially 12 to 15 selected by Council from nominations)
- b) two councillors
- c) the chairperson, as resolved by Council
- d) Council sustainability staff
- e) NSW Government or Australian agency representatives, as required.

Council Sustainability staff will attend to provide technical advice and guidance.

The community group representatives will be appointed for the term of the Council.

**Contact officer:** Council's Sustainability Supervisor.

### **Governance (how the meetings will work)**

An agenda for each meeting will be circulated prior to each meeting, along with any relevant papers and documents.

Minutes (including details of actions) will be distributed after each meeting.

See also Council's '[Guidelines for Meeting Practice – Advisory Committees](#)'.

### **Variation to the Terms of Reference**

The Terms of Reference may be added to, repealed, or amended by Resolution of the Council in consultation with the group.

### **When and where the group meets**

The group is to meet four times a year: the second Thursday of the month from 2pm to 4pm – in February, May, August, November, and/or as required and determined by the Chair.

The group will usually meet in person at Council. In some circumstances (eg, if health restrictions apply), the meeting will be online via video conference.

# Coastal and Environment Management Advisory Committee

## Terms of Reference

January 2022

## **TERMS OF REFERENCE**

### **Purpose of the Coastal and Environment Management Advisory Committee**

The Coastal and Environment Management Advisory Committee will assist Council to manage coastal assets of environmental, cultural and economic value. The Committee will provide a link to the local community that will seek to identify the environmental values held by the community and assist Council to balance these values with sustaining development that will accommodate growth of the local economy.

Current projections for climate change indicate the impacts from natural hazards such as coastal erosion, flooding and bushfires will exacerbate and the over the next century. Biodiversity and other aspects of the natural environment will need to adapt to different conditions under climate change. The Coastal and Environmental Management Advisory Committee will inform Eurobodalla Shire Council in the development of planning strategies that will progress climate change adaptation for the coast, floodplains, biodiversity and natural landscapes of the local area.

### **Terms of Reference**

The terms of reference for the Coastal and Environmental Management Advisory Committee are:

- Advise on integrated planning and management of the coast, floodplains, biodiversity and natural landscapes
- Provide advice in accordance to the principals of Ecologically Sustainable Development and relevant Federal, State and Local Government Policy and Legislation
- Inform the development and adoption of Coastal Zone Management and Floodplain Management Plans for the Eurobodalla Shire;
- Inform the development and review of natural resource management plans
- Incorporate the latest knowledge of climate change into coastal, floodplain and natural landscape planning to assist Council with the integration of adaptation strategies into planning policies and instruments
- Provide and review scientific advice and integrate this knowledge into the preparation and review of natural resource management plans
- Facilitate broader community participation in coastal, floodplain and natural resource management through informing and liaising with member community groups
- Foster opportunities for joint projects, information sharing and grant funding to facilitate comprehensive and cost effective coastal, floodplain and natural resource management
- Monitor State and Federal Government natural resource management direction and advise Council on appropriate response
- Make recommendations for Council consideration.

**Title and Delegations**

The Committee shall be referred to as the Coastal and Environmental Management Advisory Committee of Eurobodalla Shire Council.

The Committee will function as a non-delegated advisory and working group.

**Objectives**

Provide advice relating to the management of the coast, floodplains, biodiversity and natural landscapes of the Eurobodalla Shire.

**Composition**

The Committee shall consist of the community representatives referred to in Appendix 1.

*Council:*

Staff from Council, State Government Agencies and Bega Valley Shire Council will attend to provide technical advice and guidance.

**Variation to the Terms of Reference**

These 'Terms of Reference' may be added to, repealed or amended by resolution of the Council in consultation with the Committee.

**Contact Officer**

The contact officer for the Committee is the Coastal and Flood Management Planner.

## **Appendix 1: Composition of Eurobodalla Coastal and Environmental Management Committee**

### Committee Members

Councillors: Alison Worthington and Amber Schutz

Other:

- Aboriginal Community Representative
- Natural Resource Management
- Primary Industry
- Recreation
- Business
- Tourism
- North (North of Clyde River)
- Batemans Bay (CBD to Malua Bay)
- North Central (Rosedale to Moruya River)
- South Central (South Head to Potato Point)
- South (Dalmeny to Akolele)
- Science

Council staff: as needed

- Strategic Planning
- Environmental Services
- Minute secretary
- Others as required



Agency representatives (as required):

- Environment Planning - Environment and Heritage
- NSW Department of Planning and Environment
- Environment and Planning - National Parks and Wildlife
- Department of Primary Industries - Fisheries
- Department of Primary Industries - Marine Estate Management Authority
- Department of Primary Industries - Crown Lands Division
- Forestry Corporation of NSW
- Roads and Maritime Services
- South East Local Land Services
- Bega Valley Shire Council
- Shoalhaven City Council

# Disability Inclusion Advisory Committee

## Terms of Reference

January 2022

## **TERMS OF REFERENCE**

### **Purpose of the Disability Inclusion Advisory Committee**

To seek opportunities to improve access to Council facilities and services and, with Council's support, to raise awareness of issues facing people with disability and to advocate for people with disability living in and visiting Eurobodalla.

### **Objectives**

- To provide input to the Disability Inclusion Action Plan prior to its final consideration by Council.
- To assist Council with the implementation of the Disability Inclusion Action Plan.
- To assist Council in the review and identification of Council's current and future disability access and equity issues, including the provision of information and resources to the public.

### **Title and Delegations**

- The committee shall be referred to as the Disability Inclusion Advisory Committee.
- The committee shall function as a non-delegated advisory committee of Council.

### **Composition**

The committee shall consist of the following voting members:

- Up to eight (8) community representatives who have a disability or have specialist knowledge or interest in disability issues (selected by Council from nominations).  
Up to three (3) of the community positions may be filled by individuals who work in a disability related area.
- One Councillor, plus one designated alternate (selected by Council).

Council staff (selected by Director - Community, Arts and Recreation Services) – will provide technical advice and guidance but will not have voting rights on the committee.

### **Delegations of Committee**

To advise Council.

### **Contact Officer**

Contact officer for the committee is Director – Community, Arts and Recreation Services.

### **Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

### **Governance**

The Committee is governed by the Guidelines for meeting practice – Advisory Committee.

## **APPENDIX 1 - WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice

<https://www.esc.nsw.gov.au/council/governance/council-policies>

Division of Local Government Model Code of Conduct for Local Councils in NSW

<https://www.esc.nsw.gov.au/council/governance/council-policies>

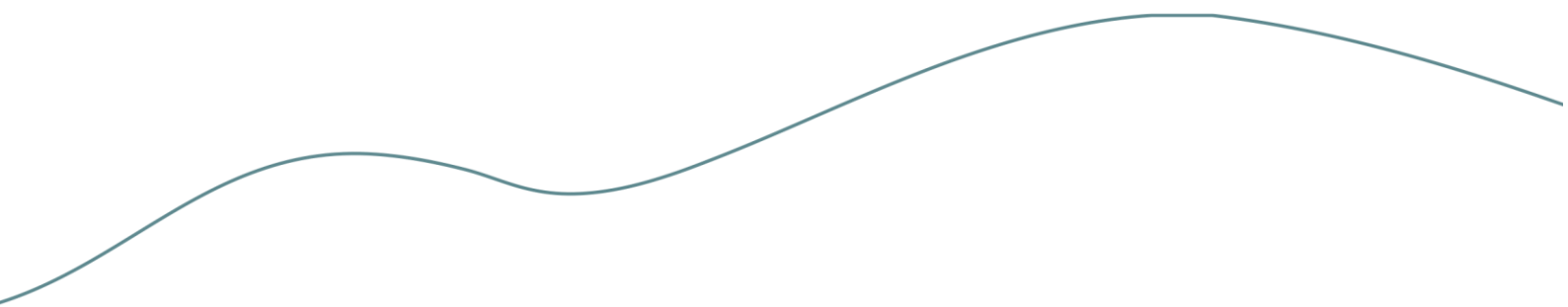
Strategies

<https://www.esc.nsw.gov.au/council/plans-and-reporting/plans-and-strategies>

# Eurobodalla Heritage Advisory Committee

## Terms of Reference

January 2022



## **TERMS OF REFERENCE**

### **Purpose of the Heritage Advisory Committee**

The key terms of reference for the Eurobodalla Heritage Advisory Committee are:

- Assist Council in the development of policies and strategies in response to Council's adopted Heritage Strategy and the management of natural and cultural heritage generally in the Eurobodalla local government area.
- Advise Council staff, the Heritage Adviser and the Council on matters relating to the ongoing implementation of the Heritage Strategy.
- Assist Council to procure and allocate funding assistance and to recommend projects for which funding should be sought in line with the Heritage Strategy.
- Provide access to the general community to distribute information and for public input into heritage management, eg, to nominate additional properties for assessment of heritage significance.
- Advise Council on a range of heritage-related matters which are of interest to the community, in particular, by providing expertise, local knowledge and guidance on heritage matters and in relation to heritage assessments.

### **Objectives**

- To support Council in advancing the aims of the heritage strategy and in the development and implementation of strategies, policies and programs related to heritage conservation
- Promote the natural, cultural and historic heritage of the Eurobodalla and to ensure it continues to develop a strong sense of place and identity.

### **Title and Delegations**

The committee shall be referred to as the Eurobodalla Heritage Advisory Committee (HAC).

The committee:

1. cannot require Council to adopt a policy or recommendation approved by the Committee.
2. has no power or authority, whether by delegation or otherwise to exercise any function, right, duty or power of the Council whether under a statute or other law, or in any other capacity.

### **Composition**

The committee shall consist of the following voting representatives:

- Two councillors
- Three delegates representing each of the three district historical societies
- The chairperson of the Eurobodalla Aboriginal Advisory Committee (EAAC) or a delegate elected by the EAAC
- Three community representatives

Council staff and Council's Heritage Advisor will attend to provide technical advice and guidance but will not have voting rights on the committee.

**Contact Officer**

The contact officer for the Heritage Advisory Committee is Council's Strategic Planner (Heritage).

**Variation to the Terms of Reference**

The 'Terms of Reference' may be added to, repealed or amended by resolution of the Council in consultation with the committee.

**Governance**

The Committee is governed by the Guidelines for meeting practice – Advisory Committee.

## **APPENDIX 1 - WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice

<https://www.esc.nsw.gov.au/council/governance/council-policies>

Strategies

<https://www.esc.nsw.gov.au/community/Arts,-culture,-and-heritage/heritage-resources>



# Public Art Advisory Committee

Terms of Reference

January 2022

## **TERMS OF REFERENCE**

### **Purpose of the Public Arts Advisory Committee**

To provide expert cultural and artistic advice and guidance to Council and staff on planning public art and related matters.

### **Objectives**

To support the important role of public art in community life.

### **Title and Delegations**

- The committee shall be referred to as the Public Art Advisory Committee.
- The committee shall function as a non-delegated advisory committee of Council.

### **Composition**

- Up to four (4) community representatives.  
Community representatives are to be qualified and/or experienced in some area of the arts relevant to public art and are to have their principal residence in the Eurobodalla Shire (selected by Council from nominations).
- One Councillor, plus one designated alternate (selected by Council).
- Director, Community, Arts and Recreation Services or nominee (non-voting).
- Director, Infrastructure Services or nominee (non-voting).
- Director, Planning and Sustainability Services or nominee (non-voting).

### **Delegations of Committee**

To advise Council.

### **Contact Officer**

Contact officer for the committee is Coordinator, Creative Arts Development.

### **Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

### **Governance**

The Committee is governed by the Guidelines for meeting practice – Advisory Committee.

## **APPENDIX 1 – WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice and Code of Conduct

<https://www.esc.nsw.gov.au/council/governance/council-policies>

Strategies

[https://www.esc.nsw.gov.au/data/assets/pdf\\_file/0018/206442/Public-Art-Strategy.pdf](https://www.esc.nsw.gov.au/data/assets/pdf_file/0018/206442/Public-Art-Strategy.pdf)

# External Committees Terms of Reference

# Eurobodalla Local Traffic Committee – external committee

## Terms of Reference

January 2022

## **Introduction and Background**

In March 2009, the Roads and Traffic Authority (now the RMS) issued a report *A Guide to the Delegation to Councils for the Regulation of Traffic: (including the operation of Traffic Committees)* (the GDCRT). This broadly summarises the purpose of the Local Traffic Committee, including the below points.

The Local Traffic Committee is primarily a technical review Committee. It advises Council on traffic control matters that relate to prescribed traffic control devices or traffic control facilities for which Council has delegated authority. The Committee considers the technical merits of proposals and ensures that they meet current technical guidelines. See *General Meetings* for details.

According to the GDCRT, the Council's representative may be any Councillor or Council officer, and the Council representative may be a sub-delegate if Council has formally approved this. Note that for Eurobodalla Council, in the current Terms of Reference of the Local Traffic Committee (2014), the representative of Council is to be a Councillor unless the nominated Councillor or Mayor is unable to attend. In this case, the Chair will be the General Manager or appropriate delegated officer for that meeting.

In the GDCRT, it is stated that there is no need for a specific quorum to allow a Local Traffic Committee meeting to proceed, however it must be remembered that any advice can only be returned to the elected Council by the Committee if the views of the RMS and the NSW Police have been obtained. However, in the 2014 Terms of Reference of the Eurobodalla LTC, a quorum of three voting members has been adopted.

The minutes of the Eurobodalla Local Traffic Committee meetings are reported to Council for review, with recommendations where relevant. Copies of the LTC minutes are forwarded to all LTC members for their concurrence prior to the recommendations being presented to the elected Council.

## **Purpose**

To provide technical advice on traffic and road safety issues for those matters covered under the delegations for the regulation of traffic to the Local Traffic Committee (LTC).

## **Title and Delegations**

- The committee shall be referred to as the Eurobodalla Local Traffic Committee.
- External Committee with powers as outlined under *Guide to the Delegation to Councils for the Regulation of Traffic*.
- The RMS remain responsible for all review and decisions on speed zoning on both local and State roads, and all road safety matters on the State highways. These matters are outside of the Terms of Reference of the LTC.

## **Objectives**

Meet the regulatory requirements for Council to provide the technical advisory function of the Local Traffic Committee.

### **Quorum and Voting Rights**

The *Guide to the Delegation to Councils for the Regulation of Traffic*, states that there is no need for a specific quorum to allow an LTC meeting to proceed, however it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of the RMS and the NSW Police have been obtained. In the 2014 Terms of Reference of the Eurobodalla LTC (2014), a quorum of 3 voting members was adopted.

### **Tenure of the Committee**

- The tenure of the Eurobodalla Local Traffic Committee is two years.
- Representatives must be willing to abide by the terms of reference for the committee.

### **Composition**

The Committee is made up of four voting members as follows:

1. one representative of Council (Chairperson)
2. one representative of the NSW Police
3. one representative of the RMS
4. the local State Member of Parliament (MP) or their nominee.

Any of the above organisations may choose to send more than one representative to meetings, however each organisation is limited to one voting delegate only.

Council's voting representative is nominated by the Council.

### **Chairperson**

The Councillor representative is the Chairperson.

If the Chairperson is unavailable for a meeting, the Council Mayor shall be invited to chair. If they are also unavailable, the delegated officer of Council shall chair the meeting

### **Delegations of Committee**

Roads and Maritime Services (RMS) is legislated as the organisation responsible for the control of traffic on all roads in NSW (as a Roads Authority). The RMS has delegated certain functions relating to traffic management on local roads for which Council as a road authority.

The delegations to Councils are fully outlined in the RTA document, *Delegation to Councils - Regulation of Traffic*. This includes such items as installation of regulatory signage and line marking, special event approvals, public transport matters, road infrastructure installation, and other road safety matters.

The Delegation requires Council to seek the advice of the NSW Police and the RMS prior to exercising their delegated functions. This is usually done via the Local Traffic Committee.

All matters that are addressed by the Local Traffic Committee are considered under delegation where appropriate. Some items are only received and noted, however most are considered under a report format with subsequent recommendations made by the LTC. Recommendations for Roads and Traffic matters that require the permanent installation of

regulatory signs and associated linemarking are presented to the next available Ordinary Meeting of Council for review and resolution.

### **Reporting Hierarchy**

The minutes of the Local Traffic Committee are reported to an Ordinary Council Meeting for review and resolution where applicable.

### **Contact Officer**

Director of Infrastructure Services.

- The delegated officer, as delegated by the General Manager, and other clerical support staff, support the Committee.

### **General Meetings**

- The format for Eurobodalla LTC meetings is monthly face-to-face meeting held in the offices of the Council, or as scheduled.
- A minimum of nine meetings should be held in any financial year.
- The meeting is to be convened by Council's Traffic Officer, or if unavailable an officer with the appropriate delegation from the General Manager.
- Clerical support shall be provided by Council and include a minute taker.
- Other Council staff may attend the meetings at the discretion of the Chairperson. The Road Safety Officer normally attends the meeting.
- Replacement of members between terms will be nominated by the representing organisation/group.
- Other interested individuals may be invited to attend meetings as observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.
- The LTC may have additional informal (non-voting) advisors to the LTC who can provide input into the process, by consent of the Chairperson.
- If the Chairperson is unavailable for a meeting, the Council Mayor shall be invited to chair. If they are also unavailable, the delegated officer of Council shall chair the meeting.

### **Voting at General Meetings**

Items for consideration and subsequent recommendation are put to the committee by the Chairperson with a verbal for or against vote

### **Council's Action on the LTC Recommendations**

- a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RMS or the NSW Police representatives of the decision.
- b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RMS or the NSW Police representatives of the decision.



- d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RMS and the NSW Police representatives in writing of their intention to approve the proposal. The RMS or the NSW Police may then lodge an appeal to the Regional Traffic Committee (RTC). Refer to appeals process in the GDCRT.
- e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RMS and NSW Police representatives in writing of their intention to approve the proposal. The RMS or the NSW Police may then lodge an appeal to the Regional Traffic Committee. Refer to appeals process in the GDCRT.

For matters within Council's delegation relating to the regulation of traffic on local roads, Council must refer such matters to the LTC. Council may make decisions contrary to the advice of the LTC but the NSW Police and the RMS have a right of appeal to the RTC.

### **Responsibilities of Council**

Council is responsible for providing administrative support and resources for the Eurobodalla Local Traffic Committee.

### **Distribution of Information**

- Minutes and recommendations of the committee are to be reported to the next available Ordinary Meeting of Council for review and resolution and subsequently distributed to the committee members via email.
- An agenda and report for the monthly meetings are to be prepared and distributed to the committee members via email. These documents should be sent no later than five working days before the meeting.
- Minutes of the LTC meeting are prepared and distributed to the committee via email for their information. The committee members are asked to provide any feedback by no less than 5 working days from the date of distribution. The minutes will then be input into the electronic InfoCouncil system for eventual signing off by Council's General Manager and minutes will then be available to the general public at least 5 working days before consideration by Council at an Ordinary meeting.
- Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.
- The Chairperson is the spokesperson for the committee.
- Individual committee members may not issue a media release on behalf of the committee.

### **Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee, provided that the Terms of Reference remain in accord with the guidelines issued by Roads and Maritime Services.

## **APPENDIX 1 - WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

RMS Delegation to Councils – Regulation of Traffic

<http://www.rms.nsw.gov.au/trafficinformation/downloads/trafficdelegation2011.pdf>

RMS LTC Guide

[http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/ltcguidev13\\_i.pdf](http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/ltcguidev13_i.pdf)

RMS Traffic and Transport for Special Events

[http://www.rms.nsw.gov.au/trafficinformation/downloads/special\\_events\\_guide\\_part1.pdf](http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf)

# Eurobodalla Bushfire Management Committee

## Terms of Reference

January 2022

## **Introduction and Background**

Bush Fire Management Committees are established under the Rural Fires Actg 1997 – Division 3 Section 50.

## **Bush Fire Management Committees**

- (1) The Bush Fire Co-ordinating Committee must constitute a Bush Fire Management Committee for the whole of the area of any local authority for which a rural fire district is constituted.
- (1A) The Bush Fire Co-ordinating Committee must constitute a Bush Fire Management Committee for the area of a local authority for which a fire district is constituted if there is a reasonable risk of bush fires in that area.
- (2) The Bush Fire Co-ordinating Committee may constitute a Bush Fire Management Committee for a part of the State other than a rural fire district or a fire district.
- (3) Committees may be constituted for separate rural fire districts or groups of rural fire districts and for separate fire districts or groups of fire districts.
- (4) A Bush Fire Management Committee is to be constituted in accordance with the regulations.

## **Purpose of the Bush Fire Management Committee**

### **Rural Fires Act 1997 No 65**

## **51 Functions of Bush Fire Management Committees**

- (1) A Bush Fire Management Committee has such functions as are conferred or imposed on it by or under this or any other Act.
- (1A) A Bush Fire Management Committee must, within 2 months after the end of each financial year, report to the Bush Fire Co-ordinating Committee on implementation of each bush fire risk management plan in force for the rural fire district or other part of the State for which the Bush Fire Management Committee is constituted.
- (2) A Bush Fire Management Committee is to have regard to the principles of ecologically sustainable development described in section 6 (2) of the [Protection of the Environment Administration Act 1991](#) in carrying out any function that affects the environment.

## **Title and Delegations**

- The committee shall be referred to as the Eurobodalla Bushfire Management Committee.
- The committee has such functions as are conferred or imposed on it by or under the Rural Fires Act 1997 or any other Act.

## **Quorum and Voting Rights**

A quorum of the committee shall be half the members. All members have voting rights.

## **Tenure of the Committee**

As set out in the Rural Fires Act 1997.

**Composition**

The Committee is coordinated by the NSW Rural Fire Services and includes one councillor, with one alternate in the event the delegate is unable to attend.

The Committee comprises of representatives from major land management agencies: Eurobodalla Shire Council, Forestry Corporation of NSW, National Parks and Wildlife Service, Crown Lands, volunteer brigade members, fire fighting authorities and community representatives.

**Reporting Hierarchy**

Reports to the Bush Fire Coordinating Committee, who report to the State Government through the Commissioner of the NSW Rural Fire Service.

**Contact Officer**

Contact officer is the Eurobodalla Rural Fire Service District Administration Officer.

**General Meetings**

Meetings are held quarterly.

# Floodplain Management Australia - External Committee

## Terms of Reference

January 2022

## **Introduction and Background**

Floodplain Management Australia (FMA) is a national association of over 120 local government councils, floodplain management authorities, businesses and professionals involved in all aspects of urban and rural floodplain risk management.

## **Purpose**

FMA aims to reduce private and public flood losses by promoting wise land use planning to guide appropriate floodplain development, as well as supporting programs that manage flood risk and the impacts of flooding.

FMA represents members' interests at State and Commonwealth government levels, promotes public awareness of flood issues, supports flood education programs and improves the knowledge and skills of floodplain management practitioners.

## **Title and Delegations**

- The committee shall be referred to as the Floodplain Management Australia.
- The committee is an external committee.

## **Objectives**

Promote appropriate development within floodplain areas and help reduce the risks of flooding to life and property.

## **Voting Rights**

All members have voting rights. Eurobodalla Shire Council is represented at quarterly meetings by one Councillor.

## **Tenure of the Committee**

On going.

## **Composition**

Floodplain Management Australia (FMA) is a national association of over 120 local government councils, floodplain management authorities, businesses and professionals involved in all aspects of urban and rural floodplain risk management.

Membership is subject to payment of an annual subscription.

## **Chairperson**

President and Executive members are elected at annual conferences.

## **Contact Officer**

Contact officer is Council's Coastal and Flood Management Officer.

## **Responsibilities of Committee Members**

1. Represent the views of Eurobodalla Shire Council at quarterly meetings and annual conference.
2. Report to Council on issues raised at quarterly meetings and annual conference.

## **APPENDIX 1 - WEBSITES**

Floodplain Management Australia

[www.floods.org.au](http://www.floods.org.au)



# South East Arts - External Committee

## Terms of Reference

January 2022

## **Introduction and Background**

South East Arts (SE Arts) is the regional development organisation for arts and culture in the Bega Valley, Eurobodalla and Snowy Monaro.

## **Purpose**

SE Arts actively assists the ongoing development of, and participation in, arts and culture throughout the South East region of New South Wales.

## **Title and Delegations**

- The committee shall be referred to as South East Arts.
- The committee is an external committee.

## **Objectives**

SE Arts' focus is on:

- Performing Arts
- Visual Arts
- Local Aboriginal Arts and Cultural Expression
- Creative Industries and Audience Development

It engages with:

- Grass roots and community-focused projects
- Professional and aspiring-professional projects
- Projects of National significance.

South East Arts provides:

- Regional projects strategically positioned to advance the cultural development of the region
- Professional development to support individual artists and organisations
- Regional touring as presenter and supporter of performances and exhibitions
- Promotion of events within and beyond the region
- Information and Research on events, artists, audiences, venues and organisations involved in arts and cultural development within the region and beyond
- Resources and advice on funding and sponsorship, how to apply, how to implement and how to acquit
- Cultural planning working with the member Councils to develop sustainable cultural plans.

## **Voting Rights**

All members have voting rights at board meetings.

## **Tenure of the Committee**

Ongoing.

## **Composition**

South East Arts is supported financially by Arts NSW and the councils of Bega Valley, Eurobodalla and Snowy Monaro.

Each Council has one delegate on the Board.

**Chairperson**

Chairperson and executive elected at annual general meeting.

**Contact Officer**

The Executive Director of South East Arts.

**Responsibilities of Committee Member**

1. Represent the views of Eurobodalla Shire Council at board meetings.
2. Report to Council on issues raised at meetings.

**APPENDIX 1 - WEBSITES**

South East Arts

<https://southeastarts.org.au>

# South East Australian Transport Strategy Inc (SEATS) - External Committee

## Terms of Reference

January 2022

## **Purpose**

SEATS aims are:

- To stimulate and facilitate investment in transport infrastructure in south eastern New South Wales (NSW), eastern Victoria (Victoria) and the Australian Capital Territory (ACT) region.
- To provide a highly coordinated and influential advocacy for the development of transport infrastructure in the South East Australian region that supports sustainable economic development and the prosperity of its constituents.

## **Title and Delegations**

- The committee shall be referred to as the South East Australian Transport Strategy Inc (SEATS).
- The committee is an external committee.

## **Objectives**

The operations of SEATS are guided by a [Business and Marketing Plan](#) to generate broad awareness of the issues relating to the development of transport infrastructure, to promote the benefits of such development and communicate the work of SEATS and its members.

The plan also aims to support the specific projects of SEATS members by improving access to decision makers and by providing information.

## **Voting Rights**

All members have voting rights. Eurobodalla Shire Council is represented by one Councillor and the Director of Infrastructure Services.

## **Tenure of the Committee**

Ongoing.

## **Composition**

SEATS membership is open to all local councils, industry and organisations interested in improving transport infrastructure in south eastern Australia.

Current membership details are available at: [www.seats.org.au/about-seats/constituent-members/](http://www.seats.org.au/about-seats/constituent-members/)

Membership is subject to payment of an annual subscription.

## **Chairperson**

The Chair and Executive members are elected at the annual general meeting.

## **Delegations of Committee**

Nil.

## **Contact Officer**

Contact officer for the committee is the Director Infrastructure Services.

### **Responsibilities of Committee Members**

1. Represent the views of Eurobodalla Shire Council at quarterly meetings and annual general meetings.
  2. Report to Council on issues raised at quarterly meetings and annual general meetings.
- 
1. Only the Chair can speak on behalf of the committee with the media unless otherwise approved.

### **APPENDIX 1 - WEBSITES**

SEATS

[www.seats.org.au/](http://www.seats.org.au/)