

TERMS OF REFERENCE – GREENING ADVISORY COMMITTEE

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	26/09/2023	Next Review:	1/09/2027
Records Number:	182481	Council/CEO Decision:	Council
Legislation Reference:	Local Government Act 2019 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 Greening Advisory Committee is to provide Council with strategic guidance and/or recommendations in relation to the development of an environmental sustainability strategy including tree-planting strategy, greening initiatives, and provide cool and shaded spaces. These Terms of Reference are to be read in conjunction with Council’s Advisory Committee policy.

2 DETAILS

The Katherine Town Council own and manage green spaces throughout the town of Katherine, including parks, gardens, and verges, that provide important community infrastructure in Katherine.

Given the importance of this community infrastructure, it is essential that community members 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 through guidance and advice for the development of an environmental sustainability strategy including tree-planting strategy, greening initiatives, and provide cool and shaded spaces.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Advisory Committee are to:

- provide Council with information and advice for the development of an environmental sustainability strategy and tree-planting strategy,
- provide Council with information and advice with respect to the views and concerns for cooling and shade of open spaces in Katherine,
- provide advice and recommendations to help inform Council’s decision-making regarding services and policies related to greening initiatives, and
- provide Council with a key link between the community, users and groups, and other community interest groups,
- assist Council to distribute information about relevant decisions to reach the targeted users and groups, and other community groups.

ADVISORY COMMITTEE MEMBERSHIP

In accordance with the *Local Government Act 2019*, Katherine Town Council shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the purpose of the group.

The Advisory Committee will comprise of:

- Two (2) Council Members on the Committee. There may also be an alternate Council Member.
- Up to two (2) community members, and
- Up to six (6) organisational memberships consisting of representation from:
 - Australian Institute of Landscape Architects
 - Northern Territory Arboriculture Association
 - Jawoyn Aboriginal Corporation
 - Territory Natural Resource Management
 - Urban Development Institute of Australia (NT)
 - Northern Territory Government

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council. The term of membership for community members is two (2) years.

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, Chief Executive Officer or relevant Director, Infrastructure and Environment.

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.

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 submitting the Committee minutes, including recommendations, made by the Committee to Council for inclusion in the next Ordinary Meeting of Council 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

included in an agenda report to be dealt with accordingly at the Ordinary Meeting of Council following the Committee meeting.

5 ASSOCIATED POLICIES/DOCUMENTS

Advisory Committee policy

Privacy policy

Confidential Information policy

Revision History

Version	Approval date	Details of change	Responsible officer
1	18/09/2023	Created	CEO
2			
3			