



Rocky Creek War Memorial Park Advisory Committee Terms of Reference

1. Intent

- 1.1 To advise Council on the operations of the Rocky Creek War Memorial Park and Victory in the Pacific Day commemorative event.

2. Scope

- 2.1 The terms of reference apply to Councillors, committee members and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the *Local Government Regulation 2012*.
- 3.2 The [Advisory Committees Policy](#) applies to this advisory committee.

4. Purpose

- 4.1 Provide advice on the operations of Rocky Creek War Memorial Park, Lot 854 SP211142 (Reserve for Heritage, Historical and Cultural Purposes) to ensure the preservation and ongoing development of the site.
- 4.2 Provide advice and support for the Victory in the Pacific commemorative event held annually at Rocky Creek War Memorial Park.
- 4.3 Develop and advise on potential funding opportunities and revenue streams to ensure the financial sustainability of Rocky Creek War Memorial Park.
- 4.4 Approve allocation of donations received at Rocky Creek War Memorial Park and other items of expenditure to the amount or equivalent value of less than \$5,000, subject to the availability of funds.
- 4.5 Provide advice and recommendation to Council on allocation of donations received at the Rocky Creek War Memorial Park and other items of expenditure in line with Council's budgetary processes where the amount or equivalent value is more than \$5,000.

5. Membership

- 5.1 Members must have a demonstrated interest in and commitment to commemorating Australia's military history in particular World War 2, cultural heritage and/or tourism.
- 5.2 Members:

- 5.2.1 Secretary (TRC Officer)
- 5.2.2 TRC Councillor or their delegate
- 5.2.3 Up to six community skills-based positions
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

7. Meetings

- 7.1 Meetings will be held every three months at a time and location that suits members.

8. Reporting

- 8.1 The committee, through the Council Officer, will provide a report to Council at the end of each financial year including actions and outcomes, and when recommendations require Council endorsement.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.