



Strategic Action Reference Group (SARG) Standing Committee– Terms of Reference (TOR)

1. Purpose

- 1.1. The main purpose of the Strategic Action Reference Group (SARG) Standing Committee (the Committee) is to set the overall strategic direction for Council, as well as advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan 2020-2025*.
- 1.2. The Committee reviews policies and strategies to be considered by Council.
- 1.3. The Committee will also identify and advise on emerging issues and opportunities on major matters affecting Council.

2. Authority

- 2.1 The Committee is established as a standing committee under section 264(1)(a) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
 - cannot require Council to adopt a policy or recommendation approved by the Committee; and
 - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

3. Portfolio Area

- 3.1 The Committee's portfolio area covers:
 - Indigenous Land Use Agreements (ILUAs)
 - Partnerships/MOUs
 - Regional Service Level Agreements (SLAs)
 - Strategic funding
 - Major infrastructure funding
 - Regional Infrastructure Advisory Committee
 - Internal/External Audit
 - National and International Relationships
 - Oversight of Council Advisory Committees

4. Term

4.1 The Standing Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

5. Membership

5.1 Members shall be:

- the Mayor
- the Deputy Mayor
- the Chairpersons of Council's Advisory Committees – as resolved by Council

5.2 The respective chair of Council's Advisory Committees may nominate another member of the specific committee to act as a proxy to attend a meeting of the Committee if the committee chair is unable to attend. It is the responsibility of the respective chair to organise his/her proxy.

5.3 The Mayor will be the chair of the Standing Committee.

6. Standing Orders and Meeting Procedures

6.1 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, including Code of Conduct and Conflict of Interest requirements.

6.2 Where a member misses two (2) consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

7. Meetings

7.1 The Committee will meet bi-monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting to the public. Council will set the first meeting of the Committee, with the Committee to then determine an annual schedule of meetings.

7.2 An annual schedule of meetings for the Committee will be published on the Council website.

7.3 Meeting quorum shall be the Mayor plus three members. The Mayor must be present for all meetings of the Standing Committee.

7.4 The Standing Committee meeting schedule will be as follows:

- 3 x virtual meetings per annum;
- 3 x face-to-face meetings per annum (subject to budget availability and to include the Committee meeting immediately in the lead-up to each Council Workshop).

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

7.6 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

7.7 Written minutes are required to be published within ten (10) days of the conclusion of the meeting and then endorsed at the following Committee meeting. Confirmed minutes will then be submitted to the full Council for noting.

8. Amendment, Modification or Variation

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

9. Executive Officer Support

9.1 The Executive Officer responsible for leading the Committee will be the **Chief Executive Officer**.

9.2 All Executive Directors are expected to attend each SARG meeting.

10. Administrative Support

10.1 Administrative support will be provided by the Secretariat.

APPROVED