

TERMS OF REFERENCE JUNEE SHIRE COUNCIL JUNEE SHIRE ADVISORY COMMITTEE



PURPOSE

The purpose of the Junee Shire Advisory Committee is to advise Council on policies, strategies, and initiatives to promote the Junee Shire.

ROLE

- Provide a coordinated cross-community approach across the town and villages within Junee Shire to provide strategic advice and guidance in relation to promotion of Junee Shire for Council's consideration.
- Monitor implementation of Village Improvement Plans and the Art Policy.
- Assist with promoting activities across the Shire on behalf of the Council.
- Provide advice to Council on maximising the functional use of its public buildings; primarily the Athenium Theatre, Broadway Museum and Junee Library.
- Facilitate communication between the art community and Council in relation to art and cultural matters from artists, art organisations, event organisers, and cultural services providers.
- Assist council with attracting and growing a strong volunteer base and culture to support local attractions and events.
- In November each year provide advice on priority programs or projects for Council to consider in its budgeting process for the next financial year.

The operational aspect of Council's responsibilities is outside of the Committees role. Council staff execute operational aspects in accordance with Council's Delivery Program and Operational Plan.

MEMBERSHIP

The Junee Shire Advisory Committee may consist of the following members:

- 12 members comprising:
 - Business members including rural businesses – (four)
 - Community members from Junee township – (four)
 - Rural and Village community members including primary producers – (four)

Advertisements calling for expressions of interest for membership will be placed in the local paper and on social media and nominations must be endorsed by the Council.

CHAIRPERSON

The Chair shall be elected at the first convened meeting of the Committee.

ROLE OF COUNCIL STAFF

The General Manager or delegate(s) and Councilors may attend any Committee meeting. The General Manager or delegate(s) and Councilors have no voting right.

ROLE OF COMMITTEE

The role of Committee members is to share their expertise and knowledge to advise Council on matters that are relevant to the purpose of the Committee outlined in the Terms of Reference.

MEETINGS

The Committee will schedule meetings bi-monthly. Meeting duration is approximately 1½ - 2 hours.

REPORTS FROM COMMITTEES

1. If in a report of a committee distinct recommendations are made, the decision of Council may be made separately on each recommendation.
2. The recommendations of a committee are, so far as adopted by Council, resolutions of Council.

QUORUM

The quorum is constituted by 50% plus one voting Committee member.

If there is no quorum, the Committee may hold an informal meeting and take notes if so decided by the Chairperson. No action or recommendations can be made at such an informal meeting.

AGENDA

The agenda for Committee meetings shall take the following format:

- Welcome
- Apologies
- Disclosure of interest
- Confirmation of Minutes
- Business arising from Minutes
- Reports from Officers
- Items from Committee members
- Close of meeting

Items from Committee members:

- Items must be relevant to the purpose of the Committee as per the Terms of Reference and may be vetted by the Chairperson or the General Manager (or delegate) as to their relevance.
- Items from Committee members must be forwarded to jsc@juneensw.gov.au at least seven days prior to the date of the Committee meeting and be placed on the agenda, using the approved template.

ACTIONS AND VOTING

Formal recommendations to Council must be put in the form of a Motion to be Seconded and Voted upon.

CONFLICT OF INTEREST

Members of the Committee must declare any conflict of interest in accordance with Council's Code of Conduct.

MINUTES

Council will provide administration support at committee meetings.

Minutes must include any recommendations made to Council. Meeting notes including any actions for the Committee are provided separately.

Committee Minutes are typically included on the Agenda at the subsequent Ordinary Council meeting for their endorsement.

COMMITTEE GUIDELINES

A guideline to support the operational aspects of the Committees is attached (Annexure A). For more detailed guidelines committee members are directed to the full publication on Council's website.

ANNEXURE A COMMITTEE GUIDELINES

1. The appointment of Committees is at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 of the Local Government Act 1993.
2. Advisory Committees are formally appointed by the Council in office; therefore all Advisory Committees will be reviewed by the newly appointed Council. All current members will remain to hold office until a determination is made by Council, or until three months after the Local Government Election, or revoked by Council by further resolution.
3. Council aims to appoint representatives of the local community or interest group to the Committee as outlined under Membership.
4. To hold office, all Committee Members must be appointed by Council and for the duration of the Term of the Council.
5. Members of Advisory Committees of Council are volunteers and therefore do not receive payment for services.
6. All members must be informed of, and abide by, Council's Code of Conduct and Code of Meeting Practice.
7. Committees should have their membership for the Term of the Council unless Council has approved otherwise.
8. Committees shall schedule meeting bi-monthly (every two months).
9. Committees shall have a Terms of Reference clearly stating the *Purpose and Role* of the Committee.
10. At least one Junee Council employee attend Committee meetings but do not hold voting rights. Councillors can also attend any committee meetings and do not hold voting rights.
11. The role of the staff member is to arrange for the agenda and minutes and to provide professional specialist advice to the Committee.
12. The role of the staff member may also be to carry out any reasonable action and recommendations of the Committee, but only after adopted by Council.
13. All activities conducted by a Committees of Council are to be in line with Council's adopted Integrated Planning and Reporting Framework.
14. A Committee functional role does not extend to recommend changes to the Terms of Reference of the Committee.
15. The Chairperson of a Committee may call an Extraordinary Meeting in consultation with the General Manager.

DELEGATION OF AUTHORITY JUNEE SHIRE ADVISORY SECTION 355 COMMITTEE

In order to provide for the expedient exercise and performance of its functions, Junee Shire Council hereby:

- a) delegates to the Junee Shire Advisory Committee under Section 377 of the *Local Government Act, 1993*, the exercise of Council's functions specified in Schedule 1 subject to the limitations specified in Schedule 2.

This delegation shall commence following appointment by the Council by resolution and remain in force until three months after the next Local Government Election or revoked by the Council by further resolution at any time.

SCHEDULE I (Functions)

1. To adhere to the adopted terms of reference for the Committee.
2. Provide a coordinated cross-community approach across the town and villages within Junee Shire to provide strategic advice and guidance in relation to tourism and events for Council's consideration.
3. Monitor implementation of Village Improvement Plans and the Art Policy.
4. Assist with promoting events and tourism activities on behalf of the Council.
5. Provide advice to Council on maximizing the functional use of its public buildings; primarily the Athenium Theatre, Broadway Museum and Junee Library.
6. Facilitate communication between the art community and Council in relation to art and cultural matters from artists, art organisations, event organisers and cultural services providers.
7. Assist council with attracting and growing a strong volunteer base and culture to support local tourism attractions and events.
8. In November each year provide advice on priority programs or projects for Council to consider in its budgeting process for the next financial year.

SCHEDULE 2 (Limitations)

The Functions do not include any which are excluded from being delegated to the Committee by s377(1) of the Local Government Act 1993 or any other law as applicable from time to time.

Without limiting the generality of the above, exercise of the Functions is subject to:

1. The limitations specified Council's 'Section 355 Committee Guidelines' as amended from time to time.
2. Decisions of the Committee being made in accordance with the Council Code of Meeting Practice as amended from time to time and otherwise according to law.
3. The Committee may not direct Council staff.

Policy No: GOV-EXE-031
Adopted: 15 March 2022
Re-Adopted: 28 June 2022
Minute No: 22.06.22