

<b>TITLE:</b>	Regional Advisory Committee Terms of Reference		
<b>DIRECTORATE:</b>	Council		
<b>ADOPTED BY:</b>	Council Resolution: SCM-23/12		
<b>DATE OF ADOPTION:</b>	December 2023	<b>DATE OF REVIEW:</b>	December 2024
<b>POLICY NUMBER:</b>	A&G03		
<b>LEGISLATIVE REF:</b>	Local Government Act 2019 Part 5.2		

## 1. INTRODUCTION

Barkly Regional Council encourages input from the community about its services, operations, and facilities. Regional Advisory Committee has been established as a way for the community to provide input or advice the Official Manager on a specific topic or the strategic management of a facilities and services in their community.

### 1.1. Purpose

The purpose of this policy is to ensure consistency across the formation and operation of the Regional Advisory Committees.

### 1.2. Scope

This policy applies to all elected members, employees and community members who are appointed to or involved in the Regional Advisory Committee.

### 1.3. Objective

The Committee is established with the objective of enabling advice and information flow to the Official Manager on issues of interest to the community and be a channel for feedback from Council to the community.

## 2. DEFINITIONS

**Regional Advisory Committee** means a group of persons appointed per Official Managers direction and s 82 of the Act to give considered advice and recommendations to the Official Manager for the period of administration.

**Committee Member** means an individual or organisation represented by a delegated person who is appointed for the term of the Regional Advisory Committee.

## 3. ESTABLISHMENT

Regional Advisory Committee and its membership has been established per Official Managers direction and s 82 of the Act to give considered advice and recommendations to the Official Manager for the period of administration.

## 4. MEMBERSHIP

Membership of the Regional Advisory Committee shall consist of two members from each of the council's wards.

Official Manager has made special invite to all the community elected members who are on suspension to be part of the Regional Advisory Committee and will be paid attendance fees as extra meeting allowance.

Official Manager has made special invite to all the Tennant Creek elected members who are on suspension to be part of the Tennant Creek Local Authority and will be paid attendance fees as extra meeting allowance.

Tennant Creek Local Authority have the delegated additional function of Advisory Committee for Tennant Creek for the period of administration.

Members may also include delegate from relevant State or Commonwealth Government agencies, other organisations. The delegate must show proof that they are nominated to represent the position of that organisation in advising the Council.

## 5. AUTHORITY

The Regional Advisory Committee is a consultative Committee established to discuss key issues affecting the communities, engage with the community, and make recommendations to the Official Manager. The committee does not hold decision making powers concerning the operations of Council, nor can it commit Council resources on behalf of the Official Manager.

## 6. MEMBERS ROLES AND RESPONSIBILITIES.

The following roles and responsibilities are conferred to each member of the Regional Advisory Committee:

Advise the Official Manager on issues of interest to their respective communities.

Consult the community and advise Official Manager on services offered or need to be offered by Council in their communities.

Provide necessary suggestions towards the development of 2024-2025 regional plan.

Act as a link and feedback channel between the Official Manager and the community.

Discuss any other matter as may be directed by the Official Manager.

Ensure there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to Council.

A members further responsibility includes making sure that the member does not:

- improperly use information acquired as a member of the Advisory Committee to gain, directly or indirectly, a financial advantage for that person or someone else
- improperly use information acquired as a member of the Advisory Committee to damage Council's reputation.
- release information that the member knows or should reasonably know is information that is confidential to Council.
- release information that the member knows or should reasonably know is information that Council wishes to keep confidential.
- make public or media comment on behalf of Council, unless the Member is authorised in accordance with Council's media policy.

## 7. ADMINISTRATION

The CEO will delegate one staff to provide the secretarial support to the Regional Advisory Committee to meet their obligations.

The secretary's role includes but not limited to coordinating with the CEO and the chair to receive the matters to be included in the agenda, draft the agenda paper and distribute to members and post on Council website as per the legislative requirement, take minutes during meetings and publish it as per the legislative requirement.

Provide the committee report to the governance office in time to be included in the next ordinary meeting of Council agenda.

Do all other things as may be guided by the CEO, Official Manager or under legislation in relation to the Council Committees.

## **8. MEETING PROCEDURE**

The Regional Advisory Committee will meet four times during its term. Additional meeting may be called as may be directed by the Official Manager.

The Chairperson of the committee will be the Official Manager, or a person appointed by the Official Manager for the period of Administration.

Meetings for the Regional Advisory Committee will be in accordance with the requirements under Part 6.2 of the Local Government Act 2019 and Local Government (General) Regulation 2021.

The following key meeting protocols must be adhered to during Regional Advisory Committee meeting:

- a quorum for an Advisory Committee meeting shall be by the majority of members present.
- the Chairperson will preside at an Advisory Committee meeting. However, if the Chairperson is absent or unavailable to preside, a member of the Advisory Committee chosen by the members present at the Regional Advisory Committee meeting will preside.
- a non-member may attend the Regional Advisory Committee meeting as an observer only
- recommendations of Advisory Committees will be by majority voting of members present.
- The secretary to the Regional Advisory Committee will by email send the committee report to the governance office to be included in the next Ordinary Council meeting agenda.
- If any committee member is absent for three (3) consecutive meetings without sending apology or reasonable excuse, the member's continued membership will be referred to the Official Manager for determination.

## **9. REMUNERATION**

Eligible Advisory Committee Members may receive attendance of meeting allowance as determined by the Council resolution following the NTG Statutory bodies classified remuneration structure.

## 10. CALLING FOR NOMINATIONS

Council will seek nominations by;

- a. Posting the call for nominations on Councils website,
- b. Posting notice on community notice board
- c. Writing to various organisations and Government bodies requesting them to nominate a delegate,
- d. At the special invite by the Official Manager, all elected members on suspension are encouraged to join the Regional Advisory Committees and continue to contribute towards the development of their communities.

## 11. REVIEW

**The terms of reference will be reviewed in December 2024**

## 12. ASSOCIATED POLICIES

Council Code of conduct Policy

Privacy Policy

Media Policy

Confidentiality Policy

## 13. Approval

This policy is approved

Ian Bodill

**Chief Executive Officer**



Signature

21.12.2023

Dated

END