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## COONABARABRAN TOWN BEAUTIFICATION ADVISORY COMMITTEE TERMS OF REFERENCE

### **Council Portfolio**

Technical 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 purpose of the committee is to make recommendations on specific projects and or development of strategies for the beautification of Coonabarabran.

Core responsibilities and duties of the committee are to:

- Input into the development of a beautification Master Plan with a strategic focus on improving the appearance of street landscapes.
- Assistance with determining current issues with town landscapes, including identification of issues that need to be rectified.
- Investigation into, and assistance in obtaining, external sources of funding.
- Making of recommendations to Council on matters relating to specific town beautification projects or strategies.

### **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:

- Two councillors, one of whom will be the Chairperson, as elected by Council
- Six community representatives, or as determined by Council.
- Director Technical Services (non voting)
- Executive Officer is Manager Urban Services (non voting)
- Non-voting council staff as required

### **Quorum**

Quorum is half plus one of the 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 every 2 months, 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.

### **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](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.