

Ordinary Meeting

Meeting Date: Tuesday, 25 January, 2022

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

Attachments (Under Separate Cover)

Index

CL22.8	Community Consultation & Committee System	
Attachment 1	Proposed Committee List arising from Councillor Workshop on 18 January 2022.....	2

1. Audit, Risk and Improvement Committee

Meetings per year – Minimum of 4 & others as required	Quorum: Three (3) – including 1 Councillor & 1 External member
Commencement time – 4pm	Charter: D19/261344 (39763E) Amended: 30/7/2019
Objective 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.	
Authority The Council authorises the Committee, within the scope of its role and responsibilities to: <ol style="list-style-type: none"> 1. Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information). 2. Discuss any matters with the internal or external auditor or other external parties (subject to confidentiality considerations). 3. Request the attendance of any employee or councillor at Committee meetings. 4. Obtain external legal or other professional advice considered necessary to meet its responsibilities. 	
Chairperson - Independent Member appointed by Committee	
2020-2021 Councillor / Staff Membership Clr White Clr Wells Clr Pakes (alternate)	2022 Councillor / Staff Membership (two Councillors & up to two alternates) Clr Wells Clr White Clr Butler (alternate) Clr Christen (alternate)
Independent Community Representatives 3 Independent community representatives	
Sitting Fee for Community Members \$16,213 per annum for the chairperson and \$1,621 per meeting for other independent members. A travel per kilometre allowance based on the Councillor rates is also paid.	

Note: This committee operates as a confidential committee in accordance with the Section 2.2 Professional Standards of the Internal Audit Guidelines published by the Division of Local Government in September 2010.

2. Regional Development Committee

Meetings per year – As Required	Quorum – Three (3)
No set commencement time	(39964E)
Objective: To consider staff reports sent to the Southern Regional Planning Panel	
Delegation: To make determinations in support or otherwise in relation to reports sent to the Joint Regional Planning Panel, including making representations to the Southern Regional Planning Panel.	
Chairperson – Appointed by Council	
2020-2021 Membership Clr Gash (Chairperson) All Councillors CEO or nominee	2022 Membership Mayor Findley (Chairperson) All Councillors CEO or nominee

3. Senior Staff Contractual Matters Committee

Meetings per year – As required	Quorum – Five (5)
No set commencement time	(5001E)
Purpose and Delegated Authority The Committee be delegated authority under Section 377 of the Local Government Act to: <ol style="list-style-type: none"> 1. Review the CEOs performance against the agreement, at least annually. 2. Deal with matters relating to requirements of the contract including the annual review of remuneration and to make any determinations where necessary. 3. Receive the CEO's annual reports on other Senior Staff contracts where Council is required to deal with contractual matters. 4. Consider and determine : <ul style="list-style-type: none"> • The organisational structure. • Industrial Relations Policy. • Other staff matters requiring Council consideration 	
Chairperson – Appointed by Council	
2020-2021 Councillor / Staff Membership Mayor Cllr Findley (Chairperson) All Councillors CEO	2022 Councillor / Staff Membership Mayor (Chairperson)
<u>Sub- Committee to undertake Delegations</u> <u>1&2:</u> CHAIRPERSON - Mayor Deputy Mayor (Cllr Watson) Assistant Deputy Mayor (Cllr White) Cllr Wells Cllr Pakes Cllr Gash	<u>Sub- Committee to undertake Delegations</u> <u>1&2:</u> CHAIRPERSON – Mayor Findley Deputy Mayor – TBC Cllr White Cllr Gray Cllr Copley

Note: This committee operates as a confidential committee under the *Local Government Act - Section 10A(2)(a) - Personnel matters concerning particular individuals (other than Councillors)*.

4. North Floodplain Risk Management Committee

<p>Meetings per year – As required Commencement time – 4pm</p>	<p>Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL20/59 – Amended 6 October 2020 (59950E)</p>
<p>Purpose The principal objective of the North Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the north area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The north area applies to the following catchments:</p> <ul style="list-style-type: none"> • Lower Shoalhaven River; • Crookhaven River; • Kangaroo River; • Broughton Creek; • Bomaderry Creek; • Nowra and Browns Creek; and • Lake Wollumboola. 	
<p>Role of the Committee</p> <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the floodplain management plan for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management plans during and after its implementation; and 3. To assist the Council providing input into known flood behaviour as part of the flood study. 	
<p>Delegation – NIL</p>	
<p>Chairperson – Appointed by Council</p>	
<p>2020-2021 Councillor / Staff Membership Cllr Wells – Chairperson All other Councillors (non voting members) CEO or nominee</p>	<p>2022 Councillor / Staff Membership Chairperson- Appointed by Committee All other Councillors (non voting members) CEO or nominee</p>
<p>Community/Organisational Representatives Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep) Council officers from engineering, planning and environmental disciplines New South Wales State Emergency Services (NSW SES) representative Department of Planning, Environment and Industry (DPIE) representative Local Aboriginal Land Council representative Other relevant government agency representatives</p>	

5. Central Floodplain Risk Management Committee

Meetings per year – As required Commencement time – 4pm	Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL20/59 – Amended 6 October 2020 (59950E)
Purpose The principal objective of the Central Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the central area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The central area applies to the following catchments: <ul style="list-style-type: none"> • St Georges Basin (includes Sussex inlet); • Jervis Bay; • Currumbene Creek; • Moona Moona Creek; • Currarong Creek; • Berrara Creek • Callala Creek; and • Swan Lake 	
Role of the Committee <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the floodplain management plan for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management plans during and after its implementation; and 3. To assist the Council providing input into known flood behaviour as part of the flood study. 	
Delegation – NIL	
Chairperson – Appointed by Council	
2020-2021 Councillor / Staff Membership Clr Proudfoot - Chairperson All other Councillors (Non voting members) CEO or nominee	2022 Councillor / Staff Membership Chairperson – appointed by Committee All other Councillors (Non voting members) CEO or nominee
Community/Organisational Representatives Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep) Council officers from engineering, planning and environmental disciplines New South Wales State Emergency Services (NSW SES) representative Department of Planning, Environment and Industry (DPIE) representative Local Aboriginal Land Council representative Other relevant government agency representatives	

6. Southern Floodplain Risk Management Committee

Meetings per year – As required Commencement time – 4pm	Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL20/59 – Amended 6 October 2020 (59950E)
Purpose The principal objective of the Southern Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the southern area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The southern area applies to the following catchments: <ul style="list-style-type: none"> • Lake Conjola; • Narrawallee; • Mollymook; • Ulladulla; • Burrill Lake; • Lake Tabourie; and • Willinga Lake 	
Role of the Committee <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the floodplain management plan for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management plans during and after its implementation; and 3. To assist the Council providing input into known flood behaviour as part of the flood study. 	
Delegation – NIL	
Chairperson – Appointed by Council	
2020/2021 Councillor / Staff Membership Cllr White – Chairperson All other Councillors (Non voting members) CEO or nominee	2022 Councillor / Staff Membership Chairperson – appointed by Committee All other Councillors (Non voting members) CEO or nominee
Community/Organisational Representatives Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep) Council officers from engineering, planning and environmental disciplines New South Wales State Emergency Services (NSW SES) representative Department of Planning, Environment and Industry (DPIE) representative Local Aboriginal Land Council representative Other relevant government agency representatives	

7. North Coastal Management Program Advisory Committee

Meetings per year – As required Commencement time – 4pm	Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL21/24 – Amended 11 May 2021 (64356E)
Purpose The principal objective of the North Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Program for the northern area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The north area applies to the following coastal areas and estuaries: <ul style="list-style-type: none"> • All Council managed beaches from Seven Mile / Berry Beach to the most northern coastal boundary of the Shoalhaven LGA, to the southern end of Warrain / Currarong Beach • Shoalhaven River Estuary • Broughton Creek • Crookhaven River/Curleys Bay • Lake Wollumboola • Shoalhaven Urban and Rural estuaries 	
Role of the Committee <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the coastal management programs for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management program during and after its implementation; 3. To assist the Council providing input into known coastal event(s) and erosion behaviour as part of the Coastal Management Program; 4. Provide and review scientific advice and integrate this knowledge into the preparation and review of the Coastal Management Program; and 5. Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups. 	
Delegation – NIL	
Chairperson – Appointed by Council	
2020-2021 Councillor / Staff Membership Cllr Wells (Chairperson) All other Councillors (Non voting members) CEO or nominee	2022 Councillor / Staff Membership Councillor Wells - (Chairperson) All other Councillors (Non voting members) CEO or nominee
Community/Organisational Representatives Council officers from engineering, planning and environmental disciplines; Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep); Department of Planning, Environment and Industry (DPIE) representatives; New South Wales State Emergency Services (NSW SES) representative; Local Aboriginal Land Council representative; Other relevant government agency representatives	

8. Central Coastal Management Program Advisory Committee

Meetings per year – As required Commencement time – 4pm	Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL21/24 – Amended 11 May 2021 (64356E)
Purpose The principal objective of the Central Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Program plans for the central area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The central area applies to the following coastal areas and estuaries: <ul style="list-style-type: none"> • All Council managed beaches from Callala Bay in the north, to Cunjurong Point in the South • St Georges Basin • Jervis Bay • Currumbene Creek • Moona Moona Creek • Currarong Creek • Callala Creek • Sussex Inlet • Swan Lake • Berrara Creek • Shoalhaven Urban and Rural estuaries 	
Role of the Committee <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the coastal management programs for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management program during and after its implementation; 3. To assist the Council providing input into known coastal event(s) and erosion behaviour as part of the Coastal Management Program; 4. Provide and review scientific advice and integrate this knowledge into the preparation and review of the Coastal Management Program; and 5. Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups. 	
Delegation – NIL	
Chairperson – Appointed by Council	
2020-2021 Councillor / Staff Membership Clr White (Chairperson) All other Councillors (Non voting members) CEO or nominee	2022 Councillor / Staff Membership <i>Chair Nominations from Clr Ell and Clr Christen</i> Councillor - (Chairperson) - TBC All other Councillors (Non voting members) CEO or nominee
Community/Organisational Representatives Council officers from engineering, planning and environmental disciplines; Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep); Department of Planning, Environment and Industry (DPIE) representatives; New South Wales State Emergency Services (NSW SES) representative; Local Aboriginal Land Council representative; Other relevant government agency representatives	

9. Southern Coastal Management Program Advisory Committee

Meetings per year – As required Commencement time – 4pm	Quorum – Three (provided that a minimum of the Chairperson and two community representatives are present) Terms of Reference: POL21/24 – Amended 11 May 2021 (64356E)
Purpose The principal objective of the Southern Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Program plans for the southern area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The southern area applies to the following coastal areas and estuaries: <ul style="list-style-type: none"> • All Council managed beaches from Lake Conjola entrance in the north, reaching to the southern boundary of the Shoalhaven LGA in the south – North Durras Beach Lake Conjola • Narrawallee Creek • Mollymook • Ulladulla • Burrill Lake • Lake Tabourie • Lake Willinga • Shoalhaven Urban and Rural estuaries 	
Role of the Committee <ol style="list-style-type: none"> 1. To assist the Council in the development and implementation of the coastal management programs for the areas listed under 'Purpose' (see above); 2. To assist the Council monitoring and assessing the effectiveness of the management program during and after its implementation; 3. To assist the Council providing input into known coastal event(s) and erosion behaviour as part of the Coastal Management Program; 4. Provide and review scientific advice and integrate this knowledge into the preparation and review of the Coastal Management Program; and 5. Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups. 	
Delegation – NIL	
Chairperson – Appointed by Council	
Councillor / Staff Membership Cllr White (Chairperson) All other Councillors (Non voting members) CEO or nominee	2022 Councillor / Staff Membership Councillor White - (Chairperson) All other Councillors (Non voting members) CEO or nominee
Community/Organisational Representatives Council officers from engineering, planning and environmental disciplines; Community representatives (including 4 local community reps, 1 youth rep & 1 Local Aboriginal rep); Department of Planning, Environment and Industry (DPIE) representatives; New South Wales State Emergency Services (NSW SES) representative; Local Aboriginal Land Council representative; Other relevant government agency representatives	

10. Aboriginal Advisory Committee

Meetings per year – Four (4) & others as required Commencement time – 4pm	Quorum – Five (5) local Aboriginal community members Terms of Reference: POL19/80 (1209E) Amended: 26 November 2019
Purpose 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 & intent in achieving their objectives for the current Statement of Commitment 2010 (SoC) and the Shoalhaven City Council Community Strategic Plan 2023 (SCCSP).	
Role of the Committee 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:- <ul style="list-style-type: none"> • To advise Shoalhaven City Council on necessary issues relating to Aboriginal communities in the LGA. • Promote and increase knowledge & understanding of Aboriginal society, history & culture in the LGA. • Facilitate access and accessibility to services and facilities for Aboriginal people. • Advise on the development and implementation of the Shoalhaven City Council Community Strategic Plan. • Develop strong collaborative partnerships between Aboriginal communities and Shoalhaven City Council. • Maintain strong links between Council and Aboriginal communities throughout the Shoalhaven to accomplish the relationships and outcomes required for genuine reconciliation. • 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. • Recognise, support & uphold past and present local cultural heritage and its place in future Council directions. • Remain a meaningful 'place' for the communication of messages and information from Aboriginal community voices that identify local needs for services, facilities and activities. • Support and promote significant celebrations and events within the Shoalhaven Aboriginal and Torres Strait Islander community. 	
Delegation – NIL	
Chairperson & Co-Chairperson – Appointed by Committee	
2020-2021 Councillor / Staff Membership All Councillors CEO or nominee	2022 Councillor / Staff Membership All Councillors CEO or nominee
Community / Organisational Representatives Up to 13 local Aboriginal Community Representatives being either Elders, Youth or Government/Non Government Agencies/Organisation delegates (including 2 Youth members) NPWS Nowra LALC Jerrinja LALC Ulladulla LALC	

11. Business & Employment Development Committee

Meetings per year – Four (4)	Quorum – Six (6)
Commencement time – 4pm	Terms of Reference: NIL (38821E)
Purpose <ul style="list-style-type: none"> To assist in the implementation of the Economic Development Strategy and monitor and report on performance. Support the expansion of industry activities within the Shoalhaven, across all sectors. 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 Grow the socio economic base of the Shoalhaven. Examine and review employment development strategies and report on initiatives to carry their strategies forward. 	
Delegation – NIL	
Chairperson – Appointed by Committee	
2020-2021 Councillor / Staff Membership All Councillors CEO or Nominee	2022 Councillor / Staff Membership All Councillors CEO or Nominee
Organisational Representatives 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 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 (2 representatives) Department of Industry, Innovation and Science – AusIndustry Manufacturing (Vacant); Defence (Vacant); Construction (Vacant)	
Community Representatives Three (3) Community Representatives	

12. Homelessness Taskforce Shoalhaven

Meetings per year – Four (4) Commencement time – TBA	Quorum – Eight (8) Terms of Reference: POL21/45 (55584E) Adopted: 14 September 2021
Purpose 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.	
Role of the Taskforce The role of the Homelessness Taskforce is:- <ul style="list-style-type: none"> • Provide Council with strategic advice on homelessness and related issues that can be dealt with at a Local Government level. • Work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council's decision making process • Advise on the development and application of a Homelessness Strategic Plan • Provide comment on relevant Council policies and strategies • Advocate community views on homelessness issues 	
Delegation – NIL	
Chairperson – Appointed by Committee	
2020-2021 Councillor / Staff Membership Cllr Findley (Chairperson) All Councillors CEO or Nominee	2022 Councillor / Staff Membership Chairperson appointed by Committee All Councillors CEO or Nominee
Organisational Representatives Representatives from community organisations and local service providers being either Government/Non-Government agencies/organisations and community members including but not limited to SAHSSI – Shoalhaven Women's Homeless and DV Service, Unions Shoalhaven, Salt Ministries, ISLHD – Homelessness Mental Health Program, Shoalhaven Homelessness Hub, Grand Pacific Health, Legal Aid, Southern Cross Community Housing, Waminda, Care South. Representation from a service(s) from the North, Central and South of Shoalhaven LGA A maximum of 3 community members with lived experience A maximum of 3 community members with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA. One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama Department of Communities & Justice Department of Education (subject to availability) Regional NSW (subject to availability) NSW Police (subject to availability)	

13. Inclusion and Access Advisory Group

Meetings per year – Four (4)	Quorum – Five (5)
Commencement time – 11.00 am	Terms of Reference: POL20/79 (1228E) Amended: 22 September 2020
Purpose: 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"> • Actively engaging with Council on policies, • Inputting on submissions and relevant legislation affecting accessibility and inclusion • Being a conduit for information and communication between community and Council, • Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues 	
Delegation – NIL	
Chairperson – Appointed by Committee and reaffirmed by Council	
2020-2021 Councillor/Staff Membership Clr White (Chairperson) Clr Digiglio (Alternate Chairperson) Clr Alldrick (Alternate) All other Councillors as observers CEO or Nominee	2022 Councillor/Staff Membership Clr Butler (Chairperson) Clr White Clr Ell (Alternate) All other Councillors (Non voting members) CEO or Nominee
Community / Organisational Representatives Currently 15 Community representatives One (1) Youth representative Member for Gilmore or nominee; Member for South Coast or nominee; Member for Kiama or nominee; Currently four (4) representatives from disability organisations (non voting) One (1) Health representative One (1) Education representative	

14. Infringement Review Panel

Meetings per year – As required	Quorum – N/A
	Terms of Reference: Nil (59312E)
Purpose & Delegation: To consider and determine appeals made pursuant to Councils application of the Compliance and Enforcement Policy.	
Chairperson – Appointed by Committee and reaffirmed by Council	
2020-2021 Staff Membership Director – City Futures Director – City Development Public Officer Alternate – Director City Performance	2022 Staff Membership It is recommended that the Panel be disbanded
Community / Organisational Representatives Nil	

Note : An alternate is required should the situation arise where a member has a Conflict of Interest.

15. Motor Sports Complex Working Party

Meetings per year – To be Determined	Quorum – To be Determined
Commencement time – To be Determined	Terms of Reference: To be Developed
Role: To guide the development of a Motor Sports Complex (MSC) in our City.	
Delegation: Nil	
Chairperson – To be determined at Call Meeting - 25 January 2022	
2020-2021 Councillor/Staff Membership N/A	Suggested 2022 Councillor / Staff Membership Councillor Norris - Chairperson All Councillors CEO or Nominee Director – City Futures Economic Development Manager Manager - Tourism
Community / Organisational Representatives Community membership, Quorum, Terms of Reference and number of meetings per year will be determined in a further report to Council	

16. Natural Area Volunteers Group

Meetings per year – Twice a year or as required	Quorum – Five (5)
Commence time – 4.00pm	Terms of Reference: POL19/55 (42643E) Adopted 20 January 2020
Purpose: To act as an advisory and representative group on all matters relating to the future directions of the Natural Areas Volunteers Policy and Program (refer MIN10.1461).	
Role: To meet the 'Purpose' above, the Natural Area Volunteers Group will advise Council on strategic matters pertaining to the Natural Area Volunteers Program. This will include policies, procedures, resourcing, natural resources management, environmental restoration and preservation techniques and plans and community and volunteer stakeholder engagement.	
Delegation – Nil	
Chairperson – Appointed by the Council	
2020-2021 Councillor Staff Membership Cllr Proudfoot (Chairperson) All Councillors CEO (or nominee)	2022 Councillor/Staff Membership Chairperson to be appointed by Committee All Councillors CEO (or nominee)
Community/ Organisational Representatives Nine (9) Natural Area Volunteers Group representatives (4 vacant) South-East Local Land Services representative NSW Department of Planning, Industry and Environment representative	

17. Nowra CBD Revitalisation Strategy Committee

Meetings per year – Six (6) Commencement time – 4.00pm	Quorum – Eight (8) Terms of Reference: POL20/80 (50242E) Amended: 22 September 2020
<p>Role of the Committee</p> <p>Note: Tasks in relation to part 4 will not be undertaken by Councillors</p> <p>For the purpose of this Terms of Reference, Council's 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"> 1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate. 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. 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. 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"> 4.1 Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage. 4.2 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. 4.3 The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD. 4.4 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. 4.5 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. 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. 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. 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.	
8. Consult with relevant stakeholders as needed.	
Delegations:	
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. 2 To establish Working Groups as deemed appropriate. 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. 4 Council will provide “in-kind” support to the committee in relation to <ul style="list-style-type: none"> • Project Design and Documentation • Facilitation of meetings • Preparation of reports for the Committee consideration 	
Chairperson – Appointed by the Committee (reaffirmed by Council)	
2020-2021 Councillor / Staff Membership	Proposed 2022 Councillor/Staff Membership
Cllr White Cllr Wells Cllr Gash All other Councillors (non voting members) Director City Services Director City Futures	Cllr Copley Cllr Norris Cllr Gray Cllr White (Alternate) All other Councillors (non voting members) Director City Services Director City Futures
Community Representatives	
Two (2) Community members (non-business operator or CBD property owner) One (1) Nowra CBD Retail/Business operators (non CBD property owner) Two (2) Nowra CBD Property Owners Two (2) Nowra CBD Business owner/operator One (1) Nowra CBD Business Chamber representative	

18. 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 (1227E)
Objectives: 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: <ul style="list-style-type: none"> • That the core communication between brigades and Fire Control Officer on operational issues be raised through the Group Officers utilising the committee structure. • All issues be raised through Fire Control so that statutory matters can be resolved immediately. • Policy matters raised can be referred to the Strategy and Assets Committee through the CEO so that statutory matters can be resolved. • That the Strategic Planning Committee be developed as the body advising Council on Rural Fire Service policy issues 	
Delegation – NIL	
Chairperson – Appointed by the Council	
2020-2021 Councillor / Staff Membership Clr Pakes (Chairperson) Clr Kitchener Clr White (Alternate) CEO or Nominee	2022 Councillor / Staff Membership <i>Nominations from Clrs Copley, White and Christen</i> Clr (Chairperson) Clr Clr (Alternate) CEO or Nominee
Community / Organisational Representatives RFS Executive Representative RFS Staff Representative Primary Representative RFSA (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	

19. Shoalhaven Arts Board

Meetings per year – Four (4) per year Commencement time – 1.00pm	Quorum – Majority of the members – at least half plus one (1) member Terms of Reference: POL19/45 (2123E) Amended: 20 September 2019
Purpose: a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region. 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: <ul style="list-style-type: none"> • Visual Arts • Heritage and Museum Sector • Literature • Performing Arts c) Advocate and maintain specific arts related portfolios. d) Advocate and promote Board recommendations.	
Delegations: <ul style="list-style-type: none"> • Act within adopted budgets aligning with Council's strategic plans and document, and make recommendations on the arts to Council • Appoint suitable representatives to fill casual vacancies on a set term basis • Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters • 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 • Establish a Shoalhaven Arts Foundation: <ul style="list-style-type: none"> ○ To support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature & performing arts ○ 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 ○ To fundraise and develop a sustainable principal investment to generate ongoing grant funds <p>Relevant staff will work collaboratively with the Shoalhaven Arts Board to:</p> <ul style="list-style-type: none"> • Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan 	
Chairperson – Appointed by the Board	
2020-2021 Councillor/ Staff Membership (Ward 1) Cllr Wells (Chairperson) (Ward 2) Cllr Watson (Ward 3) Cllr Kitchener (Cllr White) Alternate	2022 Councillor/ Staff Membership (Ward 1) Councillor Gray (Ward 2) Councillor Kotlash (if meeting time changed to after 3.30pm) , otherwise Cllr Ell (Ward 3) Councillor D'Ath Up to 3 Alternates
Community / Organisational Representatives Eight (8) Community representatives (includes one (1) designated Aboriginal Local Member position, nominated by the Aboriginal Advisory Committee) One (1) representative of the Shoalhaven Tourism Advisory Group, nominated by the Shoalhaven Tourism Advisory Group	

20. Shoalhaven City Mayor's Relief Fund

Meetings per year – One (1) & others as required	Quorum – Three (3)
No determined commencement time	Terms of Reference: Nil – (3296E)
Purpose: <ul style="list-style-type: none"> 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. 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. Necessitous circumstances may result from a disaster caused by flood, fire, drought, tempest or other calamity. 	
Delegations: The management of the fund is vested in the Shoalhaven City Mayor's Relief Fund Committee. Rules have been adopted by Council.	
Chairperson – Appointed by Council	
2020-2021 Councillor/ Staff Membership Mayor – Cllr Findley (Chairperson) All Councillors CEO or nominee Director City Performance	2022 Councillor/ Staff Membership Mayor – (Chairperson) All Councillors CEO or nominee Director City Performance
Organisational Representatives Shoalhaven City Fire Control Officer Local Commander – NSW SES Shoalhaven Cluster SALT Ministries	

21. Shoalhaven Entertainment Centre Councillor Reference Group

<p>Meetings per year –as required Commencement time – Variable</p>	<p>Quorum – Not adopted in original resolution – suggested quorum – 3 (including 1 Clr & 1 staff member) Terms of Reference: Nil (61867E)</p>
<p>Purpose To determine the detail design aspects associated with the Stage 3(a) building improvements & upgrades for the Shoalhaven Entertainment Centre.</p>	
<p>Delegated Authority To make detail design decisions within the limits of the allocated budget, which will be dissolved when Stage 3(a) reaches Practical Completion (as determined by the Project Manager)</p>	
<p>Chairperson – Director in attendance</p>	
<p>2020-2021 Councillor/Staff Membership Clr Watson Clr Wells Clr White Director – City Services Director – City Lifestyles Project Manager (Tim Fletcher)</p>	<p>2022 Councillor/Staff Membership Clr Gray Clr Wells Clr White Director – City Services Director – City Lifestyles</p>
<p>Community / Organisational Representatives Nil</p>	

22. 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
Purpose <ul style="list-style-type: none"> Examine options for pursuing a partial or complete opening of Shoalhaven Heads Review Councils current Entrance and Estuary Management Plans for Shoalhaven Heads Report directly to Council <p>Note: This Taskforce will be disbanded once the Coastal Management Program is adopted by Council.</p>	
Delegation – NIL	
Chairperson – Appointed by the Council	
2020-2021 Councillor/Staff Membership Cllr Pakes (Chairperson) All Councillors	2022 Councillor/Staff Membership Cllr Copley (Chairperson) All Councillors
Community / Organisational Representatives Member for Kiama or nominee Currently 8 Community representatives Greenwell Point CCB representatives Shoalhaven Heads Community Forum representative	

23. Shoalhaven Sports Board

Meetings per year – Four(4) – Quarterly	Quorum – Seven (7)
Commencement time – 5.00pm	Terms of Reference: POL19/29 Amended: 30 April 2019
Purpose: 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.	
Role: <ul style="list-style-type: none"> • Represent the whole Shoalhaven Sporting Community (all sports) • Provide ongoing, high level policy and planning advice to Council. • Make recommendations to the Council on all relevant business presented before it • Advocate and maintain specific sports related portfolios. • Advocate and promote Board recommendations. 	
Delegation – NIL	
Chairperson – Appointed by Board	
2020-2021 Councillor/Staff Membership All Councillors CEO or Nominee	2022 Councillor/Staff Membership All Councillors CEO or Nominee
Community / Organisational Representatives 11 Local Community Members (includes 2 positions from disadvantaged sporting groups) NSW Sport and Recreation (non voting)	

24. Shoalhaven Tourism Advisory Group

Meetings per year – At least Four (4) Commencement time – 5.00pm	Quorum – Seven (7) Terms of Reference: POL17/62 Amended 23 May 2017
Role and Purpose <ul style="list-style-type: none"> • Inform the development, implementation and review of council priorities from the Shoalhaven Tourism Master Plan and councils corporate plan • 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. • Promote the direct and in-direct value and benefits of tourism within the Shoalhaven and on a regional, state and national basis. 	
Delegations: <ul style="list-style-type: none"> • Make recommendation on the expenditure of the annual Shoalhaven marketing budget as provided by Council. • Appoint suitable representatives to fill casual vacancies • Inform and recommend policy for tourism related funding programs, and where required by Council, vote on related matters. 	
Chairperson – Appointed by the Committee annually	
2020-2021 Councillor/Staff Membership Mayor All Councillors – Two (2) with voting Rights Clr Gash – Voting Delegate Clr Kitchener – Voting Delegate Clr Aldrick – Alternate Voting Delegate Clr Watson – Alternate Voting Delegate	2022 Councillor/Staff Membership Clr Copley– Voting delegate Clr Gray – Voting delegate Clr Ell – Alternate Voting Delegate Clr White – Alternate Voting Delegate All other Councillors (Non voting members)
Community/ Organisational Representatives 9 Industry representatives (skills based) 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:

24a Shoalhaven River Festival Committee

Meetings per year – At least Four (4)	Terms of Reference: POL19/28
Role and Purpose <ul style="list-style-type: none"> • To plan, promote and manage the Shoalhaven River Festival community event. • To identify and approve all expenditure of funds, including those allocated by Council and grants or funds from any other source. • Provide reports to Council via the Shoalhaven Tourism Advisory Group, outlining the event, expenditure and recommendations for future events. • To put in place appropriate risk management measures to provide a safe community event for participants, volunteers and visitors. • Consult with relevant stakeholders as needed. 	
Delegations: <ul style="list-style-type: none"> • To expend funds allocated/obtained for the purpose of the Shoalhaven River Festival • To establish working groups as deemed appropriate. • To promote the Festival including issuing press releases and other promotional activities • To raise other funds to support the Festival, with a view to the event becoming self-sufficient. 	
Chairperson – Appointed by the Committee	
Membership (total 15) <ul style="list-style-type: none"> • Members of the Shoalhaven Tourism Advisory Group who nominate for membership • Other community members who bring requisite skills and experience to the Committee 	

25. Strategic Planning Working Party

Meetings per year – As required	Quorum – No quorum
	Terms of Reference: Nil
Role a. To provide early input into projects on the Strategic Planning Work Program, with a focus on 'priority' projects and other projects that may require early and ongoing consideration/direction. b. To consider and inform reports to Council's Development & Environment Committee on the scope and direction of the Strategic Planning Work Program, including: i. The need for additional projects. ii. Priorities to be given to projects. iii. Other matters of strategic planning interest. c. The Working Party is not a formal decision-making forum or a public meeting. Relevant resulting matters will be reported through Council's various Committees as required to enable formal decisions and community awareness. d. The Working Party may inform the scope of work required by specialist consultants for confirmed projects. e. The Working Party can assist in the selection of specialised consultants for significant projects/where significant expenditure is required.	
Chairperson – Appointed by Council	
2020-2021 Councillor / Staff Membership Cllr White – Chairperson All Councillors CEO	2022 Councillor / Staff Membership Cllr White – Chairperson All Councillors CEO
Community/Organisational Representatives Nil	

26. Youth Advisory Committee

Meetings per year – Four (4) and others as required	Quorum – Six (6)
Commencement time – between 10am – 12pm	Terms of Reference: POL18/49 Amended: 29 June 2021
Purpose: a) To represent the interests and views of young people to Council and the Community b) To provide an opportunity for young people to discuss issues of concern to young people 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 d) To give young people experience in Local Government and community affairs e) To create greater awareness and appreciation within the general community of the needs and talents of young people f) To provide a mechanism for young people to address youth issues themselves	
Delegation: 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.	
Chairperson – Appointed by Committee at each meeting	
2020-2021 Councillor/Staff Membership All Councillors CEO or Nominee	2022 Councillor/Staff Membership All Councillors CEO or Nominee
Community / Organisational Representatives Eight (8) Community Youth Representatives aged between 12 and 25 years 18 students from Year 7 & 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 Non Voting representatives Shoalhaven Local Area Command NSW Police Sanctuary Point Youth & Community Centre Bay & Basin Community Resources Nowra Youth Centre Police Citizens Youth Club Regional Development Australia Shoalhaven Business Chamber 330 Squadron Australian Air Force Cadets Australian Air Force Cadets Representatives from eight (8) Shoalhaven high schools	

Committees that have expired

1. Urgent Grant Submissions Committee

Meetings per year – As required	Quorum – All members
	Terms of Reference: Nil
Purpose & Delegation To approve grant submissions or project priorities and allocate grant funds when there is insufficient time to obtain resolution by Council (no grant funds are to allocated to external agencies). Note: The committee expired at the end of the previous Council Term.	
Chairperson – Appointed by Council	
Councillor / Staff Membership Mayor - Cllr Findley Deputy Mayor Assistant Deputy Mayor	
Community/Organisational Representatives Nil	