

Committee Name	Lake Talbot Environs Advisory Committee
1. Purpose	<p>The committee is formed to provide assistance to Council in managing Lake Talbot and the Environs through the coordination and input from all users of Lake Talbot and its surrounds.</p> <p>The assistance will be through advice, provision of voluntary labour and clear demonstration of community involvement when grant or other funding is sought by council for improvements.</p>
2. Establishment	<p>The Lake Talbot Environs Advisory Committee has been established to provide particular expertise to help the Council make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any recommendations from the Committee that require an action of Council need to be adopted by Council at a formal meeting to achieve legal standing.</p>
3. Objectives	<ul style="list-style-type: none"> • To provide advice to Council on the Lake Talbot area • To actively support the development and maintenance of the Lake Talbot area • Monitor conservation through coordination of community and user input • Assist Council in determining of priority activities to be undertaken and annual objectives
4. Objectives from the Community Strategic Plan	<p>The objectives of the Lake Talbot Environs Advisory Committee aligns with the following from the Community Strategic Plan:</p> <p>To value, care for and protect our natural environment</p> <ul style="list-style-type: none"> • 22. Preserve and manage our natural environment and native flora and fauna <p>To effectively manage and beautify our public spaces</p> <ul style="list-style-type: none"> • 27. Have up to date and revised plans of management that identify how community spaces are to be managed and to guide future works program <p>To support local business and industry to grow and prosper</p> <ul style="list-style-type: none"> • 39. Work with regional organisations, industry and local businesses to improve the economic environment for Narrandera Shire • 42. Promote the Shire and region through active participation in partnerships with other Councils, regional tourism and industry groups • 48. Support the development and maintenance of appropriate infrastructure within significant recreational destinations including

river and forest areas.

For more information refer to the 2017-2030 Community Strategic Plan available via Council website:

[http://www.narrandera.nsw.gov.au/cp_content/resources/CENSUS_AME_NDED - ADOPTED 20 June 2017 - Community Strategic Plan 2017-2030.pdf](http://www.narrandera.nsw.gov.au/cp_content/resources/CENSUS_AME_NDED_-_ADOPTED_20_June_2017_-_Community_Strategic_Plan_2017-2030.pdf)

5. Committee Structure

The Committee is to consist of a minimum of five (5) including:

- Chairperson
 - Elected each year at AGM from the Committee's Community Representatives
 - Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
 - Ensure preparation of agenda before the meeting.
 - Encourage fair and respectful discussion
 - Approve meeting minutes prior to distribution.
 - Represent the Committee as spokesperson.
 - The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
- Minimum of three (3) Community Representatives
 - Attend meetings and be punctual.
 - Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
 - Read Business Papers in advance and undertake necessary research.
 - Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
 - Participate in discussions and decision making.
 - Follow through actions minuted and subsequently adopted by Council.
- Minimum of one (1) Councillor- Council representative- membership shall be appointed by resolution of Council at the commencement of each term.
- Council Staff Support:
 - Approve items for inclusion in the Agenda in consultation with Chairperson.
 - Provide and/or collect reports for compilation of the Agenda.
 - Preparation and distribution of agendas (including all items required for discussion or comment)
 - Issuing notices for meetings (at least five (5) days prior to the meeting)
 - Taking minutes and notes of proceedings and preparing and distributing minutes of the meeting.
 - Update, Monitor and follow-up Action Report.
 - Be the principal point of contact for the Committee.
 - Be the main conduit between the Committee and Council.
 - Be the custodian of information for the nominated facility included in the Committee.

6. Term

The Committee is established for a term of Council plus 3 months.

	<p>Recruitment and Selection – Method of Determining Members:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, radio, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council supporting members of Committee
7. Meetings	<p>Minimum number of meetings per annum two (2).</p> <p>Annual General Meeting</p> <p>Additional meetings can be called as required</p>
8. Quorum & Voting	<ol style="list-style-type: none"> 1. A quorum for a meeting will be a majority of the members of the committee. 2. For a vote to be carried a majority of members attending - half the number plus one (1) is required 3. Committees are encouraged to make decisions by consensus 4. 5. Council Staff do not have the authority to vote on issues.
9. Termination of Membership	<p>Any member who fails to advise of an absence of up to three (3) meetings in a calendar year will be deemed to have resigned</p> <p>Members can choose to resign by notifying the Committee in writing</p> <p>Replacement of Vacant Positions</p> <ul style="list-style-type: none"> • Investigate previous nominations • Nominations of interest advertised via social media, radio, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee
10. Reporting Requirements	<p>Documents required:</p> <ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting
11. Alteration of Terms of Reference	<p>Amendment of the Terms of Reference can be by a majority vote of the Committee which will require the endorsement of Council before it is enacted.</p>
12. Committee Review	<p>June 2020 review of Committee need and objectives</p>