



West Arnhem Regional Council Kakadu Ward Advisory Committee

TERMS OF REFERENCE



1. Role

The Kakadu Ward Advisory Committee (the Committee) is created as an advisory committee as per provisions in the *Local Government Act 2019* (the Act) and the *Local Government (General) Regulations 2021* (the Regulations). The Committee is an independent advisory body formed to add value and improve Council's operations within the Kakadu Ward.

2. Responsibilities

The Committee provides recommendations to Council and the Chief Executive Officer (CEO) that encompass all areas of Kakadu Ward events and operations. The Committee will discuss and develop objectives, opportunities and activities for community and stakeholder engagement and development as well as providing feedback relevant specifically to the Kakadu Ward or WARC. Nevertheless, the Committee has no direct authority or responsibility for the activities it monitors.

The Committee has no responsibility for developing or implementing procedures or systems, and it does not prepare records or engage in line processing functions or activities. Additionally, the work of the Committee does not in any way relieve Council staff of their responsibilities for the development, implementation and maintenance of management control systems in their area.

3. Composition of the Committee

The Committee will comprise of all West Arnhem Regional Council (WARC) Kakadu Ward Elected Members, The Mayor, Deputy Mayor. In addition to this, the Chairperson will be decided by appointment at the first meeting of the Kakadu Ward Advisory Committee meeting of each elected term of Council. Subsequently, the Committee will have an option to rotate the Chairperson role on a per meeting basis.

In addition to the Committee members, the following Council staff may attend Committee meetings:

- i. Chief Executive Officer
- ii. Director of Technical Services
- iii. Director of Council and Community Services
- iv. Director of Corporate Services
- v. Governance Advisor
- vi. Council Services Manager

The Committee will receive secretariat support from Council staff.

4. Committee Meetings and Reporting to Council

A quorum at each Committee meeting will be the smallest integer greater than half of the total number of Committee members. In the Chair's absence from a meeting, the members of the Committee present at the meeting will select a Chair for that particular meeting.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion. The notice and agenda of each meeting will be made available to Committee members at least three business days before each meeting. All Committee



meetings are to be open to the public unless they are considered confidential as per provisions in section 293(1) of the Act division 2 of the Regulations.

The Committee may invite any persons to attend its meetings as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.

The minutes of each Committee meeting should be prepared as per requirements in regulation 59 of the Regulations. The Chair should review the minutes within 5-7 business days after receipt from the secretariat. The secretariat is to ensure the minutes of Committee meetings are available on Council's website within 10 business days after the meeting to which they relate, to comply with section 102(2) of the Act.

The Committee Chair is to report to the Council following each Committee meeting to comply with section 101(4) of the Act. The manner of reporting may be by distribution of a copy of the minutes of the meeting supplemented by other written information if necessary, including any recommendations requiring Council action and/or approval.

5. Voting Right of Committee Members

All Committee members have equal voting rights on the Committee. Any matters requiring a decision will be decided by a majority of votes of members present. In the event of a tie, the Chair has the casting vote.

6. Term of Appointment and Termination of Committee Members

The term of membership for elected members will be the term of the Council, which is 4 years. Elected members will be appointed to the Committee at the first Ordinary Council Meeting following the local government general election. Membership of an elected member ceases if they are no longer an elected member.

7. Performance and Review

The Committee will review its performance at least once every 2 years. This review may be conducted as a self-assessment, and will be coordinated by the Chair. The assessment may seek input from the CEO, management and any other relevant stakeholders as determined by the CEO.

8. Remuneration of the Committee Members

WARC's elected members of the Committee shall be remunerated for their attendance at Committee meetings in accordance with Council's Allowances and Expenses (Elected, Local Authority and Committee Members) Policy. The rate payable is specified annually in Council's Regional Plan and Budget.

9. Committee Access to Council Records and Resources

Council authorises the Committee, through the Chief Executive Officer to seek any information it requires from:

- a. Any employee. All employees of the council are directed to co-operate with any request made by the committee, and
- b. External parties.



10. Conflict of Interest

Committee members will be asked to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be declared at each meeting once acknowledged. Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

As per section 110 (1) of the Act, elected members of the Committee should submit an annual return of interests within 60 days of the elected member's election, and no later than 30 September each year. The submission must be in the prescribed form as outlined in regulation 106 of the Regulations.

11. Review of Terms of Reference

The Committee shall review its terms of reference every year in line with the Local Government election term (four years) to provide assurance that it remains consistent with Council's objectives and responsibilities. The Committee shall also review its terms of reference to ensure compliance with any legislative changes.