

## TIDY TOWNS WORKING GROUP – TERMS OF REFERENCE

<b>QUALITY CONTROL</b>		
<b>TRIM REFERENCES</b>	D16/54680 - 12/55	
<b>RESPONSIBLE POSITION</b>	Waste and Sustainability Manager	
<b>APPROVED BY</b>	Broken Hill City Council	
<b>REVIEW DATE</b>	2028	<b>REVISION NUMBER</b> 2
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>MINUTE NUMBER</b>
25 February 2015	Adopted	44887
30 June 2025	Adopted	47881

### 1. INTRODUCTION

The Tidy Towns Working Group is a volunteer group established by Council resolution on 25 February 2015, minute number 44887.

### 2. GROUP NAME

The Group shall be called the Tidy Towns Working Group.

### 3. GROUP ADDRESS

The address of the Group will be:

c/- PO Box 448  
Broken Hill NSW 2880

### 4. GROUP VISION, MISSION AND OBJECTIVES

#### 4.1 Vision

To ensure that Broken Hill remains a self-sufficient and sustainable community.

#### 4.2 Mission

To assist Council in undertaking activities to ensure best practice waste management and recycling systems, whilst maintaining a green and attractive city in an environmentally responsible manner.

#### 4.3 Objectives

- 4.3.1** To assist Council in preparation and submission of annual entries in the NSW Keep Australia Beautiful Tidy Towns Competition.

- 4.3.2** To host visits of Tidy Towns Assessors to Broken Hill.
- 4.3.3** To represent Council at Tidy Towns Award events as requested by Council.
- 4.3.4** To assist Council in creating public awareness for property and environmental improvement.
- 4.3.5** To assist in developing and promoting Broken Hill as a Tidy Town.
- 4.3.6** To participate in and liaise with the Broken Hill community and community groups in the conduct of the annual Keep Australia Beautiful Clean Up Day.
- 4.3.7** Under the guidance of Council staff, coordinating and participating in working bees and clean up days at the Broken Hill Cemetery.
- 4.3.8** Providing recommendations through the Working Group to the Director Infrastructure and Environment on the implementation of initiatives or small projects to assist with the beautification and maintenance of the Broken Hill Cemetery.
- 4.3.9** Providing recommendations through the Working Group to the Director Infrastructure and Environment on the wording and placement of signs on historical unmarked graves at the Broken Hill Cemetery, the number of name plaques to be placed on unmarked graves to be limited to the budget allocated for this project each year and the type of name plaques as resolved by Council for the Historical Unmarked Graves Project.
- 4.3.10** To support activities that benefits the environment, such as tree planting days, as appropriate and only when follow up care of these plantings is guaranteed.
- 4.3.11** To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 4.3.12** To undertake all activities in a manner consistent with Council's Workplace Health and Safety requirements.

## **5. STRUCTURE AND MEMBERSHIP**

- 5.1** The Working Group shall consist of ten (10) members to be appointed at the first Working Group meeting following a local election, such members to be nominated in the following manner:
  - Maximum of three (3) Councillor representatives;
  - Council Contact Officer  
- Waste and Sustainability Manager
  - Council's Cemetery Services Coordinator;
  - Remaining members consisting of industry representatives/key stakeholders and other interested parties.
- 5.2** Council reserves the right to amend the number of Working Group members and category of representation.

## **6 TERM OF APPOINTMENT**

- 6.1** Community members appointed to the Working Group will serve for a period of four (4) years coinciding with the period of election of the current elected body.
- 6.2** Councillors will be appointed to the Working Group on an annual basis in September.
- 6.3** Members standing down during that period will be eligible for re-appointment.
- 6.4** Any new appointments in that period, due to vacancies or formal expansion of membership by the elected body; will serve the remainder of the four (4) year term; but will be eligible for re-appointment.

## **7. VACANCIES WITHIN THE WORKING GROUP**

- 7.1** Vacancies will be advertised and interested parties invited to apply for membership in writing, by completing a nomination form providing names and other necessary details for Council's consideration.

## **8. VACANCIES IN WORKING GROUP MEMBERSHIP**

- 8.1** Working Group members will serve the set period unless the Working Group is disbanded by Council prior to the time of the next local government election.
- 8.2** A member having failed to attend three (3) consecutive ordinary meetings, without leave of absence having been granted, shall have resigned their membership.
- 8.3** Any member of the Working Group resigning his/her position within the Working Group shall do so in writing addressed to the Secretary, such notice having effect upon receipt by the Secretary.
- 8.4** A member ceasing to reside in Broken Hill will notify the Secretary in writing; such notice and a motion declaring his/her position vacant being carried at an ordinary meeting of the Working Group.
- 8.5** Membership shall cease in the following cases:
  - If member becomes bankrupt;
  - Member resigns from office by notification in writing to the Working Group and Council;
  - Member is absent for three (3) consecutive meetings without leave from meetings of the Working Group;
  - Council passes a resolution to remove the member from the Working Group;
  - Member holds any office of profit under the Working Group;
  - Member fails to disclose any pecuniary interest in any matter with which the Working Group is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this

provision 'pecuniary interest' has the same meaning given to that term in Section 441-443 of the *Local Government Act 1993*;

- Member while holding that office is convicted of an offence referred to in part 4 of the *Crimes Act 1900* (offences relating to property);
  - Member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
  - Member becomes a mentally incapacitated person; or
  - Upon the death of a member.
- 8.6** It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing ordinary meeting and to ensure that the necessary steps are taken to fill the vacancy in accordance with this Constitution.

## **9. MEETINGS**

- 9.1** All meetings shall be held in accordance with the Council's Code of Meeting Practice.
- Minutes of the matters discussed will be kept and a copy forwarded to the Contact Officer and to all Volunteer Group members in advance of the next meeting.
  - Any items requiring action by Council are to be the subject of a separate letter addressed to the Contact Officer.
- 9.2** There should be minimum of four (4) meetings held each year however, it is recommended that Ordinary Meetings of the Working Group occur on a monthly basis, to ensure that any outstanding matters are dealt with expeditiously.
- 9.3** Ordinary Meetings of the Working Group are required to address correspondence and matters relevant to the Working Group's objectives (Section 4.3) and finance matters (where relevant).
- 9.4** The Annual General Meeting will report on the activities of the Working Group for the year and to develop proposals for the activities program and any special projects for the following twelve (12) month period.
- Appointment of all office bearers for the following twelve (12) month period will also take place at this meeting.
- Agendas will be sent out and minutes kept by the Secretary of the meeting with copies sent to Council's Contact Officer (where not the Working Group Secretary).
- 9.5** An Extraordinary Meeting of the Volunteer Group shall be called in accordance with the Council's Code of Meeting Practice.
- 9.6** The Contact Officer is responsible for preparing a report to Council requesting the minutes be noted and any specific recommendation of the Working Group which must be endorsed at the time major events will be occurring with the Working Group.

- 9.7 Following the Council's consideration of the Minutes and Recommendations, the Contact Officer will provide advice/feedback to the Working Group as applicable.

## **10. EXECUTIVE**

- 10.1 The Executive shall consist of a Chairperson, Deputy Chairperson, Secretary and Treasurer (where required); all of whom shall be appointed at the Annual General Meeting each year.
- 10.2 The Chairperson shall chair and maintain order at all meetings of the Working Group at which he/she is present. The Chairperson may vote on all questions before the Working Group and when voting is equal shall have the casting vote.
- 10.3 During the absence of the Chairperson, or during a vacancy in that position, the Deputy Chairperson shall have and may exercise all the powers of the Chairperson.
- 10.4 Under normal circumstances only the Chairperson shall speak for the Working Group however, individual members may be delegated powers of public comment by the Working Group, should circumstances warrant it.
- 10.5 All members of the Executive will act in an honorary capacity.

## **11. RESPONSIBILITIES OF MEMBERS**

- 11.1 Members of the Working Group are bound by the Broken Hill City Council Code of Conduct and shall undertake activities in accordance with the Workplace Health and Safety Policy and Procedures and with guidance by Council staff.
- 11.2 Members will be provided with a copy of the Broken Hill Code of Conduct and required to sign an acknowledgement form indicating their acceptance of such, before attending their first meeting.

## **12. RECORDS**

- 12.1 The Working Group is required to keep all proper records. Minutes of each meeting shall be distributed to the Volunteer Group members.
- 12.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

## **13. CONFLICT OF INTERESTS**

- 13.1 Councillors, Council Staff and members of Council Committees/Groups must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- 13.2 Working Group members must declare any conflict of interests at the start of each meeting, or before discussions of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

## **14. COUNCIL CONTACT OFFICER**

**14.1** For further information on the Tidy Towns Working Group, contact Council's Waste and Sustainability Manager on 08 8080 3177.

## **14 DEFINITIONS**

In this Constitution the following definitions will apply:

**'Council'** shall mean Broken Hill City Council.

**'Working Group'** shall mean the Tidy Towns Working Group.

**'Executive'** shall mean the Chairperson, Deputy Chairperson and Secretary of the Working Group.

**'Contact Officer'** shall mean Working Group specific Council Contact Officer, as detailed at Section 14.1.