
COONABARABRAN GUMIN GUMIN PATH ADVISORY COMMITTEE TERMS OF REFERENCE

Council Portfolio
Executive Services

Establishment

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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

Purpose

The committee has as its primary purpose responsibility to provide recommendation to Council on planning and priorities for the Coonabarabran Gumin Gumin Path facility.

Core responsibilities of the committee are to:

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

Core duties of the committee are to:

- determine current and potential users of the Coonabarabran Gumin Gumin facility including volume and frequency of use;
- develop a long term strategy for the Coonabarabran Gumin Gumin facility in the form of a masterplan including feasibility study, business case and concept drawings;
- investigate and obtain external sources of funding; and
- make recommendations to Council on any matter related to improvements of the Coonabarabran Gumin Gumin facility.

Term

The committee will dissolve at the Council election in September 2020. Council may by resolution dissolve the committee at any time.

Membership

Committee representation will be comprised of the following:

- One Councillor who will be the Chairperson. An alternate Councillor (non voting).
- One representative from each of the following organisations;
 - Warrumbungle Shire Economic Development and Tourism Committee
 - Coonabarabran Landcare Inc.
 - Warrumbungle Bicycle User Group Inc.
 - 2357 Partnerships
 - Coonabarabran Health Council
 - Local Aboriginal Landcare Committee
- Representatives of relevant government or community agencies as determined by the committee and including the National Parks & Wildlife Service (non voting)

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- Director Technical Services, Director Environment & Development, Manager Economic Development & Tourism (non voting)
 - Executive Officer is the Manager Projects
 - Non-voting council staff as required

Quorum

Quorum is more than one half of the voting membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

Voting

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

Meeting Schedule

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

Executive Officer

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

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

Agenda

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

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

Reporting

Directly to Council by recommendation recorded in meeting minutes.

Code of Conduct

Council's Code of Conduct applies to members of the committee.

Code of Meeting Practice

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

Delegations

The committee has no Council delegations.

Financial Arrangements

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

Media Liaison

The Mayor is the designated media spokesperson for Council.

Vacancies

Vacancies may arise during the term of the committee. If a vacancy does occur, the committee will seek expressions of interest to fill the vacancy and make a recommendation to Council on membership appointment.

Relevant Policies/Documents

Local Government Act 1993 (NSW)

Warrumbungle Shire Council Code of Conduct

Warrumbungle Shire Council Code of Meeting Practice

Warrumbungle Shire Community Strategic Plan

Delivery/Operational Plan

Copies of these and other documents are available on Council's website at www.warrumbungle.nsw.gov.au or from the committee clerk.