

APPROVED FOR USE

18-12/13

Murrumbidgee COUNCIL

Tom Dimeo

Mayor at Installation

25/03/2023

DATE

www.dialbeforeyoudig.com.au

DIAL 1100

Dial Before You Dig

Legend
RL125.88 New Finished Level of Lots

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Councillor Use of Council Motor Vehicles whilst on Official Council Business

	Name	Position	Signature	Date
Responsible Officer				
Authorised By	John Scarce	General Manager		

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Contents

1. Purpose	3
2. Definitions	3
3. Scope	3
4. Policy	3
5. Legislation and Compliance	4
6. Policy Review	4
SCHEDULE 1	5

1. Purpose

To provide direction to Councillors and Mayor on the ancillary use of motor vehicles under their control, whilst on official business of Council.

Murrumbidgee Council encourages the accompaniment of the Mayor and Councillors' spouses to attend official business of Council.

2. Definitions

Spouse	Husband or wife or common law partner
Council	Murrumbidgee Council
Official Business of Council	Attending event, conference, training, meeting or function on behalf of Council
Authorised Person	Mayor, Councillors of Murrumbidgee Council
General Manager	General Manager of Murrumbidgee Council

3. Scope

This Policy applies to:

- Use of Council owned motor vehicles which are being used by the Mayor or Councillors on official business of Council;
- The Council Expenses and Facilities Policy states that the Mayor or Councillors cannot obtain private or political benefit from expenses claimed or provided for;
- Consequently Council should not profit from private use of vehicles; any charges must only be cost recovery.
- Ancillary use of motor vehicles supplied to attend official business of Council by the authorised person or their spouse.

This Policy does not apply to:

- Staff of Murrumbidgee Council.

4. Policy

- An authorised person may utilise a Council owned vehicle for private use while attending official business of Council, for a fee at a \$ per km rate over a 100 km threshold per day.
- An authorised person's spouse may utilise a Council owned vehicle for private use while accompanying the authorised person who is attending official business of Council, for a fee at a \$ per km rate for every km driven.
- \$ per km rate is detailed in schedule 1, and will be periodically changed by the General Manager to keep up with costs, without requiring Council ratification.

- Log books must be kept, clearly identifying the official business of Council kms, that being to and from Murrumbidgee LGA to event or accommodation and from accommodation to event and from event or accommodation to eat, and the kms deemed private use, which is every other km.
- Travel to and from an official business of Council must be via the most direct route. Any deviation will be considered private use.
- An authorised person's spouse may drive the Council owned vehicle to and from the official business of Council.
- The General Manager, at their discretion and judgment, may vary this policy on a case by case basis.

5. Legislation and Compliance

- Local Government Act, 1993
- Councillors' Expenses and Facilities Policy
- Local Government (General) Regulation 2005

6. Policy Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).

SCHEDULE 1

Private use fee:	\$	per km	
Use by authorised person	\$0.25	1	over 100 km per day
Use by spouse	\$0.30	1	for every km



SC208/SC62

8 December 2023

Joanne Nava
Local Government Remuneration Tribunal
GPO Box 3988
SYDNEY NSW 2001

remuneration@psc.nsw.gov.au

Dear Joanne

MAYOR AND COUNCILLOR REMUNERATION PORTION OF THE CLASSIFICATIONS

Many place an argument that it should be a living wage that is offered. We are not arguing anything of the sort, we seek to put forward the argument that the remuneration should be sufficient to allow for anyone who wishes to put their hand up to not be out-of-pocket for the work they do for Council. We also see that there should be some link to comparatives from other remuneration granted by certain Boards or Committees.

I will detail our arguments based on the Rural classification, which is:

- Councillor \$9,850 to \$13,030
- Mayor (with additional fee included) \$20,340 to \$41,460

We are all aware of the requirements of the Local Government Act on the roles and responsibilities of a Mayor and Councillor, and we are also aware that on many occasions you have been made aware of the time commitments required of a Mayor and Councillors.

To be an effective Mayor and Councillor servicing our Local Government Area, we believe the minimum requirements are:



One Council Meeting /month	11
One Workshop/month	11
Five days training/annum	5
4 days of strategic planning/annum	4

Each elected representative is on no fewer than 5 committees, which meet in total 6 times a year – a total of 30 meetings.

We also expect our Councillors to be present in the community at functions like Chamber of Commerce, Australia Day, various festivals and events, recognition ceremonies, emergency preparedness, let alone meetings held by developers (new solar farm, Transgrid power line), conservatively another 20 days.

For a Councillor, we are expecting at a minimum 81 days service, and we have some Councillors whom do greater than this.

So \$13,030/81 days equates to \$160.86/day as their value.

How do we attract (to run for Council) a business person (e.g. a mechanic who has a charge out rate of \$75 an hour and has to pay for his trade workshop, staff and himself) to spend 8 hours in Council, when they would receive \$20.10 an hour, so essentially losing \$55 an hour.

How do we attract (to run for Council) a professional whose charge out rate is \$250 an hour?

How do we attract (to run for Council) a stay at home mother, who has to pay childcare?

And for the Mayor, it is no stretch of the imagination to double or even triple the time spent on Council business.

As you would be aware, the Mayor and Councillors, whether on official duties or not, are regularly confronted by members of the public with questions, complaints, and requests. Our Code of Conduct and the Local Government Act clearly state a Councillor first must think of Council before thinking of the individual.

So it is easy to see that the current remuneration falls short of covering costs, therefore Mayors and Councillors in Rural NSW are essentially volunteers.

We want to mention some comparisons:

- A Local Land Services (LLS) Chair receives \$60,000/annum, while a board member receives \$30,000/annum (Public Services Commission, NSW Government Boards and Committees Remuneration publication date 3 September 2021). We have reviewed the legislation surrounding the responsibility of the LLS Chair and Board and we have reviewed their obligations and the amount of time they need to commit. Like Mayors and Councillors, some Chairs and Board Members will assign more time than others, but on a rough estimate of responsibility the LLS Board is about 10% of what is expected of a

Mayor or Councillors. We are not suggesting that a Mayor should be paid \$600,000 and a Councillor \$300,000, we are just pointing out the inequity in payments.

- A publication by the Office of Local Government (a new Risk Management and Internal Audit Framework for Councils in NSW, Discussion Paper 2019 page 38) sets the fees to be paid to members of the Audit Risk & Improvement Committee (ARIC) for a small Council - Chair \$12,552/annum and Committee Member \$1,255 per meeting day. The ARIC is to meet 4 times a year, but can be more.

Murrumbidgee Council has had an ARIC since amalgamation, this committee meeting 4 times a year for a maximum of 3 hours. In comparison, an ARIC member will receive \$418/hour and a Chair \$1,000/hour.

This is a ridiculous example we present, and stretched, we admit, to the point of ridiculous, however it can be a factual one.

We are trying to explain comparisons. We have a Councillor working at a minimum two days a week on Council duties and receiving \$12,000/annum, and we have an ARIC Chair working 4 days/annum on \$12,000.

If the former Minister was happy to sign off on a publication that suggests these amounts, I would assume that those who are responsible for far more than just the ARIC would be entitled to competitive remuneration. We have heard the argument that we need to pay this amount to get professional people to sit on these Committee. Is it not our desire to have professionals or others elected as Mayors and Councillors? Again, we are not suggesting that a Councillor should get \$271,000 (81 days x 8 hours x \$418/hour) or the Mayor \$1,296,000 (162 days x 8 hours x \$1,000 hour). It is simply to demonstrate the comparative.

While we have clearly established that, on comparison, the Mayor and Councillors should be on a significantly different remuneration to that which they are currently, what would be a fair and reasonable comparative?

Let's look to the north and the Queensland Local Government Remuneration Commission for guidance.

QLD has eight (8) categories, excluding Brisbane City (Brisbane City being an amalgamation of 30 Councils a number of years ago, and its budget alone is more than many Australian State Governments). NSW has 13 categories, plus two County Councils. When looking at the number of categories, remuneration is exactly the same in some categories, so the 8 categories of the QLD remuneration can be applied to the 13 NSW categories as detailed below:

NSW Rural is equivalent to QLD Category 1	Councillor \$57,400, Deputy Mayor \$66,231 Mayor \$114,801
Rural Large - no QLD Equivalent	<u>Suggestion</u> Councillor \$61,861 Deputy Mayor \$73,731 Mayor \$124,251

NSW Regional Rural & NSW Small metropolitan equivalent to QLD Category 2	Councillor \$66,231 Deputy Mayor \$79,478 Mayor \$132,461
NSW Regional Centre equivalent to QLD Category 3	Councillor \$75,061 Deputy Mayor \$88,308 Mayor \$141,294
NSW Metropolitan Medium equivalent to QLD category 4	Councillor \$96,204 Deputy Mayor \$109,324 Mayor \$166,171
NSW Regional Strategic Area & NSW Metropolitan Large equivalent to QLD Category 5	Councillor \$113,698 Deputy Mayor \$131,187 Mayor \$192,410
NSW Major Strategic Area & NSW Major Regional City, and Metropolitan Major equivalent to QLD Category 6	Councillor \$131,187 Deputy Mayor \$148,681 Mayor \$218,647
NSW Major CBD equivalent to QLD Category 7	Councillor \$148,681 Deputy Mayor \$169,671 Mayor \$244,886
NSW Principal CBD equivalent to QLD Category 8	Councillor \$161,799 Deputy Mayor \$188,038 Mayor \$271,124

From the above, you can actually see that the remuneration for Principal CBD is within 10% of the equivalent in QLD. As such it should not be a stretch to apply the above and rationalise it against what is already determined for the NSW Principal CBD Mayor.

Again, we request that you make a determination equivalent to what is suggested above, to harmonise the inequity as demonstrated by two examples.

However, the remuneration must inspire more people to put their hand up and run for Council, ensuring those who do care and wish to make a difference are valued and not negatively financially impacted by their decision.

Yours faithfully



John Scarce
GENERAL MANAGER



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"What we want is nothing more than equity"

COMMUNIQUÉ

Country Mayors Association of NSW – November AGM and General Meeting

Friday, November 24 Country Mayors Association of NSW held our AGM and General meeting, this event was again strongly supported by our members and members of Parliament from all political persuasions, more than 120 people were in attendance.

The meeting was held in the Theatrette at Parliament House, Sydney and the agenda was full of guest presenters, these included the Federal Minister for Local Government and Regional Development the Hon Kristy McBain, Premier of NSW the Hon Chris Minns, Minister for Skills, TAFE and Tertiary Education the Hon Steve Whan, Minister For Water, Housing, Homelessness, Mental Health, Youth and the North Coast the Hon Rose Jackson, Shadow Minister for Agriculture and Natural Resources the Hon Dugald Saunders, Shadow Treasurer and Shadow Minister for Industrial Relations the Hon Damien Tudehope and Shadow Minister for Water and Crown Lands the Hon Steph Cooke.

Also, highlights from the General meeting were:

- Members voted unanimously to endorse a new member: Central Darling Shire Council, that now brings our membership to eighty five (85) members and two (2) associate members.
- Immediate Past Chairman, Cr Ken Keith OAM gave a heartfelt acknowledgment of the outgoing Secretariat, Mr Allan Burgess detailing his 14 years service to CMA. A small gift was presented.
- Outgoing Executive, Cr John Medcalf was recognised for his dedication and service to CMA over his past term and a small token of appreciation was presented during the meeting. Cr Medcalf spoke of how proud he is to have served and commended the organisation on recent achievements.
- Forbes Shire Council and Kempsey Shire Council were named as the successful Councils to host a general meeting outside of Parliament House during 2024. These meeting dates are 8 and 9th of April in Forbes and 13 and 14th of June in Kempsey.
- A signing ceremony was conducted to reaffirm the MoU between LGNSW and CMA, the agreement was review and strengthened with the view of the two organisations, were appropriate, look to hold events that support the objectives of both organisations.
- Deputy Chairman, Mayor Rick Firman OAM announced the winner of the CMA scholarship award to Ms Hayley Gould from Forbes Shire Council, Hayley was very appreciative for the award and she gave members an incite into her career choice and what it is like working with an amazing team at Forbes Shire Council.



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- During the AGM the casual vacancy on the Executive was filled by Mayor Pat Bourke from Federation Council after a contested ballot. Congratulations to Mayor Bourke and on behalf of the Executive of CMA thank you to all who nominated for the vacancy.
- Also, during the AGM the meeting dates for 2024 were endorsed and are listed below, the membership fees for 2024 were endorsed and the appointment of a new Secretariat in RDANI was also endorsed for a twelve month period.

2024 MEETING DATES

Meetings in the Theatrette at Parliament House, Sydney in 2024 are;

March 22

April 8-9 (Forbes)

May 10

June 13-14 (Kempsey)

August 9

November 15

For more information, please view our website at nswcountrymayors.com.au

The first General Meeting of the Country Mayors Association of NSW for 2024 will be held on Friday, 22 March commencing at 8.30am in the Theatrette at Parliament House, Sydney. **Invited** speakers include the Premier of NSW, the NSW Treasurer, and the Minister for Local Government, along with the NSW Opposition Leader, Minister for Police, Shadow Minister for Police, NSW Police Commissioner, NSW Police Association representative, NSW Bureau of Crime Statistics and Research (BOSCAR) representative and Ms Jenny Stevenson from Royal Far West.

This year was full of challenges and some amazing achievement that we should hold onto in those times of frustration, thank you for your dedication to the communities in which you serve and on behalf of the Executive of CMA, I wish all members a happy, restful and safe Christmas.

Cr Jamie Chaffey
CHAIRMAN



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Federal Minister for Regional Development and Local Government and Territories

The Hon Kristy McBain



The Minister outlined the doubling of funds for Roads to Recovery from \$500million to \$1billion, the commitment to Black Spots from \$100million to \$150million and the Renewing Bridges Program and the Community Infrastructure Program being combined with a budget of \$1billion.

Minister for Skills, TAFE and Tertiary Education

The Hon Steve Whan



There is a lot of work to be done in skills and a lot of opportunities in reskilling as well as training school leavers. TAFE has had a tough decade but the government is working with TAFE to be more pertinent to their communities. Australia wide 213,000 people need to gain skills over the next 7 years. The National Skills Agreement with the Commonwealth is a five year agreement which gives certainty to TAFE and a VET review is being undertaken.

Closing the Gap is a high priority. Equality and access will provide opportunities for rural NSW. There is a large backlog of maintenance works of TAFE's and additional funds are being allocated. A strategic look at what TAFE's skills are and what is to be provided to their communities is being undertaken.



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NSW Premier

The Hon Chris Minns MP



The most important thing a government can do is listen. The last 12 months have been challenging with disasters and other events. The budget includes \$3.8billion for health, \$3.4billion for education, and \$8.2billion for cost of living measures and the success of NSW depends on regional NSW. Agriculture alone adds \$23billion to the economy. The Government wants to see long time success with jobs and financial sustainability of local government is important.

The NSW Government has recently announced and committed to reviewing Emergency Services funding in particular the Emergency Services Levy. Importantly both the community and Councils would not be financially disadvantaged through any changes in fact both should positively benefit from any such change. A high-tech metal strategy is being introduced and transition to a renewable energy economy is taking place. The government wants to listen to regional and rural NSW and when parliament is not sitting the Premier tries to visit country centres.



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Minister for Water, Housing, Homelessness, Mental Health, Youth and the North Coast
The Hon Jose Jackson



The government is working on drought preparedness and what they can do as they don't want to do things on the eleventh hour. The Minister has been touring NSW to make sure communities are aware of the possibilities of drought in 2024. Free places for water technicians have been announced and Water NSW has been working with local authorities in respect of dams. The Government wants to replenish funding for water fund projects. Some projects approved in 2019 and subsequent years have not been started. These need to get going and if councils are having problems preventing work starting such as conditions let's talk about it and negotiate. Mental Health will be challenging and people will struggle as we move into drier conditions. Housing is a priority for the Government and we know that the regionals are important. There is a dedicated fund for regional housing and we are looking at social housing modules for short term housing solutions.

Shadow Minister for Regional NSW, Agriculture and Natural Resources
The Hon Dugald Saunders



With multiculturalism we can do better with the State and Commonwealth working together. Immigrant families could get a visa to stay with family members and there would not be any need for additional housing. It was very disappointing to see the Federal Government quitting projects of importance such as the Great Western Highway and other important projects. The State Government needs to direct more funding to regional NSW. The Resources for Regions needs to be allocated extra resources. Councils have spent large amounts of money for funding applications. The Opposition will fight for the programs introduced by the Coalition Government that have been abandoned to be reintroduced.



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Shadow Treasurer and Shadow Minister for Industrial Relations

The Hon Damien Tudehope



The Country Mayors Association is a united advocacy group and the opposition appreciates its input. As a previous Minister for small business during the drought periods in 2019-2021 he travelled extensively in regional and rural NSW and worked with the communities. Drought has a continuing affect on small communities due to lack of spending. As a government they invested heavily in regional NSW as a way of creating jobs and renewing the economy. In the last two weeks the Federal Government has shown it has little idea on how to stimulate the economy announcing the cutting of funding drastically of projects that will affect local government. How does the State Government plan when the Commonwealth does not involve them in the discussions. This will have a continuing impact on local communities. Regional NSW will be left behind and regional communities should not have an unfair reduction because of this. A lot of work is being done with renewable energy zones but communities are not being consulted.

Shadow Minister for Water and Crown Lands

The Hon Steph Cooke



The Shadow Ministers plan was to bring forward projects and concerns with the new Minister with the hope that the Labor Government would pick up where the coalition finished but that has not happened. The Sydney and Hunter Water Act needs amendments to it and the coalition is making representations to the Inquiry. The Coalition is also making representations to the Water Initiative. The Murray Darling Basin Plan has been rewritten to give the Commonwealth more scope to buy back water. The Wyangala Dam wall raising has been axed that would have provided water security and flood mitigation. The Safe and Secure Water Program is a major failure for the regions. With Regional Water Strategies the robustness of the strategies are in doubt. There is a fear that the Government doesn't understand that water is important for growth and security. The Coalition would like to work with Country Mayors members to identify what are the top three water security areas of each council.

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President of LGNSW – Darriea Turley AM

Chairman of Country Mayors Association of NSW – Jamie Chaffey



Out going CMA Executive member

Cr John Medcalf OAM





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"What we want is nothing more than equity"

**Out going CMA Secretariat
Allan Burgess**



**Thank you Allan for your 14 years of Service to the
Country Mayors Association of NSW**

For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au



Draft Data Breach Policy

	Name	Position	Signature	Date
Responsible Officer	Sue Mitchell	Manager Corporate & Community Services		
Authorised By	John Scarce	General Manager		

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Contents

- 1. Introduction3
- 2. Scope.....3
- 3. Purpose3
- 4. What is a data breach?4
- 5. Responding to a data breach4
- 6. Review9
- Appendices10

1. Introduction

Amendments to the *Privacy and Personal Information Protection Act 1998* (PPIP Act) impact the responsibilities of agencies under the PPIP Act, and require agencies to provide notifications to affected individuals in the event of an eligible data breach of their personal or health information by a NSW public sector agency or state-owned corporation subject to the PPIP Act.

This policy provides guidance for responding to a breach of Murrumbidgee Council held data.

This policy sets out the Council procedures for managing a data breach, including the considerations around notifying persons whose privacy may be affected by the breach.

Effective breach management, including notification where warranted, assists Murrumbidgee Council in avoiding or reducing possible harm to both the affected individuals/organisations and the Council, and may prevent future breaches.

The General Manager has overall responsibility for implementation of Murrumbidgee Council corporate policies.

2. Scope

This policy applies to all staff and contractors of Murrumbidgee Council. This includes temporary and casual staff, private contractors and consultants engaged by Council to perform the role of a public official.

This policy will apply from the date of adoption.

3. Purpose

The purpose of this policy is to provide guidance to staff in responding to a breach of Council held data, especially personal information.

This policy sets out the procedures for managing a data breach, including the considerations around notifying persons whose privacy may be affected by the breach and sets out the procedures for managing a data breach, including:

- providing examples of situations considered to constitute a data breach
- the steps involved in responding to a data breach
- the considerations around notifying persons whose privacy may be affected by the breach
- template correspondence for notifying persons whose privacy may be affected by the breach.

Effective breach management, including notification where warranted, assists Council in avoiding or reducing possible harm to both the affected individuals/organisations and the Council, and may prevent future breaches.

4. What is a data breach?

A data breach occurs when there is a failure that has caused, or has the potential to cause, unauthorised access to Murrumbidgee Council data, such as:

- accidental loss or theft of classified material data or equipment on which such data is stored (e.g. loss of paper record, laptop, tablet or mobile phone, compact disk or USB stick)
- unauthorised use, access to or modification of data or information systems (e.g. sharing of user login details (deliberately or accidentally) to gain unauthorised access or make unauthorised changes to data or information systems)
- unauthorised disclosure of classified material or personal information (e.g. email sent to an incorrect recipient or document posted to an incorrect address or addressee), or personal information posted on to the Murrumbidgee Council website without consent
- compromised user account (e.g. accidental disclosure of user login details through phishing)
- failed or successful attempts to gain unauthorised access to Murrumbidgee Council information or information systems
- equipment failure
- malware infection
- disruption to or denial of IT services

A data breach most commonly, but not exclusively, results in unauthorised access to, or the unauthorised collection, use, or disclosure of, personal information.

5. Responding to a data breach

The Murrumbidgee Council Public Officer, or General Manager nominee, must be informed of any data breach to ensure the application of this policy and advice to the General Manager/Information Commissioner to assist in responding to enquiries made by the public, and managing any complaints that may be received as a result of the breach.

The changes to the PPIP Act include:

- creating a Mandatory Notification of Data Breach (MNDB) Scheme which will require public sector agencies bound by the PPIP Act to notify the Privacy Commissioner and affected individuals of data breaches involving personal or health information likely to result in serious harm
- applying the PPIP Act to all NSW state-owned corporations that are not regulated by the Commonwealth *Privacy Act 1988*
- repealing s117C of the *Fines Act 1996* to ensure that all NSW public sector agencies are regulated by the same mandatory notification scheme.

Agencies are required to comply with the mandatory notification provisions under Part 6A of the PPIP Act.

Under the MNDB Scheme, agencies have an obligation to:

- immediately make all reasonable efforts to contain a data breach
- undertake an assessment within 30 days where there are reasonable grounds to suspect there may have been an eligible data breach
- during the assessment period, make all reasonable attempts to mitigate the harm done by the suspected breach
- decide whether a breach is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach
- notify the Privacy Commissioner and affected individuals of the eligible data breach
- comply with other data management requirements.

There are four key steps required in responding to a data breach:

1. Contain the breach
2. Evaluate the associated risks
3. Consider notifying affected individuals
4. Prevent a repeat.

Each step is set out in further detail below. The first three steps should be carried out concurrently where possible. The last step provides recommendations for longer-term solutions and prevention strategies.

The Manager Corporate and Community Service and/or its service providers support Murrumbidgee Council in the supply and maintenance of its IT systems. The Manager or General Manager nominee will coordinate with the service providers to address and respond to identified data breaches related to its IT systems.

5.1 Step one: Contain a breach

All necessary steps possible must be taken to contain the breach and minimise any resulting damage. For example, recover the personal information, shut down the system that has been breached, suspend the activity that lead to the breach, revoke or change access codes or passwords.

If a third party is in possession of the data and declines to return it, it may be necessary for Murrumbidgee Council to seek legal or other advice on what action can be taken to recover the data. When recovering data, Council will make sure that copies have not been made by a third party or, if they have, that all copies are recovered.

5.2 Step two: Evaluate the associated risks

To determine what other steps are needed, an assessment of the type of data involved in the breach and the risks associated with the breach will be undertaken.

Some types of data are more likely to cause harm if compromised. For example personal information, health information, and security classified information will be more significant than names and email addresses on a newsletter subscription list.

A combination of data will typically create a greater potential for harm than a single piece of data (for example an address, date of birth and bank account details, if combined, could be used for identity theft).

Factors to consider include:

- Who is affected by the breach? The Murrumbidgee Council assessment will include reviewing whether individuals and organisations have been affected by the breach, how many individuals and organisations have been affected and whether any of the individuals have personal circumstances which may put them at particular risk of harm.
- What was the cause of the breach? The Murrumbidgee Council assessment will include reviewing whether the breach occurred as part of a targeted attack or through inadvertent oversight. Was it a one-off incident, has it occurred previously, or does it expose a more systemic vulnerability? What steps have been taken to contain the breach? Has the data or personal information been recovered? Is the data or personal information encrypted or otherwise not readily accessible?
- What is the foreseeable harm to the affected individuals/organisations? The Murrumbidgee Council assessment will include reviewing what possible use there is for the data or personal information. This involves considering the type of data in issue (such as health information, personal information) subject to special restrictions under s.19(1) of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) if it could be used for identity theft, or lead to threats to physical safety, financial loss, or damage to reputation. Who is in receipt of the data? What is the risk of further access, use or disclosure, including via media or online? If case-related, does it risk embarrassment or harm to a client and/or damage the Murrumbidgee Council's reputation?

5.3 Step 3: Consider notifying affected individuals/organisations

If, during assessment of the breach, it is decided that it is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach, affected individuals/organisations will be notified.

Murrumbidgee Council recognises that notification to individuals/organisations affected by a data breach can assist in mitigating any damage for those affected individuals/organisations and is consistent with the Council's regulatory role. Notification demonstrates a commitment to open and transparent governance, consistent with the Council's approach.

Accordingly, Murrumbidgee Council adopts a relatively lower threshold in considering whether to notify individuals of the release or risk to the security of their personal information and will generally make such a notification. The Council will also have regard to the impact upon individuals in recognition of the need to balance the harm and distress caused through notification against the potential harm that may result from the breach. There are occasions where notification can be counterproductive. For example, information collected may be less sensitive and notifying individuals about a privacy breach which is unlikely to result in an adverse outcome for the individual may cause unnecessary anxiety and de-sensitise individuals to a significant privacy breach.

Factors the Council will consider when deciding whether notification is appropriate include:

- Are there any applicable legislative provisions or contractual obligations that require Council to notify affected individuals?
- What type of information is involved?
- What is the risk of harm to the individual/organisation?
- Is this a repeated and/or systemic issue?
- What risks are presented by the mode of the breach e.g. is it encrypted information or contained in a less secure platform e.g. email?
- Does the breach relate to casework functions and include case-related material flowing from the exercise of our regulatory functions?
- What steps has Council taken to date to avoid or remedy any actual or potential harm?
- What is the ability of the individual/organisation to take further steps to avoid or remedy harm?
- Even if the individual/organisation would not be able to take steps to rectify the situation, is the information that has been compromised sensitive, or likely to cause humiliation or embarrassment for the individual/organisation?

Notification should be done promptly to help to avoid or lessen the damage by enabling the individual/organisation to take steps to protect themselves.

The method of notifying affected individuals/organisations will depend in large part on the type and scale of the breach, as well as immediately practical issues such as having contact details for the affected individuals/organisations. Considerations include the following.

5.3.1 When to notify

In general, individuals/organisations affected by the breach should be notified as soon as practicable. Circumstances where it may be appropriate to delay notification include where notification would compromise an investigation into the cause of the breach or reveal a software vulnerability.

5.3.2 How to notify

Affected individuals/organisations should be notified directly – by telephone, letter, email or in person. Indirect notification – such as information posted on Murrumbidgee Council's website, a public notice in a newspaper, or a media release – should generally only occur where the contact information of affected individuals/organisations are unknown, or where direct notification is prohibitively expensive or could cause further harm.

5.3.3 What to say

The notification advice will be tailored to the circumstances of the particular breach. Content of a notification could include:

- information about the breach, including when it happened
- a description of what data or personal information has been disclosed
- assurances (as appropriate) about what data has not been disclosed
- what Council is doing to control or reduce the harm
- what steps the person/organisation can take to further protect themselves and what Council will do to assist people with this
- contact details for Council for questions or requests for information
- the right to lodge a privacy complaint with the Privacy Commissioner. The template at Appendix A will form the basis of this action.

5.4 Step four: Prevent a repeat

Murrumbidgee Council will further investigate the circumstances of the breach to determine all relevant causes and consider what short or long-term measures could be taken to prevent any reoccurrence.

Preventative actions could include a:

- security audit of both physical and technical security controls
- review of policies and procedures
- review of staff/contractor training practices
- review of contractual obligations with contracted service providers.

5.5 Reporting Breach to General Manager

The template at Appendix B will be used for reporting on the investigation of the breach and authorising actions in response. The Public Officer will prepare a report using the template and provide to the General Manager who will review the proposed actions and recommendations of the report and approve.

The Public Officer will be responsible for the implementation of proposed actions and recommendations.

5.6 Notifying the Privacy Commissioner

If, during assessment of the breach, it is decided that it is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach, the NSW Privacy Commissioner will be notified of the breach where personal information has been disclosed and there are risks to the privacy of individuals. In doing so Council will ensure that relevant evidence is contained securely for access by the Privacy Commissioner should regulatory action be considered appropriate.

Such notification will:

- demonstrate to the affected individuals and broader public that Council views the protection of personal information as an important and serious matter and may therefore maintain public confidence in Council.
- facilitate full, timely and effective handling of any complaints made to the Privacy Commissioner in regard to the breach, and thus assist those whose privacy has been breached.

Notification should contain similar content to that provided to individuals/organisations. The personal information about the affected individuals is not required. It may be appropriate to include:

- a description of the breach
- the type of personal information involved in the breach
- what response Council has made to the breach
- what assistance has been offered to affected individuals
- the name and contact details of the appropriate contact person
- whether the breach has been notified to other external contact(s).

5.7 Recording of Data Breaches

An agency is required under section 59ZE to establish and maintain an internal register of eligible data breaches. This register should record the information specified under section 59ZE(2).

Agencies are required to maintain a public notification register of any notifications made under section 59N(2). The information recorded in the register must be publicly available for at least 12 months after the date of publication and include the information specified under section 59O.

6. Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).

Appendices

Appendix A

TEMPLATE CORRESPONDENCE

Dear [name]

I am writing to you with important information about a recent data breach involving your personal information / information about your organisation. The Information and Privacy Commission became aware of this breach on [date].

- A brief description of what happened.
- Description of the data that was inappropriately accessed, collected, used or disclosed.
- Risk(s) to the individual/organisation caused by the breach.
- Steps the individual/organisation should take to protect themselves from potential harm from the breach.
- A brief description of what Council is doing to investigate the breach, control or mitigate harm to individuals/organisations and to protect against further breaches.

Please call me with any questions or concerns you may have about the data breach.

We have established a section on our Council website [**insert link**] with updated information and links to resources that offer information about this data breach.

We take our role in safeguarding your data and using it in an appropriate manner very seriously. Please be assured that we are doing everything we can to rectify the situation.

Please note that under the [PPIP Act / HRIP Act / GIPA Act] you are entitled to register a complaint with the NSW Privacy Commissioner or NSW Information Commissioner/CEO with regard to this breach. Complaints may be forwarded to the following:

[insert Council details]

Should you have any questions regarding this notice or if you would like more information, please do not hesitate to contact me.

Yours faithfully,

Appendix B:

Template Report and Action

Description of data breach		Action Taken	
When –		Notification –	
What –		Containment –	
How –			
Description of risks		Action Proposed	
Risk –			
Harm –			
Affecting –			
Description of causes		Action Proposed	
How –		Change –	
Why –		Train –	
		Remind –	
		Review –	
		Stop –	
		Media –	
		Remedy –	
		Etc –	
Notification to the NSW Privacy Commissioner			
Recommendations to Prevent Reoccurrence of Breach			

Public Officer or General Manager Nominee		Date:	
General Manager/ Information Commissioner		Date:	
Approved / Not Approved / Noted			

Central Coree Sports Complex Management Section 355 Committee



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Central Coree Sports Complex Management
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43
Date Adopted	
1. Purpose	The Central Coree Sports Complex Management Section 355 (S355) Committee is formed to manage the hall, tennis courts and playground equipment at Lot 1 DP395229 Logie Brae Parish of Booroobanilly, County of Urana (Crown Land Reserve No 98071) and maintain these facilities.
2. Responsibility/Role/Function	<p>The role of the Committee is to maintain the buildings and grounds within the Central Coree Sports Complex including:</p> <ul style="list-style-type: none">• Lawn mowing/slashing• Cleaning• Minor maintenance• Organising and holding events• Hiring of hall/furniture for functions• Appointment and oversight of contractors
3. Establishment	<p>The Central Coree Sports Complex Management S355 Committee has been established under <i>Section 355 of the Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Central Coree Sports Complex Management S355 Committee is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy• Manual Handling <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>
5. Delegated Authority	The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may, from time to time, be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.

	<p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If, at any time, the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee, signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the bank account, not later than two business days after the receipt thereof on which the bank is open for business. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Central Coree Sports Complex Management
8. Objectives	<ul style="list-style-type: none"> • Liaison with volunteers to ensure that the interests of the Sports Complex are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Central Coree Sports Complex located 1488 Mayrung Road, Jerilderie • The principal responsibilities of the Central Coree Sports Complex Committee will be to: <ul style="list-style-type: none"> ○ Provide advice to Council on further development of the Central Coree Sports Complex ○ Develop community pride and ownership of the Central Coree Sports Complex

	<ul style="list-style-type: none"> ○ Identify and coordinate application for grants for the ongoing development of the Central Coree Sports Complex ○ Conduct fundraising activity to support the operation and development of the Central Coree Sports Complex ○ Advise on building maintenance and improvement of the Central Coree Sports Complex
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Central Coree Sports Complex Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We create opportunities for a more connected and cohesive community</p> <ul style="list-style-type: none"> ○ Promote and support sporting, social, recreational and cultural opportunities and activities to increase participation and inclusion ○ Work with the community to provide a diverse mix of community entertainment and wellbeing activities. <p>4. We encourage healthy, active and safe communities</p> <ul style="list-style-type: none"> ○ Plan for and provide excellent parks, gardens and neighbourhoods <p>Our Natural Environment: Sustainable Living</p> <p>2. We cherish our open spaces where the community can be active</p> <ul style="list-style-type: none"> ○ Activate spaces and places to complement activity around waterways, urban areas and green spaces for families, the community and visitors ○ Enhance sporting, recreation and leisure facilities and opportunities
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties

	<ul style="list-style-type: none"> • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<ul style="list-style-type: none"> • The Committee will elect the following office bearers, elected annually at AGM from the Community representatives • Chairperson <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting

	<ul style="list-style-type: none"> • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July • Bank statements covering 30 June by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or: • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.



Heritage Darlington Point

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Heritage Darlington Point
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43
Date Adopted	
1. Purpose	<p>Heritage Darlington Point Section 355 (S355) Committee is formed to manage the operation of the facility known as the:</p> <ul style="list-style-type: none">• Darlington Point Museum at Lot 7002 DP 1021253, Darlington Street, Darlington Point. <p>The Committee will be responsible for the care, control and management of the Darlington Point Museum including maintenance, minor repairs and operations and the purchase of goods and services as shown in the annual budget or in accordance with the terms and conditions of any grant funds obtained.</p>
2. Responsibility/Role/Function	<p>The role of the Committee is to maintain the buildings and grounds within the Darlington Point Museum including:</p> <ul style="list-style-type: none">• Lawn mowing/slashing• General gardening• Cleaning• Minor maintenance• Organising displays and exhibits• Opening for visitors/tours
3. Establishment	<p>The Heritage Darlington Point S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Heritage Darlington Point S355 Committee is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy• Manual Handling <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>

5. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the Council bank account, not later than two business days after the receipt thereof on which the office is open for business. • Any payment requests by the Committee should be processed through Council's bank account via the Manager Corporate and Community Services. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Heritage Darlington Point
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of the Museum are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual)

	<ul style="list-style-type: none"> • The committee is formed to manage the operations of the Darlington Point Museum located Darlington Street, Darlington Point • The principal responsibilities of the Heritage Darlington Point Committee will be to: <ul style="list-style-type: none"> ○ Provide advice to Council on further development of the Darlington Point Museum ○ Develop community pride and ownership of the Darlington Point Museum ○ Identify and coordinate application for grants for the ongoing development of the Darlington Point Museum ○ Conduct fundraising activity to support the operation and development of the Darlington Point Museum ○ Advise on building maintenance and improvement of the Darlington Point Museum
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Heritage Darlington Point Museum Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We Celebrate, embrace and preserve our cultural identities, our heritage and diversity</p> <ul style="list-style-type: none"> ○ Provide opportunities to showcase and preserve our unique culture and heritage <p>Our Natural Environment: Sustainable Living</p> <p>3. We achieve a balance between growth, development and environmental protection</p> <ul style="list-style-type: none"> ○ Preserve local character and stimulate the conservation of important heritage assets.
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.

11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> • Chairperson <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	<p>The Committee is established for the term of Council.</p>
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus

	<ul style="list-style-type: none"> • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions

19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

Yamma Recreation Reserve Management

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Yamma Recreation Reserve Management
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43
Date Adopted	
1. Purpose	<p>The Yamma Recreation Reserve Management Section 355 (S355) Committee is formed to manage the operation of the facility known as the:</p> <ul style="list-style-type: none">• Yamma Recreation Reserve at Lot 92 DP 756398, 1334 Gilbert Road, Coleambally. <p>The Committee will be responsible for the care, control and management of the Yamma Recreation Reserve including maintenance, minor repairs and operations and the purchase of goods and services as shown in the annual budget or in accordance with the terms and conditions of any grant funds obtained.</p>
2. Responsibility/Role/Function	<p>The role of the Committee is to maintain the buildings and grounds within the Yamma Recreation Reserve including:</p> <ul style="list-style-type: none">• Lawn mowing/slashing• Cleaning• Minor maintenance• Organising and holding events• Hiring of hall for functions
3. Establishment	<p>The Yamma Recreation Reserve Management S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Yamma Recreation Reserve Management S355 Committee is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy• Manual Handling

	<p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>
<p>5. Delegated Authority</p>	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
<p>6. Financial Arrangements</p>	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the bank account, not later than two business days after the receipt thereof on which the bank is open for business. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
<p>7. Volunteer Groups</p>	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Yamma Recreation Reserve Management
<p>8. Objectives</p>	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of the Yamma Recreation Reserve are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual)

	<ul style="list-style-type: none"> • The committee is formed to manage the operations of the Yamma Recreation Reserve located Gilbert Road, Coleambally • The principal responsibilities of the Yamma Recreation Reserve Committee will be to: <ul style="list-style-type: none"> ○ provide advice to Council on further development of the Yamma Recreation Reserve ○ develop community pride and ownership of the Yamma Recreation Reserve ○ identify and coordinate application for grants for the ongoing development of the Yamma Recreation Reserve ○ conduct fundraising activity to support the operation and development of the Yamma Recreation Reserve ○ advise on building maintenance and improvement of the Yamma Recreation Reserve
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Yamma Recreation Reserve Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We create opportunities for a more connected and cohesive community</p> <ul style="list-style-type: none"> ○ Promote and support sporting, social, recreational and cultural opportunities and activities to increase participation and inclusion ○ Work with the community to provide a diverse mix of community entertainment and wellbeing activities. <p>Our Natural Environment: Sustainable Living</p> <p>2. We cherish our open spaces where the community can be active</p> <ul style="list-style-type: none"> ○ Activate spaces and places to complement activity around waterways, urban areas and green spaces for families, the community and visitors ○ Enhance sporting, recreation and leisure facilities and opportunities
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<ul style="list-style-type: none"> • The Committee will elect the following office bearers, elected annually at AGM from the Community representatives • Chairperson <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required

	<ul style="list-style-type: none"> • Committees are encouraged to make decisions by consensus • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July • Bank statements covering 30 June by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt <p>Or:</p> <ul style="list-style-type: none"> • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance

	<p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.



Coleambally Australia Day

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Coleambally Australia Day
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43; SC5
Date Adopted	
1. Purpose	The Coleambally Australia Day Section 355 (S355) Committee is formed to delegate the care, control and management of the Australia Day celebrations – this includes management of the awards, the ceremony and the involvement with the Australia Day Ambassador Program and hosting of the Ambassador.
2. Responsibility/Role/Function	The role of the Committee is to organise and hold an event on 26 January each year to celebrate Australia Day.
3. Establishment	<p>The Coleambally Australia Day S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Coleambally Australia Day S355 Committee is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>
5. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p>

	<p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the Council bank account, not later than two business days after the receipt thereof on which the office is open for business. • Any payment requests by the Committee should be processed through Council's bank account via the Manager Corporate and Community Services. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Coleambally Australia Day Committee
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of Council and the Australia Day Celebrations are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Coleambally Australia Day Celebrations • The principal responsibilities of the Coleambally Australia Day Committee will be to: <ul style="list-style-type: none"> ○ Manage the Australia Day celebrations – this includes management of the awards, the ceremony and the involvement with the Australia Day Ambassador Program and hosting of the Ambassador ○ Provide advice to Council on further development of the Australia Day Celebrations ○ Develop community pride and ownership of the Australia

	<p>Day Celebrations</p> <ul style="list-style-type: none"> ○ Identify and coordinate application for grants for the Coleambally Australia Day Celebrations ○ Conduct fundraising activity to support the operation and development of the Coleambally Australia Day Celebrations
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Coleambally Australia Day Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We Celebrate, embrace and preserve our cultural identities, our heritage and diversity</p> <ul style="list-style-type: none"> • Provide opportunities to showcase and preserve our unique culture and heritage.
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee

	Names of Committee members will be included in Council's volunteer register.
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> • Chairperson <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year

	<ul style="list-style-type: none"> • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.



Coleambally Townlife

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Coleambally Townlife
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43
Date Adopted	
1. Purpose	Coleambally Townlife Committee Section 355 (S355) Committee is formed to delegate the care, control and management of the Coleambally Townlife Program – to identify and progress community projects to improve public facilities and aesthetics of the township and maintain the intent of the Strategic Plans and identify amendments that reflect public opinion for consideration by Murrumbidgee Council.
2. Responsibility/Role/ Function	The role of the Committee is to: <ul style="list-style-type: none">• Identify and progress community projects• Hold working bees as required
3. Establishment	The Coleambally Townlife S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states: <i>A function of Council may, subject to this Chapter, be exercised: (b) by a committee of the council</i>
4. Operation	The Coleambally Townlife S355 Committee is bound by practices established in Council's policies - in particular: <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy• Manual Handling The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.
5. Delegated Authority	The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked

	<p>by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the Council bank account, not later than two business days after the receipt thereof on which the office is open for business. • Any payment requests by the Committee should be processed through Council's bank account via the Manager Corporate and Community Services. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Coleambally Townlife Program
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of Council under the Townlife Program are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Coleambally Townlife Program, • The principal responsibilities of the Coleambally Townlife Committee will be to: <ul style="list-style-type: none"> ○ Identify and progress community projects to improve public facilities and aesthetics of the townships under the Townlife Program and maintain the intent of the Strategic Plans and identify amendments that reflect public opinion for consideration by Murrumbidgee Council.

	<ul style="list-style-type: none"> ○ Identify and coordinate application for grants for the Coleambally Townlife Program ○ Conduct fundraising activity to support the operation and development of the Coleambally Townlife Program
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Coleambally Townlife Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We Celebrate, embrace and preserve our cultural identities, our heritage and diversity</p> <ul style="list-style-type: none"> ○ Provide opportunities to showcase and preserve our unique culture and heritage. <p>4. We encourage healthy, active and safe communities</p> <ul style="list-style-type: none"> ○ Plan for and provide excellent parks, gardens and neighbourhoods
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council

	<ul style="list-style-type: none"> Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> Chairperson <ul style="list-style-type: none"> 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. 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. Secretary Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> A quorum for a meeting will be a majority of the members of the committee A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required Committees are encouraged to make decisions by consensus Council staff attending as staff representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> Agenda Recommendations for submission to Council Meeting Minutes of meetings within two weeks from meeting Updated list of volunteers every meeting List of office bearers elected at the AGM List of suggested capital improvement works for consideration in the budget by February Updated Asset Register by July Annual Report by 30 August Summary of receipts and expenditure for financial year (1 July to 30 June) by July

17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	<p>Within 12 months of the Ordinary election of Council.</p>
20. Alteration of Terms of Reference	<p>Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.</p>



Darlington Point Townlife/Australia Day

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Darlington Point Townlife/Australia Day
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43; SC5
Date Adopted	
1. Purpose	<p>The Darlington Point Townlife/Australia Day Section 355 (S355) Committee is formed to delegate the care, control and management of the:</p> <ul style="list-style-type: none">• Darlington Point Townlife Program – to identify and progress community projects to improve public facilities and aesthetics of the township, maintain the intent of the Strategic Plans and identify amendments that reflect public opinion for consideration by Murrumbidgee Council as well as organising the annual Spring Festival in Darlington Point.• Australia Day celebrations – this includes management of the awards, the ceremony and the involvement with the Australia Day Ambassador Program and hosting of the Ambassador.
2. Responsibility/Role/Function	<p>The role of the Committee is to:</p> <ul style="list-style-type: none">• Organise and hold an event on 26 January each year to celebrate Australia Day.• Organise and hold a “Spring Festival” event during September each year.
3. Establishment	<p>The Darlington Point Townlife/Australia Day S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Darlington Point Townlife/Australia Day S355 Committee is bound by practices established in Council’s policies - in particular:</p> <ul style="list-style-type: none">• Council’s Code of Conduct• Council’s Code of Meeting Practice• Work Health & Safety Policy• Events Policy <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>

5. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If, at any time, the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the Council bank account, not later than two business days after the receipt thereof on which the office is open for business. • Any payment requests by the Committee should be processed through Council's bank account via the Manager Corporate and Community Services. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Darlington Point Townlife • Darlington Point Australia Day
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of Council under the Townlife Program the Australia Day Celebrations are supported and represented

	<ul style="list-style-type: none"> • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Darlington Point Australia Day Celebrations and the Darlington Point Townlife Program • The principal responsibilities of the Darlington Point Townlife/Australia Day Committee will be to: <ul style="list-style-type: none"> ○ Identify and progress community projects to improve public facilities and aesthetics of the townships under the Townlife Program and maintain the intent of the Strategic Plans and identify amendments that reflect public opinion for consideration by Murrumbidgee Council. ○ Organise the annual Spring Festival in Darlington Point. ○ Management of the Australia Day celebrations – this includes management of the awards, the ceremony and the involvement with the Australia Day Ambassador Program and hosting of the Ambassador ○ Provide advice to Council on further development of the Australia Day Celebrations ○ Develop community pride and ownership of the Australia Day Celebrations ○ Identify and coordinate application for grants for the Darlington Point Australia Day Celebrations/Townlife Program ○ Conduct fundraising activity to support the operation and development of the Darlington Point Australia Day Celebrations/Townlife Program
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Darlington Point Townlife/ Australia Day Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We Celebrate, embrace and preserve our cultural identities, our heritage and diversity</p> <ul style="list-style-type: none"> ○ Provide opportunities to showcase and preserve our unique culture and heritage. <p>4. We encourage healthy, active and safe communities</p> <ul style="list-style-type: none"> ○ Plan for and provide excellent parks, gardens and neighbourhoods
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)

	<ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> • Chairperson – elected annually at AGM from the Community representatives <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	Meetings are held at least twice a year, in addition to an Annual General Meeting.

	<p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.

18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.



Murrumbidgee
COUNCIL

Jerilderie Australia Day

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Jerilderie Australia Day
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43; SC5
Date Adopted	
1. Purpose	The Jerilderie Australia Day Section 355 (S355) Committee is formed to delegate the care and control of the Australia Day celebrations – including organising the activities and fireworks.
2. Responsibility/Role/Function	The role of the Committee is to organise and hold an event on 26 January each year to celebrate Australia Day, including a fireworks display by a registered pyrotechnician at Luke Park, Powell Street, Jerilderie.
3. Establishment	<p>The Jerilderie Australia Day S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Jerilderie Australia Day S355 Committee is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none">• Council's Code of Conduct• Council's Code of Meeting Practice• Work Health & Safety Policy• Events Policy <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>
5. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards</p>

	<p>the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the bank account, not later than two business days after the receipt thereof on which the bank is open for business. • The Committee has the right to raise their own funds and/or seek sponsorships or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Jerilderie Australia Day Committee
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of Council and the Australia Day Celebrations are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Jerilderie Australia Day Celebrations • The principal responsibilities of the Jerilderie Australia Day Committee will be to: <ul style="list-style-type: none"> ○ Management of the Australia Day celebrations – this includes management of the activities and fireworks. ○ Provide advice to Council on further development of the Australia Day Celebrations ○ Develop community pride and ownership of the Australia Day Celebrations ○ Identify and coordinate application for grants for the Jerilderie Australia Day Celebrations ○ Conduct fundraising activity to support the operation and development of the Jerilderie Australia Day Celebrations
9. Objectives from the Community	<p>The objectives of the Jerilderie Australia Day Committee align with the following objectives from the CSP:</p>

Strategic Plan (CSP)	<p>Our Identity: People and Place 2. We Celebrate, embrace and preserve our cultural identities, our heritage and diversity</p> <p>Provide opportunities to showcase and preserve our unique culture and heritage.</p>
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.
11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> • Chairperson <ul style="list-style-type: none"> ○ Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.

	<ul style="list-style-type: none"> ○ Ensure preparation of agenda before the meeting. ○ 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. <ul style="list-style-type: none"> • Secretary • Treasurer
13. Term	The Committee is established for the term of Council.
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July • Bank statements covering 30 June by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee

	<ul style="list-style-type: none"> • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance <p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.



Murrumbidgee
COUNCIL

Jerilderie Tidy Towns

Section 355 Committee

TERMS OF REFERENCE



Mailing Address: PO Box 5 Darlington Point NSW 2706 **Phone:** 1300 676 243
Email: mail@murrumbidgee.nsw.gov.au

Committee Name	Jerilderie Tidy Towns
Committee Type	Section 355
Responsible Section	Planning, Community and Development
File	SC43; SC21
Date Adopted	
1. Purpose	<p>The Jerilderie Tidy Towns Section 355 (S355) Committee is formed to assist in looking after council facilities in Jerilderie known as the:</p> <ul style="list-style-type: none">• “The Willows” grounds• The ANZAC gardens in Memorial Park• The rose gardens at the Jerilderie cemetery <p>The Committee will be responsible for the care of these facilities in conjunction with Council.</p>
2. Responsibility/Role/Function	<p>The role of the Committee is to maintain the grounds within “The Willows”, ANZAC gardens and cemetery in Jerilderie including:</p> <ul style="list-style-type: none">• Lawn mowing• General gardening/pruning• Working Bees• Clean-ups following events
3. Establishment	<p>The Jerilderie Tidy Towns S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
4. Operation	<p>The Jerilderie Tidy Towns S355 Committee is bound by practices established in Council’s policies - in particular:</p> <ul style="list-style-type: none">• Council’s Code of Conduct• Council’s Code of Meeting Practice• Work Health & Safety Policy• Manual Handling <p>The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual.</p>
5. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p>

	<p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.</p>
6. Financial Arrangements	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities. • All funds raised are to be retained in Council's Section 355 Committee Funds Reserve in accordance with Council's <i>Financial Reserves Policy</i>, and reserved for the use of the committee in fulfilling their delegated functions under these Terms of Reference. • All monies, in excess of \$200 shall be banked to the bank account, not later than two business days after the receipt thereof on which the bank is open for business. • The Committee has the right to raise their own funds and/or seek sponsorship or grants.
7. Volunteer Groups	<p>The Committee will be responsible for the appointment and oversight of operations of the following Volunteer Group:</p> <ul style="list-style-type: none"> • Jerilderie Tidy Towns Committee
8. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of the Tidy Towns Committee and Council are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to assist in looking after council facilities known as the: <ul style="list-style-type: none"> ○ “The Willows” grounds ○ The Anzac gardens in Memorial Park ○ The rose gardens at the Jerilderie cemetery • The principal responsibilities of the Jerilderie Tidy Towns Committee will be to:

	<ul style="list-style-type: none"> ○ Assist Council in caring for parks and gardens within the Jerilderie township ○ provide advice to Council on further development of the Jerilderie parks and gardens ○ develop community pride and ownership through the Jerilderie Tidy Towns Committee ○ conduct fundraising activity to support the operation and development of the Jerilderie Tidy Towns activities
9. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Jerilderie Tidy Towns Committee align with the following objectives from the CSP:</p> <p>Our Identity: People and Place</p> <p>2. We create opportunities for a more connected and cohesive community</p> <ul style="list-style-type: none"> ○ Promote and support sporting, social, recreational and cultural opportunities and activities to increase participation and inclusion ○ Work with the community to provide a diverse mix of community entertainment and wellbeing activities. <p>4. We encourage healthy, active and safe communities</p> <ul style="list-style-type: none"> ○ Plan for and provide excellent parks, gardens and neighbourhoods <p>Our Natural Environment: Sustainable Living</p> <p>2. We cherish our open spaces where the community can be active</p> <ul style="list-style-type: none"> ○ Activate spaces and places to complement activity around waterways, urban areas and green spaces for families, the community and visitors ○ Enhance sporting, recreation and leisure facilities and opportunities
10. Membership	<p>The Committee is to consist of:</p> <ul style="list-style-type: none"> • Community representatives • Minimum of one (1) Councillor or manager level staff member – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> ○ 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.

11. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>Names of Committee members will be included in Council's volunteer register.</p>
12. Office Bearers	<p>The Committee will elect the following office bearers, elected annually at AGM from the Community representatives:</p> <ul style="list-style-type: none"> • Chairperson <ul style="list-style-type: none"> ○ 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. ○ 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. • Secretary • Treasurer
13. Term	<p>The Committee is established for the term of Council.</p>
14. Meetings	<p>Meetings are held at least twice a year, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
15. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus

	<ul style="list-style-type: none"> • Council staff attending as Council representatives do not have the authority to vote on issues.
16. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • Updated Asset Register by July • Annual Report by 30 August • Summary of receipts and expenditure for financial year (1 July to 30 June) by July • Bank statements covering 30 June by July
17. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • Resigns by notifying the Committee and Council in writing • Fails to advise of an absence of up to three meetings in a calendar year • Fails to comply with Council's Code of Conduct • Holds any office of profit under the Committee • Fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • Dies • Becomes a mentally incapacitated person • Becomes bankrupt; or • Council passes a resolution to remove the member from the Committee.
18. Executive Support	<p>Council's Planning, Community and Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Monitor and follow-up Action Report • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance

	<p>The WHS Risk Advisor will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
19. Committee Review	Within 12 months of the Ordinary election of Council.
20. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

SCHEDULE OF INVESTMENTS - 30 NOVEMBER 2023**External investments**

In accordance with Regulation 212 of the *Local Government (General) Regulation 2005*, details of Murrumbidgee Council's external investments are set out below.

Institution	Balance (\$)	Yield (p.a.)	Maturity	Term (months)	No.
Westpac	1,056,413.96	4.98%	21/02/2024	3	43
IMB Ltd	1,023,945.21	4.95%	29/02/2024	3	38
Bendigo	847,601.23	5.00%	4/12/2023	5	28
St George	1,022,057.90	4.05%	18/12/2023	9	31
Bendigo	2,065,415.53	4.95%	20/12/2023	4	45
Bendigo	1,000,000.00	5.25%	21/12/2023	5	44
Bendigo	2,056,469.86	4.50%	16/01/2024	5	37
Westpac	813,343.12	4.81%	23/01/2024	3	32
NAB	3,000,000.00	5.40%	25/01/2024	7	47
Bendigo	1,000,000.00	5.35%	27/01/2024	6	36
Westpac	755,589.60	4.88%	29/01/2024	4	25
Bendigo	1,039,292.49	4.80%	29/01/2024	4	22
Suncorp - METWAY	1,622,800.28	4.80%	2/02/2024	5	34
St George	527,727.97	4.24%	3/02/2024	5	27
IMB Ltd	500,000.00	4.90%	15/02/2024	3	24
NAB	500,000.00	5.10%	16/02/2024	6	42
Suncorp - METWAY	1,039,273.30	5.11%	26/02/2024	6	20
Bendigo	1,246,843.24	4.45%	16/03/2024	6	21
Bendigo	515,943.76	4.83%	20/03/2024	4	23
Westpac	600,000.00	5.01%	21/03/2024	6	30
Bendigo	1,565,129.67	4.93%	25/03/2024	5	33
Bendigo	1,048,737.27	4.83%	27/03/2024	4	35
Bendigo	1,000,000.00	4.97%	28/03/2024	5	40
IMB Ltd	785,693.83	5.00%	3/04/2024	6	29
Bendigo	2,800,000.00	5.50%	28/06/2024	12	46

29,432,278

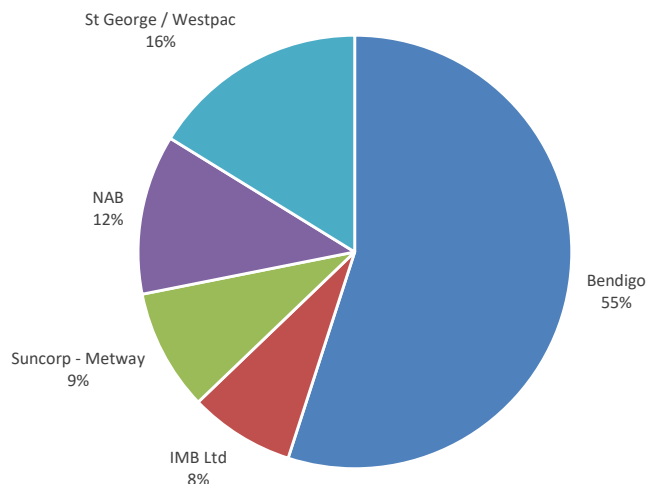
Maturity

All investments comply with the maximum duration set out for each rating category in the *Investment Policy*.

Month	\$ Funds Maturing	
December 2023	\$ 4,935,075	<div style="width: 40%;"></div>
January 2024	\$ 8,664,695	<div style="width: 70%;"></div>
February 2024	\$ 6,270,161	<div style="width: 55%;"></div>
March 2024	\$ 5,976,654	<div style="width: 50%;"></div>
April 2024	\$ 785,694	<div style="width: 10%;"></div>
May 2024	\$ -	
June 2024	\$ 2,800,000	<div style="width: 25%;"></div>
	<u>\$ 29,432,278</u>	

Counterparties to Investments

Institution	Balance	S&P / Moody's / Fitch	Highest	Limit	% Invested	Compliant
Bendigo	16,185,433	BBB+ / A3 / A-	A	N/A	54.99%	N/A
IMB Ltd	2,309,639	- / Baa1 / BBB+	BBB	10%	7.85%	●
Suncorp - Metway	2,662,074	A+ / A1 / A	A	14%	9.04%	●
NAB	3,500,000	AA- / Aa3 / A+	A	14%	11.89%	●
St George / Westpac	4,775,133	AA- / Aa3 / A+	AA	30%	16.22%	●
	29,432,278				100%	



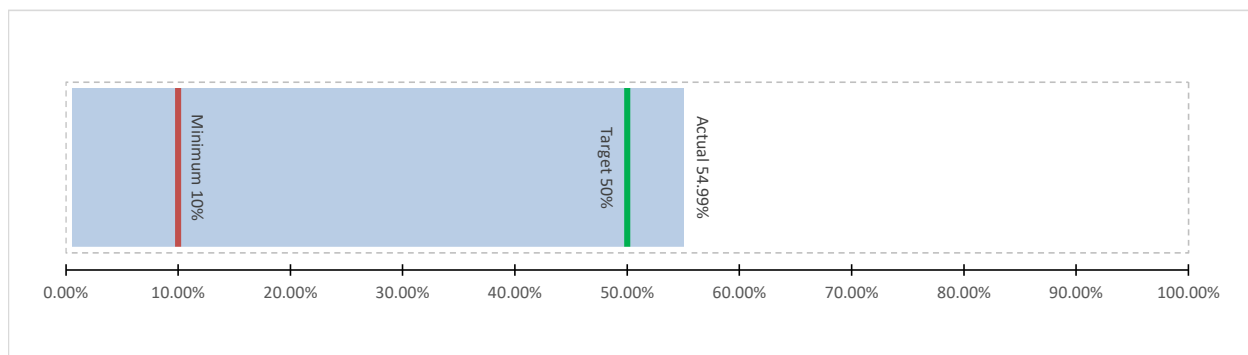
Investment with Bendigo Bank

54.99%



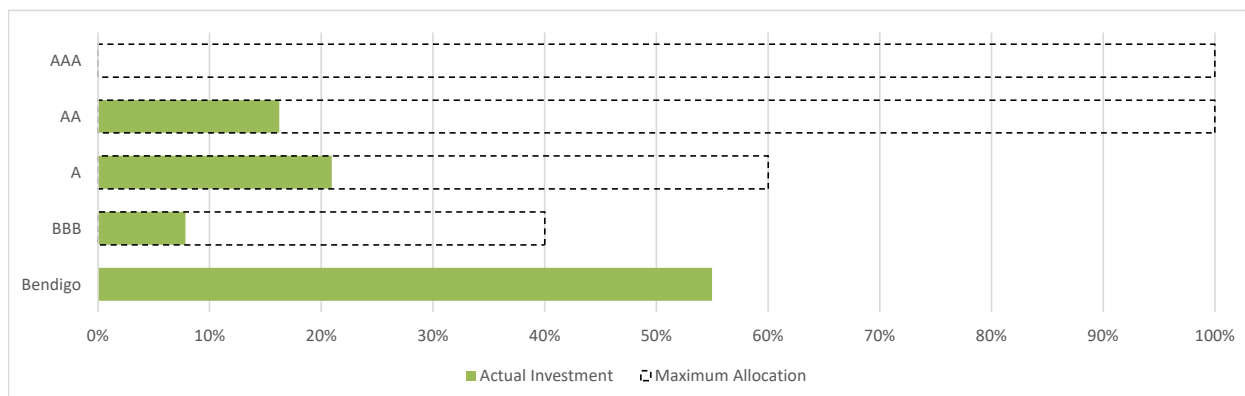
In recognition of the significant community role, support and activities undertaken within the Council area, Council aims to hold 50% of its investment portfolio with the Coleambally Community Bank.

If, when considering a new investment, an equivalently-rated or better-rated institution is offering an interest rate 0.40% p.a. (or more) higher than Coleambally Community Bank with a comparable term to maturity, Council may invest in that institution in preference to Coleambally Community Bank, irrespective of the target set out above. However, Council will hold a minimum of 10% of its portfolio with the Coleambally Community Bank at all times.



Overall Credit Quality Limits

Credit Rating	Maximum	Balance	% Invested	Compliant
AAA	100%	\$ -	0.00%	●
AA	100%	\$ 4,775,133	16.22%	●
A	60%	\$ 6,162,074	20.94%	●
BBB	40%	\$ 2,309,639	7.85%	●
Bendigo	N/A	\$ 16,185,433	54.99%	N/A
Total		\$ 29,432,278	100%	



Monthly investment movements

Redemptions

Institution - No.	Balance (\$)	Comments
IMB Inv 24	549,161	Withdraw for cash flow requirements inclusive of interest
Westpac Inv 41	516,210	Withdraw for cash flow requirements inclusive of interest
	<u>1,065,372</u>	

New Investments

Institution - No.	Balance (\$)	Yield (p.a.)	Term (months)	Comments
Nil	<u>0</u>			

Rollovers

Institution - No.	Balance (\$)	Yield (p.a.)	Term (months)	Comments
IMB Inv 24	500,000	4.90%	3	Rollover remainder of investment
Bendigo Inv 23	515,944	4.83%	4	Rollover inclusive of interest
Bendigo Inv 35	1,048,737	4.83%	4	Rollover inclusive of interest
IMB Ltd Inv 38	1,023,945	4.95%	3	Rollover inclusive of interest
Westpac - Inv 43	1,056,414	4.98%	3	Rollover inclusive of interest
	<u>4,145,040</u>			

Investment performance

	Nov-23	FYTD
Total investment income, including accrued interest	\$122,568	\$758,008
Money-weighted rate of return (% p.a.)	4.86%	5.70%
Bloomberg AusBond Bank Bill Index	4.20%	4.26%
Over performance/(under performance)	0.66%	1.45%

