

Committee:	Infrastructure and Liveability Advisory Committee
Status:	Committee of Council <input type="checkbox"/> Statutory committee <input type="checkbox"/> Advisory committee <input checked="" type="checkbox"/> (end date: September 2024, the end of the current term of Council)
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 4 of the Kiama Community Strategic Plan 2022-2032. review and monitor, as appropriate, the implementation of actions as outlined in Pillar 4 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 second 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 4 x community representatives 1 x executive member <p>Subject matter experts, such as rangers, engineers, waste officers 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.</p>
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 a non-Councillor Committee member as elected by the committee and endorsed by Council.

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	<ul style="list-style-type: none"> • The agenda and business papers will be circulated no less than five days prior to a scheduled meeting. • Minutes will be taken by a representative of Council. • Minutes are to be brief and focused on action items and advice. • Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held. • Minutes are required to be submitted to the next Ordinary Meeting of Council, immediately following the committee meeting, to be received and noted. • Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.
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 4 of the Kiama Community Strategic Plan 2022-2032, including, but not limited to: <ol style="list-style-type: none"> a Plans of management b Asset management plans c Major projects d Sport and recreation plans. 2. review and monitor the implementation of strategies as outlined in Pillar 4 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 4 of the Kiama Community Strategic Plan 2022-2032.</p>

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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 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.
Conflicts of interest	<p>Conflicts of Interest are to be called as a matter of process.</p> <p>Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately noted.</p> <p>Committee members must complete a declaration of interest form.</p> <p>Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.</p> <p>Where there is a conflict, Council's Code of Conduct will be adhered.</p>
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 re appointed 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</p>

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	<p>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>