

# CONSTITUTION OF THE COMMUNITY STRATEGIC PLAN ROUND TABLE COMMITTEE

<b>QUALITY CONTROL</b>		
<b>TRIM REFERENCES</b>	D13/14451 – 13/145	
<b>RESPONSIBLE POSITION</b>	Corporate Responsibility Officer	
<b>APPROVED BY</b>	Council	
<b>REVIEW DATE</b>	July 2020	<b>REVISION NUMBER</b> 9
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>MINUTE NUMBER</b>
30 October 2013	Committee established as Section 355 Committee	44474
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
30 September 2015	Council's delegates	45071
16 December 2015	Adopted	45150
29 March 2017	Adopted	45508
28 February 2018	Adopted	45759

## 1. INTRODUCTION

1.1 The Community Strategic Plan Round Table Committee is a Section 355 Advisory Committee established by Council under Section 355 of the Local Government Act.

## 2. COMMITTEE NAME

2.1 The Committee shall be called the Community Strategic Plan Round Table Committee.

### **3. COMMITTEE ASSET LOCATON AND ADDRESS**

- 3.1 The Committee will not manage an asset, but will advise Council on strategic direction and objectives as detailed in the Community Strategic Plan.
- 3.2 The postal address of the Committee will be c/- 240 Blende Street, Broken Hill NSW 2880 or c/- PO Box 448, Broken Hill NSW 2880

### **4. COMMITTEE OBJECTIVE**

- 4.1 The Community Strategic Plan Round Table Committee ("Round Table") is an advisory Committee of Council responsible for ensuring a collaborative approach to monitoring and reviewing the implementation of the Broken Hill Community Strategic Plan.

### **5. COMMITTEE DELEGATION**

- 5.1 Provide community leadership in the implementation of the Community Strategic Plan.
- 5.2 Engage with relevant organisations in the implementation of Objectives and Strategies contained within the Community Strategic Plan.
- 5.3 Provide six monthly progress reports on the Objectives and Strategies contained within the Community Strategic Plan to Council.
- 5.4 Celebrate community achievements as various strategies within the Community Strategic Plan are implemented.
- 5.5 Report on the achievements in implementing the Community Strategic Plan for Council's End of Term Report due to Council in the 3<sup>rd</sup> week of August.
- 5.6 Report on environmental issues relevant to the objectives of Key Direction Our Environment in the State of the Environment Report due to Council in the 3<sup>rd</sup> week of August.
- 5.7 Make recommendations on Council's Community Engagement Strategy for the Community Strategic Plan and review process for the Community Strategic Plan.

### **6. RESTRICTION OF DELEGATION**

- 6.1 Any projects/programs will be undertaken with the prior knowledge and approval by the General Manager and Council.
- 6.2 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 under its management and control.
- 6.3 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.

### **7. STRUCTURE AND MEMBERSHIP**

- 7.1 The Committee shall consist of seventeen (18) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
  - The Mayor, Broken Hill City Council (Chairperson)
  - The General Manager, Broken Hill City Council
  - Key Direction Portfolio Councillors
  - A representative of the Local Area Command
  - A representative of the Far West Regional Health Service
  - A representative of the Department of Education
  - A representative of the Department of Family and Community Services
  - A representative of the Local Aboriginal Community Working Party
  - A representative of the Regional Development Australia – Far West
  - A representative of the Chamber of Commerce
  - A representative of the Foundation Broken Hill

- A representative of the Broken Hill Youth Council
- Four (4) Community Representatives, with previous governance experience and a demonstrated interest in issues associated with the implementation of the Community Strategic Plan.

7.2 Council reserves the right to amend the number of members and category of representation at any time via a resolution of Council.

7.3 Councillors, Senior Management and other organisations identified in the Community Strategic Plan, shall be invited to attend meetings of the Round Table but cannot participate by way of voting on matters before the Round Table.

## **8. TERM OF APPOINTMENT**

8.1 The term of a committee is the same term as the elected Council.

## **9. PRINCIPAL SPOKESPERSON**

9.1 The principal spokesperson for the Committee shall be the Chairperson.

9.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

## **10. MEETINGS**

10.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

10.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

## **11. REPORTING REQUIREMENTS**

11.1 Six monthly progress reports will be provided by the Round Table to Council on progress against the Objectives and Strategies of the Community Strategic Plan. Report periods will cover 1 January – 30 June and 1 July – 31 December. Reports will be provided to Council within one (1) month of the end date of the report period.

11.2 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3<sup>rd</sup>) week in August each year.

11.3 A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3<sup>rd</sup>) week in August. This will include:

11.3.1 Achievements in implementing the Community Strategic Plan will be reported in Council's End of Term Report.

11.3.2 Environmental issues relevant to the objectives for the environment established in the Community Strategic Plan will be reported in Council's State of the Environment Report.

## **12. RECORDS**

12.1 The Committee is required to keep all proper records.

12.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

## **13. FRAMEWORK**

13.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

13.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

#### **14. REVIEW**

- 14.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committee Annual Reports and Financial Statements.
- 14.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

#### **15. DEFINITIONS**

**“Council”** shall mean Broken Hill City Council.

**“Committee”** shall mean the Community Strategic Plan Round Table Committee.

**“Executive”** shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

**“Round Table”** shall mean the Community Strategic Plan Round Table Committee

**“User Group”** shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.