



## TERMS OF REFERENCE - CENTENARY OF KATHERINE ADVISORY COMMITTEE

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	26 March 2024	Next Review:	1/05/2027
Records Number:	190223	Council/CEO Decision:	Council
Legislation Reference:	section 82 of the <i>Local Government Act 2019</i> Advisory Committee Policy		

### 1 INTENT

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 Centenary of Katherine Committee is to give representatives from the community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the centenary celebration of the township of Katherine (Centenary of Katherine 2026).

The Committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations.

These Terms of Reference are to be read in conjunction with Council's Advisory Committee policy.

### 2 SCOPE

These terms of reference apply to all Centenary of Katherine Advisory Committee members.

### 3 POWERS OF COMMITTEE

This committee is an advisory committee to Council pursuant to section 82 of the *Local Government Act 2019* and Council's Advisory Committee Policy.

## PURPOSE

The functions of the Advisory Committee shall include but not be limited to:

- Planning and policy development
- Strategic program reviews
- Facilitation of partnerships, community and user participation programs
- Provision of support to specific project working groups established by Council from time to time

The Advisory Committee may form sub-groups for addressing particular tasks and may choose the membership of such sub-groups by consensus.

## MEMBERSHIP

Membership of the Advisory Committee shall consist of:

- The Mayor
- One (1) Councillor and one (1) alternate
- Up to 10 community and organisational memberships consisting of representation from:
  - Community residents,
  - Community organisations
  - Business sector
  - Local indigenous organisations
  - RAAF Tindal
- A representative from the Northern Territory Government
- The Director of Community Services (Advisory Capacity only)

The position of Chairperson will be held by the Mayor.

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

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, Chief Executive Officer or relevant Director Community Services with appointment to the Advisory Committee by resolution at an Ordinary or Special Council Meeting.

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

## COMMITTEE TERMS

Membership of the Committee shall be until December 2026, unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

## 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.

Attendance may be available through electronic means.

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

If the Chair is unable to attend a meeting the Chairperson shall nominate an acting chair for that meeting.

Discussion at the Advisory Committee meetings will be managed through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days prior to the meeting. The agenda will be circulated to all members five (5) days prior to the meeting.

The responsibility for normal day to day operational matters relating to the Centenary of Katherine 2026 will be handled through the normal management structure of Council.

The Advisory Committee will formulate and make recommendations in a consensus decision making approach.

Accurate and concise minutes will be recorded at each meeting and all agreed actions will include responsible person's name and an action due date. The minutes will be distributed to each member prior to the next meeting for confirmation as a true and accurate record at the meeting.

Minutes will be reported to the next available Ordinary Meeting of Council.

## **PERFORMANCE EVALUATION**

The Advisory Group will undertake an annual performance assessment against the Terms of Reference and Council's Advisory Committee's Policy.

## **RESPONSIBILITIES**

Council is responsible for the adoption, amendment and repeal of these Terms of Reference.

Advisory Committee Members are responsible for:

- Attending meetings
- Preparing and presenting reports as requested by the Chairperson
- Assisting with development of strategies or policies
- Actively promoting discussion within the community and source feedback

The Centenary of Katherine Committee does not have the power to incur expenditure.

The Advisory Committee makes recommendations to Council.

All Advisory Committee members, as well as other participants are expected to observe the following protocols:

- Be courteous to other participants, Council staff and Councillors
- Help to create an environment that is free of harassment and discrimination
- Protect the health, safety and welfare of yourself and others at meetings and related activities
- Actively participate with the events promotion in mind

Katherine Town Council will provide administrative support to the functions of the Advisory Committee through:

- Preparation and distribution of Agendas for Meetings
- Administrative arrangements for meetings
- Ensure the maintenance of associated records in Council's Electronic Record Management System (ERMS)
- Ensure information is accessible to all group members and minutes taken and distributed in a timely manner.

## 5 ASSOCIATED POLICIES/DOCUMENTS

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Advisory Committee Policy

Privacy Policy

Confidential Information Policy

[Revision History](#)

Version	Approval date	Details of change	Responsible officer
1	9/10/2023	Created and endorsed by Centenary of Katherine 2026 Advisory Committee	CEO