

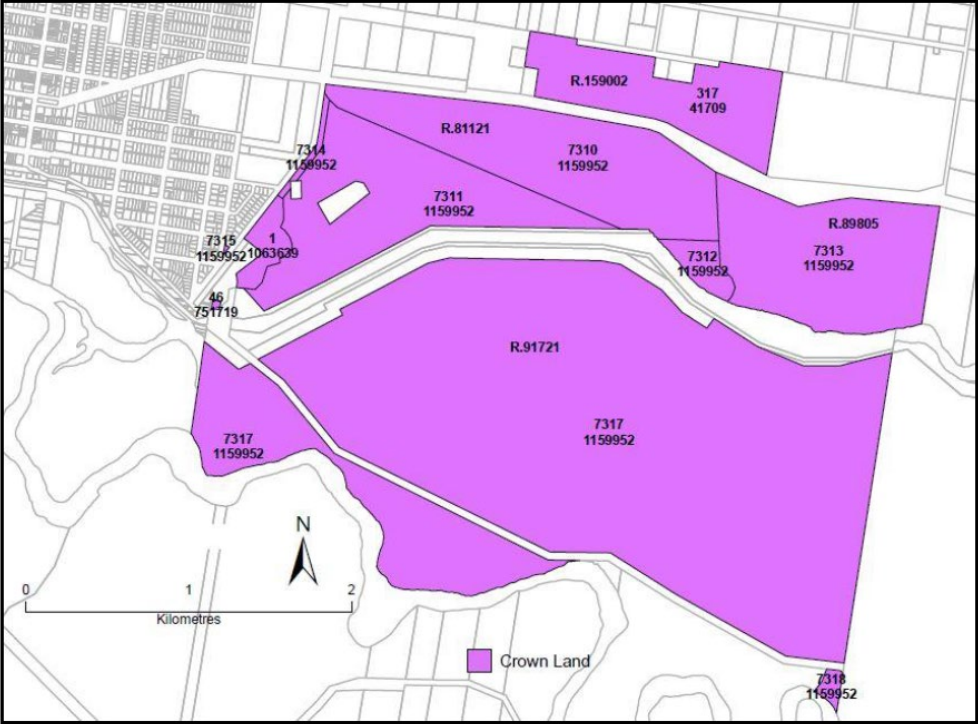


Narrandera
Shire Council

Lake Talbot Environs Advisory Committee

TERMS OF REFERENCE



Committee Name	Lake Talbot Environs
Committee Type	Advisory
Responsible Section	Open Space & Recreation
Document ID	49764
Date Adopted	10 December 2024 (24/220)
1. Purpose	<p>The purpose of the committee to align with the area’s outcomes and actions contained within the Plan of Management for ‘Lake Talbot and Environs’.</p> <p>The assistance will be through advice, provision of voluntary labour and clear demonstration of community involvement when grant or other funding is sought by Council for improvements.</p> <p>Area of ‘Lake Talbot and Environs’</p> 
2. Establishment	<p>The Lake Talbot Environs Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p>

	<p>Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Lake Talbot Environs Advisory Committee as a Committee of Council is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none"> • Council's Code of Conduct.
3. Objectives	<ul style="list-style-type: none"> • To provide advice to Council on the Lake Talbot area • To actively support the development and maintenance of the Lake Talbot area • Monitor conservation through coordination of community and user input • Assist Council in determining of priority activities to be undertaken and annual objectives.
4. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Lake Talbot Environs Advisory Committee align with the following from the Community Strategic Plan:</p> <p>To value, care for and protect our natural environment</p> <p>22. Preserve and manage our natural environment and native flora and fauna</p> <p>To effectively manage and beautify our public spaces</p> <p>27. Have up to date and revised plans of management that identify how community spaces are to be managed and to guide future works program</p> <p>To support local business and industry to grow and prosper</p> <p>39. Work with regional organisations, industry and local businesses to improve the economic environment for Narrandera Shire</p> <p>42. Promote the Shire and region through active participation in partnerships with other Councils, regional tourism and industry groups</p> <p>48. Support the development and maintenance of appropriate infrastructure within significant recreational destinations including river and forest areas.</p> <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council's website.</p>
5. Membership	<p>The Committee is to consist of a minimum of five (5) members</p> <ul style="list-style-type: none"> • Four (4) Community representatives • One (1) Councillor – appointed by resolution of Council at the commencement of each Council term or an alternate Councillor is required. • Committee members shall: <ul style="list-style-type: none"> o Send an apology if unable to attend a meeting. o Read Business Papers in advance and undertake necessary research. o Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members. o Participate in discussions and decision making. o Follow through actions minuted and subsequently adopted by Council.
6. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media for a minimum of 14 days with a targeted invitation letter to all user groups. • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager

	<ul style="list-style-type: none"> • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee.
7. Office Bearers	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> • Chairperson – elected annually at AGM from the Community representatives <ul style="list-style-type: none"> o Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate o Ensure preparation of agenda before the meeting o Approve meeting minutes prior to distribution o Represent the Committee as spokesperson o The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
8. Term	The Committee is established for the term of Council, plus three (3) months.
9. Meetings	<ul style="list-style-type: none"> • Minimum of two (2) meetings per annum • Annual General Meeting • Additional meetings can be called as required.
10. Quorum and Voting	<ul style="list-style-type: none"> • Minimum number for a quorum will be a majority of the members of the committee • For a vote to be carried: a majority of the members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff representatives do not have the authority to vote.
11. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting.
12. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • resigns by notifying the Committee and Council in writing • fails to advise of an absence of up to three meetings in a calendar year • fails to comply with Council’s Code of Conduct • holds any office of profit under the Committee • fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • dies • becomes a mentally incapacitated person • becomes bankrupt • or if Council passes a resolution to remove the member from the Committee.

<p>13. Executive Support</p>	<p>Council's Infrastructure team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Provide and/or collect reports for compilation of the Agenda • Compile and circulate agendas, attend meetings, compile and distribute minutes • Monitor and follow-up Action Report • Compile the Annual Report of the Committee in conjunction with the Chair • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility. <p>Council's Governance team will:</p> <ul style="list-style-type: none"> • Oversee the recruitment, selection and appointment process for Committee membership • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance.
<p>14. Committee Review</p>	<p>Annual review of Committee need and objectives.</p>
<p>15. Alteration of Terms of Reference</p>	<p>Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.</p>

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