

Terms of Reference for the Strategic Advisory Reference Group

1. Objective

The Strategic Advisory Reference Group Committee (SARG) is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The objective of the committee is to provide leadership on the strategic position and direction of Council arising from all external and internal influencers and their impacts resulting from various sources including:

- International developments
- Governmental Reforms
- Council vision and strategic direction
- Internal review of organisational structure
- Budgetary and/or financial funding changes
- Audit findings and recommendations

Scope may include:

- Strategic direction
- Council strategic plans and policies
- Long Term Financial Forecasts
- Council Performance Management, Measurement, Benchmarking
- Strategic Staffing Initiatives
- Strategic Asset Management
- Facilities including office and residential accommodations

2. Term

The Strategic Advisory Reference Group Committee is effective from 1 August 2020 until terminated by Council.

3. Membership

Members shall be:

- The Mayor – **Cr P Mosby**
- The Chairs of Council's other standing committees
 - Culture, Arts, Land and Heritage Committee – **Cr Noah**
 - Governance and Leadership Committee – **Cr Lui**
 - Economic Growth Committee – **Cr Stephen**
 - Housing, and Safe and Healthy Communities Committee – **Cr Fell**
 - Climate Change Adaption and Environment Committee – **Cr H Mosby**

The respective chair of the five other standing committees may appoint another member of the specific committee to act as a proxy and attend meetings of the SARG Committee, if the committee chair is unavailable to attend a meeting of the SARG Committee.

The Mayor will be the chair of the Strategic Advisory Reference Group Committee.

4. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next general meeting

5. Meetings

The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

The Committee may nominate one (1) Councillor to be an alternate member in the case of absence of one or more Councillor members from a Committee meeting. The alternate member must be endorsed by Council resolution. The alternate member is the only permissible proxy for the Councillor members.

Meeting quorum shall be the chair plus three members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

Agenda items and papers must be provided to the Secretariat at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Chair.

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

6. Amendment, Modification or Variation

These Terms of Reference may be amended, varied, or modified in writing with approval from Council.

7. Executive Support

Executive Officer assigned to Committee: Chief Executive Officer

The Chief Executive Officer; Executive Director, Financial Services; Executive Director, Community and Building Services; Executive Director, Engineering Services; and Executive Director, Corporate Services will attend meetings of the Strategic Advisory Reference Group Committee.

Other officers will be invited to attend as required.

8. Administrative Support

Administrative support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.