



Advisory Committees Guidelines

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INTRODUCTION

In 2025 the Balranald Shire Council (herein called Council) resolved to establish three advisory committees and one section 355 committee.

Advisory committees, each with specific terms of reference, can make recommendations to Council. Local people are members of these committees. These people include professional persons, government employees, business owners, and farmers. Advisory committees assist Council in the decision forming and decision-making processes.

These guidelines assist the advisory committees in dealing with meeting practice and the general conduct of meetings.

Council acknowledges the valuable contributions that can be made by the community. Typically, advisory committees will provide advice and recommendations to Council on a range of challenges, opportunities, and issues.

Advisory committees are a valuable resource for Council.

A list of Council's advisory committees is listed in the Advisory Committees Structure (**see Attachment 1**).

Members of advisory committees who require clarification on any matter included in these guidelines should contact the Office of the General Manager on (03) 5020 1300 or email to council@balranald.nsw.gov.au.

In 2025 Council reviewed the Advisory Committees and resolved to establish 3 Advisory Committees and 1 Section 355 Committee. Advertisements were sent out in May and June 2025, followed by a resolution of Council at the Ordinary Meeting held in July 2025 to nominate Councillors and community members for each of the Committees.

SECTION 1: PURPOSE OF ADVISORY COMMITTEES

1.1 WHY DOES COUNCIL HAVE ADVISORY COMMITTEES?

Advisory committees provide a mechanism by which interested residents with relevant expertise and/or experience can play an advisory role in the formulation of Council policy and its future direction. These committees are an important link in Council's community engagement strategy.

1.2 OBJECTIVES

Advisory committees are established by Council to:

- Harness the informed views and expertise of the wider community.
- Assist Council in its understanding of, and approach to, specific or localized issues, initiatives or community assets.
- Provide a structured approach to the ongoing involvement of community residents in Council affairs and the democratic process.

1.3 SCOPE AND LIMITATION OF POWERS

The scope and limitations of power (delegations) of each advisory committee is outlined in its terms of reference (Section 5). Advisory committees do not have the authority to instruct staff or to make decisions on Council's behalf.

The advisory committees currently have no delegated authority. In other words, advisory committees do not have the power to make decisions on financial matters and other matters but rather can make recommendations to Council for consideration.

1.4 ESTABLISHMENT OF ADVISORY COMMITTEES

Advisory committees are established by a resolution of Council with members appointed at the discretion of the Council..

The Advisory Committees Structure (Attachment 1) was established by Council at its meeting on 15 July 2025. These advisory committees are:

- Euston Progressive (EPAC)
- Tourism & Economic Development (TED)
- Strengthening Community Access, Inclusion and Wellbeing (SCAIWAC)
- Australia Day (Section 355 Committee)

1.5 TERMS OF REFERENCE

The advisory committee will be responsible for providing advice to council in accordance with the committee's terms of reference. Details of the terms of reference of each committee are presented in Section 5.

1.6 CODE OF CONDUCT

Council has adopted the Model Code of Conduct for Local Councils (2018) (herein the code of conduct) that is applicable to all council officials in that it sets the minimum requirements of conduct in carrying out their functions.

Council will extend the application of the code of conduct to advisory committees where it sees relevance to their function. The intent of doing so is to align, where applicable, the conduct of advisory committee members with the minimum requirements set out for council officials under the Model Code of Conduct

Breaches of the code of conduct by advisory committee members may result in:

- Requirement to apologize
- Censure
- Dismissal from their advisory committee(s)
- Prosecution

It is therefore important for advisory committee members to be aware of and comply with the contents of the code of conduct. The obligations of being an advisory committee member are outlined in the adopted code of conduct (**see Attachment 2**). It is a requirement of Council that training on the code be provided to all advisory committee members as part of their induction process.

Additionally, it is the responsibility of the chair during advisory committee meetings to inform and take necessary action with respect to the members' conduct in relation to this code.

1.7 COUNCIL OBLIGATIONS

In commissioning the advisory committees, Council agrees to:

- Give consideration to all recommendations and suggestions put forward.
- Give members feedback on how their recommendations have been used.
- Encourage member participation and meeting attendance.
- Respond within a reasonable timeframe to requests for relevant information or feedback.
- Consider providing administrative resources to assist in the smooth operation of the committee.

1.8 MEMBER OBLIGATIONS

As a member of an advisory committee, members agree to:

- Attend meetings (including via video technology) and participate in discussions and debate.
- Adequately review any agenda attachments or documents, as required, prior to meetings.
- Report their views and, where known, those of the respective Balranald Shire community.
- Engage with the wider community on committee matters where possible;
- Not override or diminish the views and opinions of fellow members and embrace the processes of debate and democracy.
- Suggest agenda items to the Chairperson.
- Make suggestions regarding improvements to their advisory committees.
- Work within, and remained focused on the terms of reference.
- Declare any conflict of interest regarding any issue under discussion.
- Maintain confidentiality and show discretion where appropriate.
- Not speak publicly, such as to the media, on behalf of Council.

SECTION 2: MEMBERSHIP - ADVISORY COMMITTEES

2.1 MAYOR & GENERAL MANAGER ATTENDANCE

The Mayor and General Manager will be able to attend any advisory committee meetings and as such, are required to be advised as to the time and location of all meetings. The mayor being an ex officio member of each Advisory Committee and as such has voting rights. The General Manager will attend meetings as an observer but may offer oversight on matters at hand or address member conduct or committee practice in line with the respective codes outlined in their training and induction.

2.1.1 ROLE AND RESPONSIBILITIES OF THE GENERAL MANAGER

The General Manager plays an important role in ensuring the matters brought before advisory committees and associated recommendations are presented to Council. To this end, the Council is then in a position to offer advice or make decisions on those matters or recommendations at a meeting of Council.

The process for doing this is as follows:

1. The General Manager will take receipt of the meeting minutes of an advisory committee from the committee chairperson (once confirmed as true and accurate by committee members).
2. The General Manager will review the meeting minutes and, as necessary, seek clarification or further information relating to agenda items covered and any recommendations from either the chairperson or council officers in attendance.
3. The General Manager will report the business transacted by the advisory committee to the next available Council meeting following a committee meeting.

The General Manager may consider allocation of a Shire Officer and other resources to support advisory committees.

2.2 COMMITTEE APPOINTMENTS

As advisory committees proceed over time, membership will vary. Candidates can be nominated by way of a committee recommendation with the support of an expression of interest form (Attachment 3) attached to the minutes.

It is a requirement that all newly-appointed members be inducted and trained for their role. The Council reserves the right to appoint or dismiss advisory committee members at any time.

2.3 DISSOLUTION OF COMMITTEE

The Council may dissolve an advisory committee at any time by a resolution of Council.

2.4 VACATION OF OFFICE

Advisory committee membership may become vacant in the following circumstances:

- if the member resigns membership by notice in writing to the committee;
- if the member is absent for more than three (3) consecutive meetings without prior leave of absence or an apology being accepted by the committee; and
- If a member is found to be in breach of the Code of Conduct.

2.5 CHAIRPERSON, DEPUTY CHAIRPERSON AND SECRETARY

There are three formal positions on advisory committees – chairperson, deputy chairperson and secretary.

The chairperson is usually the spokesperson for the committee and ensures that meetings are conducted in accordance with these guidelines and business is dealt with efficiently.

If the chairperson is not present at the time designated for the meeting, the deputy chairperson shall take the responsibilities of the chairperson. If neither the chairperson nor deputy chairperson of a committee can preside at a meeting and there is a quorum present, the committee must elect a member of the committee to act as the chairperson for that meeting. The General Manager, or their delegate, will open the meeting and conduct the election.

The secretary will take the minutes of meeting and work with the chairperson to collate agenda items in preparation for the committee meeting. Reports or papers tabled during a committee meeting will be circulated by the secretary to all committee members during or at the close of the meeting (where practicable), or during the next business day following the meeting.

2.5.1 RESPONSIBILITIES OF THE CHAIRPERSON

The chairperson has the following specific duties:

(i) Before a meeting:

- prepares the agenda setting out the terms of business to be considered, and
- ensures the meeting is properly convened in accordance with the Model Code of Meeting Practice.

(ii) During the meeting:

- chairs all meetings, opens meeting, welcomes and introduces members and guests; keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensures adequate opportunity is given to members who wish to speak;
- ensures correct meeting procedures are followed, and control of the meeting is maintained, keeping track of time; makes sure members are aware of decisions / recommendations being made and that the minute taker has recorded decisions / recommendations of the meeting.
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the meeting practices
- ensures all statutory regulations and the Code of Conduct and Code of Meeting Practice are observed; and
- closes meetings after business at hand has been properly concluded.

(iii) Other responsibilities:

- be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with the Council;
- approve the meeting minutes prior to them being reported to Council; and
- attend quarterly Executive of Chair meetings with other advisory committee chairpersons, the Mayor and the General Manager where they are able to speak on behalf of their committee and seek opportunities to collaborate.

2.5.2 RESPONSIBILITIES OF ALL MEMBERS

All advisory committee members have the following broad duties during committee meetings:

To act in accordance with the terms of reference of the advisory committee, in the best interests of the community(s) they represent and in a manner of integrity, equity and transparency

To read meeting papers and attend meetings* prepared to participate with full thoughtfulness and knowledge

To act in an orderly manner during advisory committee meetings including to NOT behave in a manner that contravenes the Local Government Act or any regulation in force under the Act or the Model Code of Meeting Practice; assault or threatens to assault another member, council officer or person present at the meeting; move or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter outside the jurisdiction of the committee; insults or makes personal reflections on or imputes improper motives to any other member or council official, or alleges a breach of the council's code of conduct; or says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute

To respect the confidentiality of experiences that may be shared in committee meetings and the knowledge and contributions of all committee members

2.5.2 ELECTION OF CHAIRPERSON & SECRETARY

The Chairperson & Secretary shall be elected by the Committee from the members.

The term of office shall be for two years. The first order of business for the committee meeting following the expiration of the term or casual vacancy in office is to elect the Chairperson/Secretary. The General Manager or his delegated officer is to conduct the election.

**note travel to and from meetings will be at each committee members own expense. Special consideration may be given where AC members are representing Council outside of the Shire boundaries. Such consideration must be agreed to prior to the travel event taking place.*

SECTION 3: MEETING PROCEDURES FOR ADVISORY COMMITTEES

3.1 NOTICE OF MEETINGS

Notice of advisory committee meetings will be provided to members, along with all Councillors and General Manager, at least three (3) days prior to the meeting. The notice will specify the time, place and date of the meeting and the business proposed to be transacted (the agenda). Notice of less than three (3) days may be given of a meeting in an emergency or at the Mayor's discretion.

3.2 NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS

The General Manager or delegate is entitled to attend a committee meeting. However, they are not entitled to add items to the meeting agenda, move or second a motion or vote at the meeting.

The General Manager may assign a Council officer to guide and assist an advisory committee during meetings.

Members cannot assign a proxy member to attend meetings in their absence.

At the discretion of the Mayor or with the agreement of a majority of advisory committee members, guests can be invited to attend meetings to either observe meetings or present ideas or information relevant to matters on the agenda. Guests cannot be invited by individual members without the prior agreement of the committee. Notice of guests invited to attend must be included in the meeting agenda at the time notice of the meeting is given.

3.3 QUORUM/STARTING TIME FOR MEETINGS

Meetings are to commence at the time designated for the meeting. The quorum for an advisory committee is set out in the respective advisory committees' terms of reference. If a quorum is not present within thirty (30) minutes of the designated commencement time then the meeting must be adjourned.

3.4 AGENDA

The agenda is an organized list of the business, in order, that will be transacted at the meeting. A copy of the agenda will be distributed to all the committee members at least three (3) days before the commencement of the meeting.

Each item of business to be considered at the meeting must be listed on the agenda. If any item on the agenda is not discussed due to time constraints, they are carried over to the next meeting agenda.

3.5 CONDUCT OF BUSINESS

Each item of business is discussed in the order in which it appears on the agenda. Adequate time is to be allowed for discussion on important issues. Time management of meetings is a responsibility of the chairperson.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda to all members, the Mayor and the General Manager with the approval of the chairperson at the time meeting notice is given (or at least three days prior to the meeting date).

3.6 MOTIONS & VOTING

Decisions of the Advisory Committee, including the formation of recommendations to Council must be put through the form of a motion. A motion or an amendment cannot be debated and decided upon unless or until it has been seconded.

The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

An amendment may become the motion without further debate or a vote where it is accepted by the member who moved the original accepted motion.

Voting is a mechanism through which members can express their agreement or disagreement on a matter that is for recommendation to Council. Each advisory committee member is entitled to one vote.

Voting can be conducted in two ways, verbally or by show of hands. For a vote to be carried it is necessary that a majority of participants vote for that matter. If a vote is tied, the chairperson shall have the casting vote. A casting vote is effectively a second vote cast by the Chairperson.

Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

A member who is present but who abstains from voting on a motion is counted as having voted against the motion. Members who are not present may not vote by proxy or any other means.

3.7 MINUTES OF MEETINGS

Minutes of the committee meeting will record attendees at meetings, conflicts of interest, decisions (in the form of recommendations which are moved, seconded and carried). It is not intended to record debate or discussion of items in the minutes.

It is the responsibility of the secretary to record minutes of the meeting. In the absence of the secretary a Council officer may be assigned to record the minutes of the meeting.

The minutes will be distributed to committee members (via email) within seven (7) days of the meeting. These minutes will require verification of trueness and accuracy by members who must respond via a circulated email. If members do not respond within three (3) days, it is assumed the minutes are true and accurate. Such a process of verification will enable the General Manager to receive the minutes in order to elevate recommendations to Council and enable decisions and advice to be given in a timely fashion.

The recommendations of a committee as notified in the meeting minutes and reflected in the General Manager's Advisory Committee Report, which are adopted by Council, become resolutions of the Council.

3.8 GENERAL MANAGER AND COUNCIL OFFICERS – ATTENDANCE AT MEETINGS

The General Manager is entitled to attend any advisory committee meeting. In consultation with the chairperson, the General Manager may assign an appropriate Council officer to attend the meetings and assist proceedings.

Council officers are not permitted to vote.

3.9 DURATION OF MEETINGS

Committee meetings shall close at the scheduled finish time, however a motion to extend the meeting for up to an extra 30 minutes may be considered by the chair. Matters listed on the agenda and not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

3.10 SUB-COMMITTEES

The committee may appoint working groups to report back to the committee. These 'sub-committees' have no formal standing and must recommend back to the committee for its determination and/or ratification. The purpose of such sub-committees might be to fact-find or assist Council to develop programs, project concepts/designs or events.

Members of sub-committees must be duly appointed members of the committee unless otherwise determined by Council.

3.11 ABSENCE FROM COMMITTEE MEETINGS

All committee members are required to advise the chair when they are unable to attend committee meetings. The absence of committee members from the meeting is to be recorded in the minutes.

3.12 RECORDING OF COMMITTEE MEETINGS

A person may use a recording device to record the proceedings of a meeting of a committee – with the approval of the committee – for the purposes of the business of the committee.

SECTION 4: MISCELLANEOUS ISSUES

4.1 INSURANCE MATTERS

4.1.1 Public Liability

All advisory committee members are covered by the public liability policy of Council. This insurance does not preclude committee members from due diligence and taking all practicable measures to ensure the safety of others.

4.1.2 Personal Accident

Committee members are covered by council's personal accident policy when injured whilst undertaking actions authorized by council relating to their role in the committee.

4.1.3 Motor Vehicle

In the event that a committee member utilizes a council vehicle, the motor vehicle policy of Council will provide cover.

4.2 LEGAL ISSUES

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not correct. Council has resolved to constitute the advisory committees and the Council, by resolution, can dismiss any advisory committee at any time, if deemed necessary.

4.3 CONFLICT OF INTEREST

All Advisory Committee members will be inducted and trained according to the Model Code of Conduct for Local Councils in New South Wales.

It is a requirement for all advisory committee members to declare conflict of interests, including pecuniary interests.

4.4 INDUCTION & TRAINING

All advisory committee members will be required to participate in an induction process of appointment to their respective committee(s). The General Manager will coordinate with the advisory committee members in relation to the induction and training process.

At the request of the advisory committee and at the discretion of the General Manager members may be required to complete a volunteer induction specific to their request to undertake their volunteer task.

SECTION 5: ADVISORY COMMITTEES - TERMS OF REFERENCE

5.1 TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (TED)

The Tourism & Economic Development Advisory Committee has the following terms of reference:

Terms of Reference

- i. Advise Council in regard to the Implementation of the Economic Development Strategy (EDS) and the Destination Management Plan (DMP) and to encourage equitable access to the benefits of economic development, tourism and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents).
- ii. Assist with the establishment of new tourism events and conducting existing tourism events.
- iii. Advise Council on promoting and creating Councils Tourism attractions and events.
- iv. Advise on the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives.
- v. Identify and advise Council in relation to potential new business or tourism opportunities.
- vi. Assist Council with investment attraction and tourism promotion.
- vii. Support infrastructure and event grant funding prioritisation and applications where so requested by Council.
- viii. Advise on business – industry synergy/partnerships.
- ix. Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development.
- x. Actively support and collaborate with the Euston Progressive Advisory Committee for possible joint business, tourism promotion and development opportunities.
- xi. Develop an annual action plan to focus Advisory Committee priorities and actions.

Membership

- 7 Community Representatives to be appointed by Council following a public expression of interest process
- 2 Councillors
- No more than three staff nominated by the General Manager (Observers)

Support

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources

Quorum

A majority of the membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation

No delegation.

Meeting Frequency

As required but no less than three times per year.

Voting

Recommendations are made by a majority vote of voting members at the meeting.

Meeting Minutes

Within one month of each committee meeting, minutes are to be submitted to the General Manager to be reported to the next Council meeting for consideration.

Minutes may be approved “off-line” by an email to all members and with a majority of voting members agreeing in writing or via email that the minutes are a true and accurate record of the meeting.

Term of Membership

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

5.3 STRENGTHENING COMMUNITY ACCESS, INCLUSION AND WELLBEING ADVISORY COMMITTEE (SCAIWAC)

The Strengthening Community Access, Inclusion & Wellbeing Advisory Committee has the following terms of reference:

Terms of Reference

- xii. Map and monitor provision of health, well-being and connection/inclusion services and programs for the community.
- xiii. Plan and advocate regarding closing community service gaps and improving public access and amenity for all.
- xiv. Support and promote community knowledge of, and access to, all available services.
- xv. Identify and promote inclusion of community diversity, events and programs which celebrate diversity.
- xvi. Develop an annual action plan to focus Advisory Committee priorities and actions.
- xvii. Facilitate and assist in the operation of the Balranald Emergency Accommodation facility.

Membership

- 9 Community Representatives to be appointed by Council following a public expression of interest process.
- 2 Councillors
- No more than three staff nominated by the General Manager (Observers)

Support

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum

A majority of the membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation

No delegation.

Meeting Frequency

As required but no less than three times per year.

Voting

Recommendations are made by a majority vote of voting members at the meeting.

Meeting Minutes

Within one-month minutes are to be submitted to the General Manager to be reported to the next Council meeting for consideration.

Minutes may be approved “off-line” by an email to all members and with a majority of voting members agreeing in writing or via email that the minutes are a true and accurate record of the meeting.

Term of Membership

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

5.7 EUSTON PROGRESSIVE ADVISORY COMMITTEE – (EPAC)

The Euston Progressive Advisory Committee (EPAC) has the following terms of reference:

Terms of Reference

- i. To provide advice in regard to the economic development and tourism strategic objectives to benefit the Euston Community.
- ii. Encourage and nurture volunteerism of members (committee and community) to help resource on-the-ground activities.
- iii. Advocate for the Euston community on identified areas of interest and priority
- iv. Assist in the development of an annual action plan to focus Advisory Committee priorities and actions.
- v. Collaborate as regularly as is necessary with the Balranald Tourism & Economic Development Advisory Committee to ensure a whole-of-Shire approach is taken on economic development and tourism opportunities and initiatives.

Membership

- 7 Community Representatives, to be appointed by Council following a public Expression of Interest process.
- 2 Councillors
- Up to three staff nominated by the General Manager (Observers)

Support

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum

A majority of the voting membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation

No delegation.

Meeting Frequency

As required but no less than three meetings per year.

Voting

Recommendations are made by a majority vote of voting members in attendance.

Meeting Minutes

Within one month of each committee meeting, minutes are to be submitted to the General Manager to be reported to the next Council meeting.

Term of Membership

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

ATTACHMENT 1: ADVISORY COMMITTEES STRUCTURE

New Advisory Committee	Strategic Focus	Key Communities-of-interest	Membership Range; Council Representative	Former Committee
Tourism & Economic Development Advisory Committee	- Represent the Shire community to encourage equitable access to the benefits of economic development and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents) - Promoting and growing our Tourism Asset Portfolio to ensure the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives - Assist with the establishment of new tourism events and the development of existing tourism events. - Assist Council with investment attraction and tourism promotion - Organise Business after dark events (as per Business Chamber and BEC topics/initiatives) - Support infrastructure and event grant funding prioritisation and applications - Actively seek and develop small business – industry synergy/partnerships - Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development - Actively support and collaborate with the Euston Progressive Committee for business and tourism promotion and development. - Represent Shire communities in a coordinated and considered approach to town beautification - Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions	Small Business, Industry Representatives, Tourism advocates and operators	~6-12; 1 x Executive or Manager	GBITAC – Growing Business, Industry & Tourism Advisory Committee

Strengthening Community Access, Inclusion & Well-Being	• This function is predominantly a primary health network responsibility • Map and monitor provision of health, well-being and connection/inclusion services and programs • Plan and advocate regarding closing service gaps and improving public access and amenity for all • Support and promote community knowledge of, and access to, all available services • Establish a community-services cooperative for handling challenges and opportunities in health, well-being and connection services and programs (both local and visiting) • Identify and promote inclusion of community diversity and events and programs which celebrate diversity • Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions.	Disability community representatives; Health/Well-being businesses people; Diversity of community members including ability, gender, culture and belief.	~6-10; 1 x Executive or Manager	Strengthening Community Access Inclusion & Wellbeing Advisory Committee
Euston Progressive	• Provide the Euston community a platform through which to connect with Council in the absence of elected representatives • Advocate for the Euston community identified areas of interest and priority • Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions • Collaborate regularly with Business, Industry, Tourism (Culture & Heritage) Committee to ensure a whole-of-Shire approach is taken on tourism, beautification and economic development.	small business, Industry Representatives, Indigenous Art/Culture enthusiasts, volunteers, gardeners	~6-12; 1 x Executive or Manager	Euston Progressive Advisory Committee

ATTACHMENT 2: EXPRESSION OF INTEREST FORM



BALRANALD SHIRE COMMITTEE MEMBERSHIP

Expression of Interest Registration Form

Please complete this form if you are interested in being a member of one of Council committees. Council will consider all expressions of interest at a Council meeting.

If you are an existing committee member, you need only complete questions 1 and 3 and then sign and date.

1. Your Contact Details

Name:

Preferred telephone number:

Email address:

Residential Address:

2. Please provide a brief snapshot of your interests:

3. Which Advisory Committee(s) would you like to extend your membership?

- ☐ Australia Day Section 355 Committee (ADC)
- ☐ Euston Progressive Advisory Committee (EPAC)
- ☐ Balranald Wellbeing & Health Advisory Committee (BWHAC)
- ☐ Tourism & Economic Development Advisory Committee (TED)

4. Please briefly explain why you are interested in joining this/these Advisory Committee(s)

Use and Disclosure of Information

The *Privacy and Personal Information Protection Act 1998* provides for the protection of personal information and for the protection of privacy of individuals generally. In compliance with the Act and Council's adopted Privacy Management Plan, your personal information will only be used for the distribution of information between Council and the members of Council Committees. It will not be added to other mailing lists or provided to a third party. We will not disclose your personal information without your consent.

Signed _____

Date ____/____/____

ATTACHMENT 3: CODE OF CONDUCT & CODE OF MEETING PRACTICE

As per the Model Code of Meeting Practice for Local Councils in NSW