

# Armidale

Regional Council

## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 July 2016  
9am

at

Armidale Council Chambers

SUPPLEMENTARY ATTACHMENTS

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**7.2 OUR GOVERNANCE**

**7.2.6 Review of Council's Committee Structure - Armidale Pine Forest Advisory Committee**

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**7.2.7 Establishment of Regional Marketing & Growth Advisory Committee**

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## Armidale Pine Forest Advisory Committee - Terms of Reference

### Name

The name of the Committee is the Armidale Pine Forest Advisory Committee.

### Council Portfolio

<Organisational Directorate – Governance, Infrastructure or Services>  
<Functional Unit>

### Establishment

The committee is established under section 355 of the NSW Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

### Term of the Committee

The committee will function until the next Council election in September 2017. The Council reserves the right to dissolve the committee at any time by a resolution of the Council.

### Delegations

The committee has no delegations from the Council.

### Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

### Purpose

The purpose of the committee is to provide a coordinated community input into the management of the Pine Forest in a way that is consistent with the Forests NSW Management Plan, Stakeholder Analysis and the Memorandum of Understanding (MoU).

The core responsibilities of the committee are to:

- provide input into the strategic direction of the Armidale Regional Council;
- provide input to the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the committee;
- consider the potential social, economic, environmental and financial impacts (sustainability) of the committee recommendations;
- engage the community and stakeholders on matters being considered by the committee;
- consider and advise the Council on any matter referred to the committee.

The primary responsibilities of the committee are to:

- develop and coordinate an annual operating plan and budget based on the Five Year Supplementary Management Plan approved by Forests NSW (July 2009);

- develop recommendations for use and development of the Pine Forest that take into account interests of all community groups and that are consistent with the Management Plan, MoU and Stakeholder Analysis;
- coordinate funding applications for projects designed to develop, improve and maintain infrastructure in the Pine Forest;
- make recommendations to Forests NSW regarding use, signage and access to the Pine Forest; and
- ensure that volunteers participating in any authorised activity in the Pine Forest comply with Council's Risk Management policies and procedures.

### **Membership**

The committee will be comprised of the following representation:

1. Armidale Regional Council (1)
2. Forests NSW (2)
3. Landcare (1)
4. Local Area (1)
5. Walkers (1)
6. Interests of the Neighbourhood (1)
7. Friends of the Pine Forest (1)
8. Leaseholders – Cattle Grazing (1)
9. New England Mountain Bikers (NEMTB) (1)
10. Horse Riders (1)
11. Dog Walkers (1)
12. Orienteering (1)
13. Adjoining Properties (1)
14. New England Medieval Arts Society (NEMAS) (1)

The Administrator may appoint other community representatives where appropriate.

The Interim General Manager and other Council staff may attend committee meetings, on the invitation of the Chairperson.

### **Chairperson**

The Administrator will determine the chairperson of the committee or the position shall be determined by an election at the first meeting of a new term of the committee.

### **Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function.

The responsibilities of the Executive Officer are:

- provide executive support to the committee;
- be responsible for preparing the meeting agenda and minutes;
- be responsible for preparing a report to the council containing the minutes and, providing staff comment on the recommendations made by the committee;

- provide to the committee the outcome and resolutions of the Council regarding each recommendation

### **Reporting**

The committee will report to the Council.

### **Frequency of Meetings**

The committee will meet at least quarterly, with capacity for additional meetings as needed. Meeting schedules will be determined by the Chairperson, in consultation with committee members.

### **Implementation Principles**

- **Service:** maintain seamless service delivery to communities
- **Opportunity:** embrace opportunities to improve services and infrastructure for communities
- **Cohesion:** bring together and build on the strengths of strategies, structures, staff and systems
- **Engagement:** inform and involve communities, staff and other partners, in planning and implementing change
- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

### **Organisational Principles**

- **Governance:** focus on the corporate governance processes and internal support services of council as an organisation. Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.
- **Infrastructure:** focus on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities.
- **Services:** focus on the programs within the council aimed at our local people and communities. It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security. This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries.

### **Code of Conduct**

The Model Code of Conduct applies to the members of the committee.

### **Code of Meeting Practice**

The Councils Code of Meeting Practice shall guide the meeting procedures of the committee.

### **Remuneration of Members**

Members of the committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

**Media Liaison**

The Administrator is the designated media spokesperson for the new Council.

**Meeting Protocol**

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least seven (7) days prior to a meeting;
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members;
- any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue;
- minutes will be circulated within seven (7) days of each meeting;
- minutes of the meeting will be submitted to the Council as soon as possible after the meeting; and
- a quorum of members is required at all meetings and shall be eight (8) members.

**Standard Agenda Items**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
- formal close.

## Regional Marketing & Growth Advisory Committee - Terms of Reference

### Name

The name of the Committee is Regional Marketing & Growth Advisory Committee

### Council Portfolio

Organisational Directorate – <Governance, Infrastructure or Services>

Functional Unit - <>

### Establishment

The committee is established under section 355 of the NSW Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

### Term of the Committee

The committee will function until the next Council election in September 2017. The Council reserves the right to dissolve the committee at any time by a resolution of the Council.

### Delegations

The committee has no delegations from the Council.

### Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

### Purpose

The core responsibilities of the committee are to:

- provide advice on the strategic direction of the Armidale Regional Council;
- provide advice on the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the committee;
- consider the potential social, economic, environmental and financial impacts (sustainability) of the committee recommendations;
- engage the community and stakeholders on matters being considered by the committee;
- provide advice to the Council on any matter referred to the committee.

The primary responsibilities of the committee are to:

- act as the link between Council and key industry sectors and ensure open two way communication.
- develop and promote partnerships to allow for the advancement of programs and initiatives to drive economic growth.
- promote the region as a great place to do business.
- promote opportunities for local job creation.
- partner with council to attract investment into the region.
- review and provide advice on the Armidale Economic Development Strategy
- review and provide advice on the Armidale Tourism Strategy

## **Membership**

The committee will be comprised of the following representation:

1. Armidale Business Chamber - Representative
2. Guyra Chamber of Commerce - Representative
3. University of New England (UNE) - Representative
4. Regional Development Australia Northern Inland NSW (RDANI) - Executive Officer
5. NSW Department of Industry, Office of Regional Development – Business Development Manager Northern Inland
6. Community Representatives (11)

The Administrator to appoint community representatives to the committee, following the calling of Expressions of Interest. The Administrator may also appoint other community representatives where appropriate.

The Interim General Manager and other Council staff may attend committee meetings, on the invitation of the Chairperson.

## **Chairperson**

The Administrator will determine the chairperson of the committee or the position shall be determined by an election at the first meeting of a new term of the committee.

## **Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function.

The responsibilities of the Executive Officer are:

- provide executive support to the committee;
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- provide to the committee the outcome and resolutions of the Council regarding each recommendation

## **Reporting**

The committee will report to the Council.

## **Frequency of Meetings**

The committee will meet at least quarterly, with capacity for additional meetings as needed. Meeting schedules will be determined by the Chairperson, in consultation with committee members.

## **Implementation Principles**

- **Service:** maintain seamless service delivery to communities
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- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

### **Organisational Principles**

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### **Code of Conduct**

The Model Code of Conduct applies to the members of the committee.

### **Code of Meeting Practice**

The Councils Code of Meeting Practice shall guide the meeting procedures of the committee.

### **Remuneration of Members**

Members of the committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

### **Media Liaison**

The Administrator is the designated media spokesperson for the new Council.

### **Meeting Protocol**

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least three (3) business days prior to a meeting;
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members;
- any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue;
- minutes will be circulated within seven (7) days of each meeting;
- minutes of the meeting will be submitted to the Council as soon as possible after the meeting;
- and

- a quorum of members is required at all meetings and shall be 50% plus one of all voting members

### **Standard Agenda Items**

Agendas will be determined by the Chairperson. Committee members may also suggest matters for consideration.

As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
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