



KATHERINE
TOWN COUNCIL

TERMS OF REFERENCE

SHOWGROUNDS ADVISORY COMMITTEE

Type:	Terms of Reference		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Environment and Municipal		
Approval Date:	22/10/2024	Next Review:	22/10/2026
Records Number:	203973	Council/CEO Decision:	Council
Policy Reference:	Advisory Committee Policy		

1 PURPOSE

Katherine Town Council encourages input from the community about its services, operations and facilities. Council Advisory Committees are one way for the community to provide input or advice to Council on a specific topic or the strategic management of a facility on an ongoing basis.

The purpose of the Showgrounds Advisory Committee is to provide Council with strategic guidance and/or recommendations in relation to the Katherine Showgrounds on a regular basis. These Terms of Reference are to be read in conjunction with Council's Advisory Committee policy.

2 DETAILS

The Katherine Showgrounds provides important community infrastructure in Katherine.

The Showgrounds provides facilities including the racecourse, pavilions, campgrounds, grandstands, the oval, rodeo arena, storage sheds and ablution blocks.

Given the importance of this community infrastructure, it is essential that community members and groups that access the facilities have a mechanism to discuss key issues and engage with Council. The Advisory Committee will provide advice to Council in order to maximise the benefits to the Katherine community by supporting and enhancing agricultural and sporting activities in relation to facilities, infrastructure and events.

ADVISORY COMMITTEE MEMBERSHIP

The Advisory Committee will comprise of registered user members including:

- One (1) each registered user community organisation representatives, one of whom is under the age of 25 years, and
- Two (2) Councillors.

Relevant Council staff will assist in providing information in an observer capacity but will not be voting members of the Advisory Committee.

Membership of the Committee shall be for a period of two (2) years unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

An increase or decrease in the Committee membership must be approved by resolution of Council at an Ordinary or Special Council Meeting.

One month prior to the expiration of a member's term on the Committee, Council shall seek nominations for a replacement, with the successful appointee being approved by Council at an Ordinary or Special Council Meeting.

Appointment of community or community organisation members

The external membership selection process for this Advisory Committee will include Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors or Chief Executive Officer.

Appointment of Councillors

Councillors will be appointed to the Advisory Committee by resolution at an Ordinary or Special Council Meeting.

Chairperson

The Chairperson may be a Councillor or other member of the Advisory Committee determined by the members' majority vote.

In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

QUORUM

The quorum for the Advisory Committee shall be half the number of members of the Committee, plus one.

MEETINGS

The Advisory Committee will meet a minimum of four (4) times per annum. A schedule of Committee meetings will be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council. If a voting member is absent for two consecutive meetings, the Chairperson will write to that member seeking an explanation on why they should remain on the Committee.

The meetings will be an opportunity for Councillors to interact with the Group and receive views and opinions on matters relevant to the Committee. Meetings shall be Chaired by one of the Committee members.

Council staff are not permitted to vote or move or second recommendations but can contribute advice during discussions on any subject.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Advisory Committee are to:

- provide Council with information and advice with respect to the views and concerns of all users and groups that use the facilities
- provide Council with a key link between the community, users and groups, and other community interest groups
- provide advice and recommendations to help inform Council's decision-making regarding services and policies related to the facilities, and
- assist Council to distribute information about relevant decisions to reach the targeted users and groups, and other community groups.

ADMINISTRATIVE SUPPORT

Katherine Town Council will provide administrative support to the Committee by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report, and attaching the Committee minutes and recommendations made by the Committee to Council for inclusion in the Ordinary Council Meeting Agenda.

Katherine Town Council staff will provide appropriate advice and administrative support to assist the Committee to meet its obligations.

REPORTING TO COUNCIL

Following each meeting, the Advisory Committee will provide a report of the meeting to Council with its guidance and/or make recommendations to Council.

The minutes of each Committee meeting shall be attached to an agenda report to be dealt with accordingly at the Ordinary Council Meeting following the Committee meeting.

3 ASSOCIATED POLICIES/DOCUMENTS

Advisory Committee policy

Privacy policy

Confidential Information policy

SOP – Governance – Doc Assembler Create Meeting Agenda Papers

SOP – Infra Admin – Showgrounds and Sportsgrounds Advisory Committee Meetings

Nomination Form – Showgrounds and Sportsgrounds Advisory Committees

Revision History

Version	Approval date	Details of change	Responsible officer
1	22/11/2022	Created Records Number 171361	Director, Infrastructure and Environment
2	22/10/2024	Terms of Reference edited to govern only the Showgrounds Advisory Committee and therefore address only the Showgrounds facility	Manager Environment and Municipal

		<p>The position Director, Infrastructure and Environment has ceased, this position's requirements have been removed from the Terms</p> <p>Responsible officer updated to the Manager Environment and Municipal</p> <p>The following associated documents have been listed: SOP – Governance – Doc Assembler Create Meeting Agenda Papers, SOP – Infra and Admin – Showgrounds and Sportsgrounds Advisory Committee Meetings, Nomination Form – Showgrounds and Sportsgrounds Advisory Committees</p> <p>Minor grammatical changes</p>	
--	--	---	--