

## Extra Ordinary Meeting

**Meeting Date:** Friday, 20 September, 2019

**Location:** Council Chambers, City Administrative Building, Bridge Road, Nowra

## Attachments (Under Separate Cover)

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**2019 Election of Deputy Mayor**

Under the provisions of Section 231 of the Local Government Act 1993 the Councillors may elect a person from among their members to be the Deputy Mayor.

**Nomination**

- a) The nomination is to be made in writing by two (2) or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- b) The nomination is to be delivered or sent to the Returning Officer, Acting Director Finance Corporate & Community Services – Melissa McCoy by 12pm Midday on Friday 20 September 2019.

However, this does not preclude nominations being lodged without notice.

Should there be more than one candidate Council may elect to proceed by preferential ballot or ordinary ballot (show of hands).

**Nomination Form – Deputy Mayor**

We the undersigned nominate Councillor \_\_\_\_\_ for election as Deputy Mayor.

**Nominating Councillors**

Name	Signature
_____	_____
_____	_____
_____	_____

I \_\_\_\_\_ by my signature below hereby consent to this nomination as Deputy Mayor.

\_\_\_\_\_  
Signature

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**CL19.222 - Attachment 2**

**2019 Election of Assistant Deputy Mayor**

Under the provisions of Section 231 of the Local Government Act 1993 the Councillors may elect a person from among their members to be the Assistant Deputy Mayor (if required).

**Nomination**

- a) The nomination is to be made in writing by two (2) or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- b) The nomination is to be delivered or sent to the Returning Officer, Acting Director Finance Corporate & Community Services – Melissa McCoy by 12pm Midday on Friday 20 September.

However, this does not preclude nominations being lodged without notice.

Should there be more than one candidate Council may elect to proceed by preferential ballot or ordinary ballot (show of hands).

**Nomination Form – Assistant Deputy Mayor**

We the undersigned nominate Councillor \_\_\_\_\_ for election as Assistant Deputy Mayor.

**Nominating Councillors**

Name	Signature
_____	_____
_____	_____
_____	_____

I \_\_\_\_\_ by my signature below hereby consent to this nomination as Assistant Deputy Mayor.

\_\_\_\_\_  
Signature

## 1. Audit, Risk and Improvement Committee

<p><u>Meetings per year</u> – 5 &amp; others as required Commencement time – 4pm</p>	<p><u>Quorum:</u> Three (3) – including 1 Councillor &amp; 1 External member</p>
<p><u>Charter:</u> <a href="#">D19/261344</a> <u>Amended:</u> 30/7/2019</p>	
<p><b>Objective</b> The objective of the Audit, Risk and Improvement Committee (ARIC, the Committee) is to provide independent assurance and assistance to Shoalhaven City Council on risk management, control, governance, business improvement related matters and external accountability responsibilities.</p>	
<p><b>Authority</b> The Council authorises the Committee, within the scope of its role and responsibilities to:</p> <ol style="list-style-type: none"> <li>1 Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).</li> <li>2 Discuss any matters with the internal or external auditor or other external parties (subject to confidentiality considerations).</li> <li>3 Request the attendance of any employee or councillor at Committee meetings.</li> <li>4 Obtain external legal or other professional advice considered necessary to meet its responsibilities.</li> </ol>	
<p><b>Chairperson</b> - Independent Member appointed by Committee</p>	
<p><b>2018-2019 Councillor / Staff Membership</b> Clr White Clr Wells Clr Gash (Alternate)</p>	<p><b>2019-2020 Councillor / Staff Membership</b></p>
<p><b>Independent Community Representatives</b> 3 Independent community representatives</p>	
<p><b>Sitting Fee for Community Members</b> Monthly payment of \$250 on the proviso 80% of meetings are attended <u>plus</u> a travel per kilometre allowance based on the Councillor rates for external members only.</p>	

## 2. Regional Development Committee

Meetings per year – As Required No set commencement time	Quorum – Three (3)
<b>Objective:</b> To consider staff reports sent to the Joint Regional Planning Panel	
<b>Delegation:</b> To make determinations in support or otherwise in relation to reports sent to the Joint Regional Planning Panel, including making representations to the Joint Regional Planning Panel.	
<b>Chairperson</b> – Appointed by Council	
<b>2018-2019 Membership</b> Clr Gash (Chairperson) All Councillors CEO or nominee	<b>2019-2020 Membership</b>

### 3. Senior Staff Contractual Matters Committee

Meetings per year – As required No set commencement time	Quorum – Five (5)
<b>Purpose and Delegated Authority</b> The Committee be delegated authority under Section 377 of the Local Government Act to: <ol style="list-style-type: none"> <li>1. Review the CEOs performance against the agreement, at least annually.</li> <li>2. Deal with matters relating to requirements of the contract including the annual review of remuneration and to make any determinations where necessary.</li> <li>3. Receive the CEO's annual reports on other Senior Staff contracts where Council is required to deal with contractual matters.</li> <li>4. Consider and determine :             <ul style="list-style-type: none"> <li>• The organisational structure.</li> <li>• Industrial Relations Policy.</li> <li>• Other staff matters requiring Council consideration</li> </ul> </li> </ol>	
<b>Chairperson</b> – Appointed by Council	
<b>2018-2019 Councillor / Staff Membership</b> Mayor Clr Findley (Chairperson) All Councillors CEO	<b>2019-2020 Councillor / Staff Membership</b> Mayor Clr Findley (Chairperson)
<u>Sub- Committee to undertake Delegations</u> <u>1&amp;2:</u> CHAIRPERSON - Mayor Deputy Mayor (Clr White) Assistant Deputy Mayor (Clr Pakes) Clr Gash Clr Proudfoot Clr Gartner	<u>Sub- Committee to undertake Delegations</u> <u>1&amp;2:</u> Mayor Clr Findley (Chairperson)

#### 4. Central Floodplain Risk Management Committee

Meetings per year – As required	Quorum – Not set yet
Commencement time – 4pm	Terms of Reference: Not yet adopted
<b>Purpose</b>	
<ul style="list-style-type: none"> <li>• Provide advise to Council on flood management risk plans in the central area of the city</li> </ul>	
<b>Delegation – NIL</b>	
<b>Chairperson</b> – Appointed by Council	
<b>Councillor / Staff Membership</b>	<b>2019-2020 Councillor / Staff Membership</b>
Clr Proudfoot - Chairperson All Councillors CEO or nominee	
<b>Community/Organisational Representatives</b>	
5 Community Representatives SES NSW Office of Environment & Heritage	

Note: Expressions of interest are currently being sought for the community representatives. Applications close on 4 October 2019.



## 5. Northern Floodplain Risk Management Committee

Meetings per year – As required	Quorum – Not set yet
Commencement time – 4pm	Terms of Reference: Not yet adopted
<b>Purpose</b>	
<ul style="list-style-type: none"> <li>• Provide advise to Council on flood management risk plans in the northern area of the city</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson</b> – Appointed by Council	
<b>Councillor / Staff Membership</b>	<b>2019-2020 Councillor / Staff Membership</b>
Clr Wells – Chairperson All Councillors CEO or nominee	
<b>Community/Organisational Representatives</b>	
5 Community Representatives SES NSW Office of Environment & Heritage	

Note: Expressions of interest are currently being sought for the community representatives. Applications close on 4 October 2019.

## 6. Southern Floodplain Risk Management Committee

Meetings per year – As required	Quorum – Not set yet
Commencement time – 4pm	Terms of Reference: Not yet adopted
<b>Purpose</b>	
<ul style="list-style-type: none"> <li>• Provide advise to Council on flood management risk plans in the Southern area of the city</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson</b> – Appointed by Council	
<b>Councillor / Staff Membership</b>	<b>2019-2020 Councillor / Staff Membership</b>
Clr White – Chairperson All Councillors CEO or nominee	
<b>Community/Organisational Representatives</b>	
5 Community Representatives SES NSW Office of Environment & Heritage	

Note: Expressions of interest are currently being sought for the community representatives. Applications close on 4 October 2019.

## 7. Shoalhaven Coast & Estuary Management Committee

Meetings per year – As required	Quorum – Not set yet
Commencement time – 4pm	Terms of Reference: Not yet adopted
<p><b>Purpose</b> An interim advisory Committee until the completion of the citywide Coastal Management Program Scoping Study (for the open coast and all estuaries), during which community feedback will be sought on the future final model for the coast and estuary advisory committee or group.</p>	
<p><b>Delegation</b> – NIL</p>	
<p><b>Chairperson</b>– Appointed by Council</p>	
<p><b>Councillor / Staff Membership</b> Chairperson of each of the Floodplain Risk Management Committees Chairperson of Shoalhaven Heads Estuary Taskforce CEO or nominee</p>	<p><b>2019-2020 Councillor / Staff Membership</b></p>
<p><b>Community/Organisational Representatives</b> NSW Office of Environment &amp; Heritage Department of Planning Industry &amp; Environment Jervis Bay Marine Park Crown Lands RMS NPWS Booderee National Park Jerringa LALC Ulladulla LALC Nowra LALC Australian Defence Force</p>	

## 8. Aboriginal Advisory Committee

Meetings per year – Four (4) Commencement time – 4pm	Quorum – Five (5) Terms of Reference: <a href="#">POL19/56</a> Amended: 25 September 2018
<p><b>Purpose</b> To provide appropriate and considered advice to Council on all relevant issues affecting Aboriginal and Torres Strait Islander people within the Shoalhaven LGA, and to influence Council's support &amp; intent in achieving their objectives for the current Statement of Commitment 2010 (SoC) and the Shoalhaven City Council Community Strategic Plan 2023 (SCCSP).</p> <p><b>Role of the Committee</b> All members are encouraged to become actively involved in the business of the AAC and to be an advocate between community and Council. The role of the Committee is:</p> <ul style="list-style-type: none"> <li>• To advise Shoalhaven City Council on necessary issues relating to Aboriginal communities in the LGA.</li> <li>• Promote and increase knowledge &amp; understanding of Aboriginal society, history &amp; culture in the LGA.</li> <li>• Facilitate access and accessibility to services and facilities for Aboriginal people.</li> <li>• Advise on the development and implementation of the Shoalhaven City Council Community Strategic Plan.</li> <li>• Develop strong collaborative partnerships between Aboriginal communities and Shoalhaven City Council.</li> <li>• Maintain strong links between Council and Aboriginal communities throughout the Shoalhaven to accomplish the relationships and outcomes required for genuine reconciliation.</li> <li>• Foster and safeguard a spirit of mutual trust and respect which allows the AAC and Shoalhaven City Council to work together in their commitment towards intelligent, well informed decision making processes that are sensitive to all Aboriginal issues.</li> <li>• Recognise, support &amp; uphold past and present local cultural heritage and its place in future Council directions.</li> <li>• Remain a meaningful 'place' for the communication of messages and information from Aboriginal community voices that identify local needs for services, facilities and activities.</li> <li>• Support and promote significant celebrations and events within the Shoalhaven Aboriginal and Torres Strait Islander community.</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson &amp; Co-Chairperson</b> – Appointed by Committee	
<b>2018-2019 Councillor / Staff Membership</b> All Councillors CEO or nominee	<b>2019-2020 Councillor / Staff Membership</b>
<p><b>Community / Organisational Representatives</b> Up to 13 local Aboriginal Community Representatives (Elders, 2 Youth reps or Government/Non Government Agencies/Organisation delegates) NPWS Nowra LALC Jerrinja LALC Ulladulla LALC</p>	

## 9. Business & Employment Development Committee

Meetings per year – Four (4) Commencement time – 4pm	Quorum – Six (6) Terms of Reference: NIL
<b>Purpose</b> <ul style="list-style-type: none"> <li>• To assist in the implementation of the Economic Development Strategy and monitor and report on performance.</li> <li>• Support the expansion of industry activities within the Shoalhaven, across all sectors.</li> <li>• Encourage the location of new industries in the region which will lead to an increase in the number of employment opportunities for the residents of the region</li> <li>• Grow the socio economic base of the Shoalhaven.</li> <li>• Examine and review employment development strategies and report on initiatives to carry their strategies forward.</li> </ul>	
Delegation – NIL	
Chairperson – Appointed by Committee	
2018-2019 Councillor / Staff Membership All Councillors CEO or Nominee	2019-2020 Councillor / Staff Membership
<b>Organisational Representatives</b> Member for Gilmore or nominee; Member for South Coast or nominee; Member for Kiama or nominee; Shoalhaven Tourism Advisory Group Shoalhaven Arts Board Aboriginal Advisory Committee Regional Development Australia (2 representatives) University of Wollongong Shoalhaven Campus NSW TAFE Bomaderry Campus – Manager NSW Department of Premier & Cabinet Shoalhaven Business Chamber (2 representatives) Milton Ulladulla Business Chamber Secondary Schools Representative Shoalhaven Professional Business Association Southern Regional Business Enterprise Centre Department of Industry, Innovation and Science – AusIndustry Manufacturing (Vacant); Defence (Vacant); Construction (Vacant)	
<b>Community Representatives</b> Three (3) Community Representatives	

## 10. Council Bushcare Representatives Group

Meetings per year – As required Commence time – 4.00pm	Quorum – Five (5) Terms of Reference: Nil
<b>Purpose:</b> To act as an advisory group on all matters relating to the future directions of the Bushcare Policy and program	
<b>Delegation – NIL</b>	
<b>Chairperson – Appointed by the Council</b>	
<b>2018-2019 Councillor Staff Membership</b> Clr Levett (Chairperson) Clr White (Alternate Chair) All Councillors	<b>2019-2020 Councillor/Staff Membership</b> Clr >> (Chairperson)
<b>Community/ Organisational Representatives</b> 7 Bushcare Group members Local Land Services Office of Environment & Heritage (Vacant)	

## 11. Homelessness Taskforce Shoalhaven

Meetings per year – Four (4) Commencement time: 4pm	Quorum – Eight (8) Terms of Reference: <a href="#">POL17/77</a> Amended: 15 August 2017
<p><b>Purpose</b> To provide appropriate and considered strategic advice on homelessness and related issues that can be dealt with at Council level. The Taskforce will work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council's decision making process.</p>	
<p><b>Role of the Committee</b> The role of the Homelessness Taskforce is:-</p> <ul style="list-style-type: none"> <li>• Provide Council with strategic advice on homelessness and related issues that can be dealt with at a Local Government level.</li> <li>• Work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council's decision making process</li> <li>• Advise on the development and application of a Homelessness Strategic Plan</li> <li>• Provide comment on relevant Council policies and strategies</li> <li>• Advocate community views on homelessness issues</li> </ul>	
<p><b>Delegation – NIL</b></p>	
<p><b>Chairperson – Appointed by the Committee</b></p>	
<p><b>2018-2019 Councillor/Staff Membership</b> Clr Findley (Chairperson) All Councillors CEO</p>	<p><b>2019-2020 Councillor/Staff Membership</b></p>
<p><b>Community / Organisational Representatives</b> Currently 18 representatives from Government/Non-government agencies, Organisations, and community members</p>	

## 12. Inclusion and Access Advisory Group

Meetings per year – Four (4) Commencement time – 11.00 am	Quorum – Five (5) Terms of Reference: <a href="#">POL18/7</a> Adopted 27 March 2018
<b>Purpose:</b> To inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure by: <ul style="list-style-type: none"> <li>• Actively engaging with Council on policies,</li> <li>• Inputting on submissions and relevant legislation affecting accessibility and inclusion</li> <li>• Being a conduit for information and communication between community and Council,</li> <li>• Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson</b> – Appointed by Committee and reaffirmed by Council	
<b>2018-2019 Councillor/Staff Membership</b> Cllr White (Chairperson) Cllr Pakes (Alternate Chairperson) All other Councillors observers CEO or Nominee	<b>2019-2020 Councillor/Staff Membership*</b> 3 Councillors 2 Alternate CEO or Nominee
<b>Community / Organisational Representatives</b> Currently 12 Community representatives Member for Gilmore or nominee; Member for South Coast or nominee; Member for Kiama or nominee; Currently six (6) representatives from disability organisations One (1) Health representative One (1) Education representative	

*\*Reflects membership in the Terms of Reference adopted 27 March 2018*



### 13. Nowra CBD Revitalisation Strategy Committee

Meetings per year – Four (4) & others as required	Quorum – Five (5)
Commencement time – 4.00pm	Terms of Reference: <a href="#">POL19/5*</a> Amended: 26 March 2019
<p><b>Role of the Committee</b></p> <p>Note: Tasks in relation to 1.4 will not be undertaken by Councillors</p> <p>For the purpose of this Terms of Reference, Councils annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.</p> <p>Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.</p> <ol style="list-style-type: none"> <li>1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.</li> <li>2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.</li> <li>3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.</li> <li>4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;             <ol style="list-style-type: none"> <li>a) Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.</li> <li>b) In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.</li> <li>c) The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.</li> <li>d) Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.</li> <li>e) In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.</li> </ol> </li> <li>5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the General Manager.</li> <li>6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.</li> <li>7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.</li> </ol>	

8. Consult with relevant stakeholders as needed.	
<b>Delegations:</b>	
<p>1 To expend the funds allocated by Council annually from the Business – Nowra subcategory (currently \$500,000) to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.</p> <p>2 To establish Working Groups as deemed appropriate.</p> <p>3 To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.</p> <p>4 Council will provide “in-kind” support to the committee in relation to</p> <ul style="list-style-type: none"> <li>• Project Design and Documentation</li> <li>• Facilitation of meetings</li> <li>• Preparation of reports for the Committee consideration</li> </ul>	
<b>Chairperson – Appointed by the Committee</b>	
<b>2018-2019 Councillor / Staff Membership</b>	<b>2019-2020 Councillor/Staff Membership</b>
Clr Gash Clr White Clr Digiglio All other Councillors (non voting members) Director of Assets and Works or delegate Director of Planning Environment and Development or delegate	
<b>Community Representatives</b>	
Two (2) community members (non-business operator or CBD property owner) One (1) CBD Business retailer (non CBD property owner*) Two (2) Nowra CBD Property Owners* Two (2*) Nowra CBD Business owner/operator One (1) Nowra CBD Business Chamber representative*	

Note: a recommendation from the Nowra CBD Revitalisation Strategy Committee is being presented to Council at this meeting addressing membership. The Committee's proposed amendments are reflected in the table above with an \* however have not yet been incorporated into the Terms of Reference.

**14. Rural Fire Service Strategic Planning Committee**

Meetings per year – Two (2) – others as required	Quorum – Five (5)
Commencement time – 5.30 pm	Terms of Reference: Nil
<p><b>Objectives:</b> To advise Council on issues of a strategic and policy nature relating to the operation of the Rural Fire Services having regard to the following:</p> <ul style="list-style-type: none"> <li>• That the core communication between brigades and Fire Control Officer on operational issues be raised through the Group Officers utilising the committee structure.</li> <li>• All issues be raised through Fire Control so that statutory matters can be resolved immediately.</li> <li>• Policy matters raised can be referred to the Strategy and Assets Committee through the CEO so that statutory matters can be resolved.</li> <li>• That the Strategic Planning Committee be developed as the body advising Council on Rural Fire Service policy issues</li> </ul>	
<b>Delegation – NIL</b>	
<b>Chairperson – Appointed by the Council</b>	
<p><b>2018-2019 Councillor / Staff Membership</b></p> <p>Clr Pakes (Chairperson) Clr Kitchener Clr Gash CEO or Nominee</p>	<p><b>2019-2020 Councillor / Staff Membership</b></p> <p>Clr (Chairperson) Clr Clr CEO or Nominee</p>
<p><b>Community / Organisational Representatives</b></p> <p>District Manager RFS Staff Representative RFS Group Officer Primary Representative (and alternate) Group 1 Area Representative (and alternate) Group 2 Area Representative (and alternate) Group 3 Area Representative (and alternate) Group 4 Area Representative (and alternate) Group 5 Area Representative (and alternate) Group 6 Support Brigades Representative (and alternate)) Operations Manager – Jervis Bay Territory Administration or nominee</p>	

## 15. Shoalhaven Arts Board

Meetings per year – Four (4) per year Commencement time – 1.00pm	Quorum – Majority of the members Terms of Reference: <a href="#">POL16/267*</a> Amended: 27 June 2017
<p><b>Purpose:</b></p> <p>a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.</p> <p>b) To develop and implement policy, planning and vision for the broad arts within existing resources and use a co-opted panel of peers for professional advice. They include:</p> <ul style="list-style-type: none"> <li>• Visual Arts</li> <li>• Heritage and Museum Sector</li> <li>• Literature</li> <li>• Performing Arts</li> </ul> <p>c) Advocate and maintain specific arts related portfolios.</p> <p>d) Advocate and promote Board recommendations.</p>	
<p><b>Delegations:</b></p> <ul style="list-style-type: none"> <li>• Act within adopted budgets aligning with Council's strategic plans and document, and make recommendations on the arts to Council</li> <li>• Appoint suitable representatives to fill casual vacancies on a set term basis</li> <li>• Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters</li> <li>• Establish a peer panel of professionals, experts and practitioners across art forms, heritage and cultural platforms to be co-opted as needed for input and advice to the Shoalhaven Arts Board</li> <li>• Establish a Shoalhaven Arts Foundation: <ul style="list-style-type: none"> <li>○ To support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature &amp; performing arts</li> <li>○ To ensure that the Foundation in its governance, membership and charter are independent/ and at arms-length from Council yet works in concert with the Shoalhaven Arts Board, Council and the community needs</li> <li>○ To fundraise and develop a sustainable principal investment to generate ongoing grant funds</li> </ul> </li> </ul> <p>Relevant staff will work collaboratively with the Shoalhaven Arts Board to:</p> <ul style="list-style-type: none"> <li>• Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan</li> </ul>	
<b>Chairperson – Appointed by the Board</b>	
<b>2018-2019 Councillor/ Staff Membership</b> (Ward 1) Clr Wells (Chairperson) (Ward 2) Clr Watson (Ward 3) Clr Kitchener	<b>2019-2020 Councillor/ Staff Membership</b> (Ward 1) (Ward 2) (Ward 3)
<p><b>Community / Organisational Representatives</b></p> <p>Seven* (7) Community representatives (includes one (1) designated Aboriginal Local Member position, nominated by the Aboriginal Advisory Committee)</p> <p>One (1) representative of the Shoalhaven Tourism Advisory Group, nominated by the Shoalhaven Tourism Advisory Group</p>	

\*Note: a recommendation from the Shoalhaven Arts Board is being presented to Council to increase the number of community representatives and formalise its relationships with the Shoalhaven Tourism Advisory Group and Aboriginal Advisory Committee. These amendments are incorporated above and are not yet reflected in the Terms of Reference.

## 16. Shoalhaven City Mayor’s Relief Fund

Meetings per year – One (1) & others as required No determined commencement time	Quorum – Three (3) Terms of Reference: Nil
<b>Purpose:</b> <ul style="list-style-type: none"> <li>• The fund has been established and maintained as a public fund for the relief of persons in Australia who are in necessitous circumstances and it is intended that the public be invited to contribute to the fund.</li> <li>• A person will be in necessitous circumstances where his or her financial resources are insufficient to obtain all that is necessary, not only for a bare existence, but for a modest standard of living in the Australian community.</li> <li>• Necessitous circumstances may result from a disaster caused by flood, fire, drought, tempest or other calamity.</li> </ul>	
<b>Delegations:</b> The management of the fund is vested in the Shoalhaven City Mayor’s Relief Fund Committee. Rules have been adopted by Council.	
<b>Chairperson</b> – Appointed by Council	
<b>2018-2019 Councillor/ Staff Membership</b> Mayor – Clr Findley (Chairperson) All Councillors CEO or nominee Director Finance Corporate & Community Services	<b>2019-2020 Councillor/ Staff Membership</b> Mayor – Clr Findley (Chairperson)
<b>Organisational Representatives</b> Shoalhaven City Fire Control Officer Coordinator Shoalhaven City State Emergency Services Chairman – Nowra Ministers Association or nominee	

## 17. Shoalhaven Heads Estuary Taskforce

Meetings per year – One (1) & others as required	Quorum – Three (3) – One (1) Councillor and Two (2) Community Members
Commencement time – 4.00pm	Terms of Reference: Nil
<b>Purpose</b> <ul style="list-style-type: none"> <li>• Examine options for pursuing a partial or complete opening of Shoalhaven Heads</li> <li>• Review Councils current Entrance and Estuary Management Plans for Shoalhaven Heads</li> <li>• Report directly to Council</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson</b> – Appointed by the Council	
<b>2018-2019 Councillor/Staff Membership</b> Clr Pakes (Chairperson) All Councillors	<b>2019-2020 Councillor/Staff Membership</b>
<b>Community / Organisational Representatives</b> Member for Kiama or nominee Currently 9 Community representatives Greenwell Point CCB Shoalhaven Heads Community Forum	

## 18. Shoalhaven Sports Board

Meetings per year – Four (4) – Quarterly Commencement time – 5.00pm	Quorum – Seven (7) Terms of Reference: <a href="#">POL19/29</a> Amended: 30 April 2019
<b>Purpose:</b> To provide advocacy for the sporting community on policy, direction and strategic planning related to Council's objectives. To achieve this policy and strategic objective, the Board will be strategic in nature and focus on appointments to achieve this outcome.	
<b>Role:</b> <ul style="list-style-type: none"> <li>• Represent the whole Shoalhaven Sporting Community (all sports)</li> <li>• Provide ongoing, high level policy and planning advice to Council.</li> <li>• Make recommendations to the Council on all relevant business presented before it</li> <li>• Advocate and maintain specific sports related portfolios.</li> <li>• Advocate and promote Board recommendations.</li> </ul>	
<b>Delegation</b> – NIL	
<b>Chairperson</b> – Appointed by Board	
<b>2018-2019 Councillor/Staff Membership</b> All Councillors CEO or Nominee	<b>2019-2020 Councillor/Staff Membership</b>
<b>Community / Organisational Representatives</b> Eleven (11) Local Community Members (includes 2 positions from disadvantaged sporting groups) NSW Sport and Recreation	

### 19. Shoalhaven Tourism Advisory Group

Meetings per year – At least Four (4) Commencement time – 5.00pm	Quorum – Seven (7) Terms of Reference: <a href="#">POL17/62</a> Amended 23 May 2017
<b>Role and Purpose</b> <ul style="list-style-type: none"> <li>• Inform the development, implementation and review of council priorities from the Shoalhaven Tourism Master Plan and councils corporate plan</li> <li>• Represent the tourism industry and advise and make recommendations to Council on matters relating to tourism, the development of tourism and the future of tourism in the Shoalhaven.</li> <li>• Promote the direct and in-direct value and benefits of tourism within the Shoalhaven and on a regional, state and national basis.</li> </ul>	
<b>Delegations:</b> <ul style="list-style-type: none"> <li>• Make recommendation on the expenditure of the annual Shoalhaven marketing budget as provided by Council.</li> <li>• Appoint suitable representatives to fill casual vacancies</li> <li>• Inform and recommend policy for tourism related funding programs, and where required by Council, vote on related matters.</li> </ul>	
<b>Chairperson</b> – Appointed by the Committee	
<b>2018-2019 Councillor/Staff Membership</b> Mayor All Councillors – Two (2) with voting Rights Clr Gash – Voting Delegate Clr Alldrick – Voting Delegate Clr Pakes – Alternate Voting Delegate Clr Kitchener – Alternate Voting Delegate	<b>2019-2020 Councillor/Staff Membership</b>
<b>Community/ Organisational Representatives</b> Nine (9) Industry representatives Shoalhaven Sports Board Chairperson National Parks & Wildlife Service Representative	

Note the Council has also appointed the following s355 Committee which reports to the STAG Committee:

#### Shoalhaven River Festival Committee

Meetings per year – As required	Terms of Reference: POL19/28
<b>Role and Purpose</b> <ul style="list-style-type: none"> <li>• To plan, promote and manage the Shoalhaven River Festival community event.</li> <li>• To identify and approve all expenditure of funds, including those allocated by Council and grants or funds from any other source.</li> <li>• Provide reports to Council via the Shoalhaven Tourism Advisory Group, outlining the event, expenditure and recommendations for future events.</li> <li>• To put in place appropriate risk management measures to provide a safe community event for participants, volunteers and visitors.</li> <li>• Consult with relevant stakeholders as needed.</li> </ul>	
<b>Delegations:</b> <ul style="list-style-type: none"> <li>• To expend funds allocated/obtained for the purpose of the Shoalhaven River Festival</li> <li>• To establish working groups as deemed appropriate.</li> <li>• To promote the Festival including issuing press releases and other promotional activities</li> <li>• To raise other funds to support the Festival, with a view to the event becoming self-sufficient.</li> </ul>	
<b>Chairperson</b> – Appointed by the Committee	
<b>Membership</b> (total 15) <ul style="list-style-type: none"> <li>• Members of the Shoalhaven Tourism Advisory Group who nominate for membership</li> <li>• Other community members who bring requisite skills and experience to the Committee</li> </ul>	



## 20. Youth Advisory Committee

Meetings per year – Four (4) Commencement time – 10.00am	Quorum – Six (6) Terms of Reference: <a href="#">POL18/49</a> Amended: 21/8/2018
<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>a) To represent the interests and views of young people to Council and the Community</li> <li>b) To provide an opportunity for young people to discuss issues of concern to young people</li> <li>c) To provide a mechanism for young people to make representations to organisations and various spheres of Government requesting appropriate action to improve facilities and services available to young people</li> <li>d) To give young people experience in Local Government and community affairs</li> <li>e) To create greater awareness and appreciation within the general community of the needs and talents of young people</li> <li>f) To provide a mechanism for young people to address youth issues themselves</li> </ul>	
<p><b>Delegation:</b> Act within adopted budgets aligning with council's strategic plans and documents to deliver youth programs and activities that meet the needs of local young people.</p>	
<p><b>Chairperson</b> – Appointed by Committee at each meeting</p>	
<p><b>2018-2019 Councillor/Staff Membership</b> All Councillors CEO or Nominee</p>	<p><b>2019-2020 Councillor/Staff Membership</b></p>
<p><b>Community / Organisational Representatives</b> Eight (8) Community Youth Representatives 18 students from Year 9 &amp; above (Two (2) voting representatives from each local High School) Member for Gilmore or nominee Member for Kiama or nominee Member for South Coast or nominee Shoalhaven Local Area Command NSW Police Sanctuary Point Youth &amp; Community Centre Bay &amp; Basin Community Resources Nowra Youth Centre Police Citizens Youth Club Regional Development Australia Shoalhaven Business Chamber 330 Squadron Australian Air Force Cadets</p>	