



SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE MEETING

To be held at 5pm on

Tuesday 26 September 2023

Administration Building
11 Manning Street
KIAMA NSW 2533

Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional Owners
- 3 Declarations of Interest
- 4 Director presentation priorities and projects
- 5 Report of the Director Planning, Environment and Communities
- 6 Reports for Information
- 7 General business
- 8 Closure

Members

Cr Neil Reilly, Mayor
Cr Imogen Draisma
Michael Bowden
Narreda Grimley
Liam Pettigrew
Alan Smith
Jessica Rippon | Director
Planning, Environment and
Communities

21 September 2023

To the Chair and Committee members:

NOTICE OF SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE MEETING

You are respectfully requested to attend a Sustainable Communities Advisory Committee Meeting, to be held in the Administration Building, 11 Manning Street, KIAMA NSW 2533 on **Tuesday 26 September 2023** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully



Jessica Rippon
Director Planning, Environment and Communities

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**AGENDA FOR THE
SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE
HELD ON TUESDAY 26 SEPTEMBER 2023**

1 APOLOGIES

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

“I would like to acknowledge the traditional owners of the land on which we meet, the Wadi Wadi people of the Dharawal nation, and pay my respect to Elders past and present.”

3 DECLARATIONS OF INTEREST

4 DIRECTOR PRESENTATION PRIORITIES AND PROJECTS

5 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

5.1 Terms of Reference - Discussion and adoption

CSP Objective: Outcome 5.2: Governance is transparent and builds trust

CSP Strategy: 5.2.1 Build strong relationships and ensure our partners and community share the responsibilities and benefits of putting plans into practice.

Delivery Program: 5.2.1.1 Provide public access to Council business through Council meetings, briefings, public access forums and Council committee meetings.

Item 5.1

Summary

This report reviews the Terms of Reference (TOR).

Financial implication

The Committee structure will support the strategic direction of the organisation and align with available resources and priorities that need to be met for both the PIO and SIP2.

Risk implication

Having Committees in place will enable risks and community needs to be managed through different contributions to adopted projects.

Policy

The Committee will be managed through the Council Committee Policy and Framework Policy. It is expected that the Committee will also endorse a standard TOR. All Committee members will be required to strictly adhere with Council's Code of Conduct, Media Policy and other policies of Council.

Consultation (internal)

N/A

Communication/Community engagement

N/A

Attachments

1 Draft Terms of Reference [↓](#)

Enclosures

Nil

RECOMMENDATION

That the Sustainable Communities Committee discuss and adopt any changes to the Terms of Reference.

Background

At its meeting held on 18 July 2023, Council received a report on the structure of the Sustainability Communities Advisory Committee. The functions of the Committee included:

Functions of the Committee

- Meetings will comprise of a maximum of 8 participants to ensure effective meeting operations.
- Meetings will be held once a month.
- Each meeting will have a topic of focus related to the endorsed body of work captured in the Delivery Plan and Operational Plan.
- The focus of the Committee will be to provide expert advice to support the delivery of existing Council projects, programs and works already outlined within the delivery program.
- The intent is for Committee to ensure focus remains on the already agreed, exhibited and budgeted projects of Council.
- Agendas will be provided but will not consist of large reports or detailed documentation from staff.
- The Committee will form their own terms of reference (TOR) at their first meeting.
- Reporting of the Committee's work and progress will be included within the quarterly reports to Council.
- The intent is for the Committee to work collaboratively with the organisation and bring forward community views and expertise.
- The Committee will make recommendations and suggestions to staff and the Councillor representatives and these will be brought forward through reports or decisions required on the specific project or program to Council.

Attached is a copy of the draft TOR for discussion and adoption by the Committee.



Terms of Reference

Committee:	Sustainable Communities Advisory Committee
Status:	Committee of Council <input type="checkbox"/> Statutory committee <input type="checkbox"/> Advisory committee <input checked="" type="checkbox"/> (specify the end date)
Purpose:	Role of the Committee is to: <ul style="list-style-type: none"> act in an advisory capacity to council on matters relating to the development of strategies as outlined in Pillar 1 and Pillar 2 of the Kiama Community Strategic Plan 2022-2032. review and monitor the implementation of strategies as outlined in Pillar 1 and Pillar 2 of the Kiama Community Strategic Plan 2022-2032.
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> act as a conduit between the community and Council on Committee matters provide expert advice and make recommendations to Council on the development of specific strategies.
Committee Meetings:	Meetings are held every month on the fourth Tuesday of the month.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or online.
Membership:	<ul style="list-style-type: none"> 2 x Councillors 3 x community representatives 1 x executive member Subject matter experts, such as Rangers, Aboriginal Liaison Officer etc., should attend meetings to discuss any reports that they prepare. However, it is not recommended that these staff members be members of the Advisory Committee. All Councillors can attend meetings as an observer.
Term of membership	Non-Councillor membership of the Advisory Committee will be for the length of a Council term. NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.
Chairperson	Appointed by the Committee annually.
Meeting quorum:	A Quorum will be deemed to have been met under the following criteria: <ol style="list-style-type: none"> minimum of 50% of the voting members plus 1 or per statutory requirements (if required).
Meeting administration:	<ul style="list-style-type: none"> Meetings are to be chaired by the Chairperson or their alternate. Minutes will be taken by a representative of Council.

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Committee:	Sustainable Communities Advisory Committee
	<ul style="list-style-type: none"> • Minutes are required to be submitted for the next Ordinary Meeting of Council immediately following the committee meeting. • Minutes and agendas will be circulated no less than seven days prior to a scheduled meeting.
Selection of members	<p>When positions become vacant the selection of new committee members will be undertaken:</p> <ol style="list-style-type: none"> 1. through a public invitation for EOI by applicants 2. by consideration of applications by Council 3. by Council approval of successful applicants. <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> 1. the persons relevant experience and expertise 2. whether the person is a resident of the Kiama Local Government Area 3. there is a gender balance 4. there is representation from across the full Kiama geographical area 5. cultural and age diversity is represented 6. committee members are able to demonstrate that they are connected and representative" of the community.
Responsibility	<p>Committee members will:</p> <ol style="list-style-type: none"> 1. provide expert advice on the development of strategies as outlined in Pillar 1 and Pillar 2 of the Kiama Community Strategic Plan 2022-2032, including, but not limited to: <ol style="list-style-type: none"> a Coastal management program b Significant strategic planning documents eg heritage strategies, rural plans, vegetation management documents c Development Control Plans d Disability inclusion action plan and child safe standards e Greater Cities Commission plans f Specific projects and programs within Pillar 1 and Pillar 2 g Specific areas of interest such as companion animals management. 2. review and monitor the implementation of strategies as outlined in Pillar 1 and Pillar 2 of the Kiama Community Strategic Plan 2022-2032 <p>This committee has the authority to form, and call for nominations for membership of, project reference groups for specific advice on projects related to Pillar 1 and Pillar 2 of the Kiama Community Strategic Plan 2022-2032.</p>
Code of Conduct	<ol style="list-style-type: none"> 1. at all times committee members must comply with Council's Code of Conduct for Council committee members, delegates of Council and Council advisers

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Attachment 1

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Committee:	Sustainable Communities Advisory Committee
	<ol style="list-style-type: none"> 2. at all times contribute in a positive and respectful manner 3. at all times avoid disruption, contrary conduct or being wasteful of time and resources.
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p> <ol style="list-style-type: none"> 1. completes their designated term and retires from the committee 2. completes their term and is not reappointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of meetings scheduled in a 12-month period unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>

Item 5.1

Attachment 1

6 REPORTS FOR INFORMATION

6.1 Australia Day 2024

Responsible Director: Planning, Environment and Communities

Item 6.1

After careful consideration and consultation with various stakeholders, we have proposed to review and make some changes to the traditional awards section of our celebration of the Australia Day ceremony in 2024. We will, as usual, be supporting community-led events and hosting a citizenship ceremony to mark this important national day.

Background

Australia Day is a significant occasion for celebrating our nation's cultural diversity and history. Traditionally, it has been marked by various events, including the Australia Day Awards, which recognise outstanding contributions and achievements within our community. While the awards have been a long-standing tradition, we have decided to reevaluate our approach. It is proposed that we still have an awards system that will be celebrated in Local Government week, in August.

The rationale for our decision

The suggestion to forgo the Australia Day Awards in 2024 and have Kiama Local Government Awards at another time is in a desire to foster a more inclusive and diverse celebration of our national identity. We acknowledge that January 26th is a date that has different meanings for different Australians. While it represents the establishment of British settlement in Australia for some, it is also a day of reflection and mourning for others, as it marks the beginning of significant hardships for Indigenous Australians.

In response to this diversity of perspectives, it is important to create an inclusive Australia Day celebration that respects and acknowledges the full spectrum of our community's views. Therefore, we have decided to redirect our efforts toward community-led events and a citizenship ceremony to unite our community while fostering a spirit of inclusivity. We (as council) are the arbiters of the awards, we felt that this valuable recognition would be better placed within Local Government Week, the first week of August.

Our plans for Australia Day 2024

Community-led events: We will actively support and encourage community-led events across our region. We will work closely with local community groups and organisations to facilitate and promote these events.

Citizenship ceremony: We will host a citizenship ceremony on Australia Day. This ceremony serves as a reminder of the importance of unity and inclusivity in our society, and it is a symbol of our commitment to welcoming newcomers to our community.

Community awards: To honor and recognise outstanding contributions within our community, we will introduce community awards that will be presented at a separate event later in the year. These awards will highlight the achievements of individuals, groups, and organisations that have made significant positive impacts on our community.

Reports for Information

6.1 Australia Day 2024 (cont)

Reconciliation and education: We will also use this opportunity to promote reconciliation and education about the history and significance of Australia Day. We will collaborate with Indigenous organisations to facilitate discussions, cultural awareness programs, and other initiatives that promote understanding and respect for our First Nations people.

Conclusion

Our suggestion not to hold the Australia Day Awards in 2024 aligns with our commitment to building a more inclusive and respectful community. By focusing on community-led events, a citizenship ceremony, and reconciliation efforts, we hope to foster a sense of belonging and unity among all our residents, regardless of their background or perspective on this important national day.

We are confident that this approach will better reflect the values and aspirations of our community and contribute to a more inclusive and harmonious Australia Day celebration in 2024 and beyond.

We would appreciate the views of the committee on this and any other aspects of marking Australia Day.

7 GENERAL BUSINESS

8 CLOSURE