



## **Roebourne Advisory Group**

### **Terms of Reference**

#### **1. Establishment**

The Roebourne Advisory Group was established by the Shire of Roebourne on 24 March 2010.

#### **2. Scope**

The overall aim of the Roebourne Group is to enable community members and Councillors to work collaboratively to represent the views of the community in setting and implementing a shared vision for the town of Roebourne.

Members will be selected on skills, knowledge and passion for the Roebourne community and their primary place of residence being Roebourne. Members will need to demonstrate the ability to work collaboratively, be active participants and make recommendations that influence the Council's direction in setting and delivering on a vision for Roebourne. Group representation will be endorsed by the Shire of Roebourne.

#### **3. Objectives**

The aim of the Roebourne Advisory Group is to advise and provide recommendations to Council on a strategic direction for the community of Roebourne including advice on strategic projects, events and services that the Shire of Roebourne should prioritise for Roebourne.

#### **4. Powers of the Roebourne Advisory Group**

The Roebourne Advisory Group does not have any powers other than the ability to make recommendations to Council in the setting and delivering on a vision for Roebourne and on strategic projects, events and services that the Shire of Roebourne should prioritise for Roebourne. Resolutions of the Group will not be binding to Council, unless specific delegation has been extended.

#### **5. Term of Group**

The function and form of the Roebourne Advisory Group will be reviewed every 2 years at the time of Local Government Elections or earlier as determined by Council.

#### **6. Membership**

Representation to consist of:

- Roebourne Ward Councillor
- 2 x Shire Councillors as elected
- 4 x Community Members

## **7. Meetings**

Meetings of the Group will be held in Roebourne once every month or as otherwise agreed and convened by the Chair.

Resolutions of the Group will not be binding to Council, unless specific delegation has been extended.

Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Roebourne Advisory Group.

## **8. Quorum**

A quorum represents 4 members attending the meeting.

## **9. Place and Duration of Meeting**

The meetings will take place at a suitable venue in Roebourne. As at July 2011, the meetings are being held at the Roebourne Hospital Boardroom.

## **10. Reporting**

Minutes shall be reported to the Shire of Roebourne at the next Ordinary Council meeting as an Information Item. Formal recommendations of the Group requiring Council decision shall be presented as a Council report for consideration.

## **11. Delegated Authority**

There are no delegations provided to this Group.

## **12. Ethical Behaviour**

Members of the Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the Board of Directors.

## **13. Liabilities of Members**

No civil liability attaches to a member of a Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or Group's powers, functions or duties. Such a liability attaches instead to the Council.

## **14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

|                                 |                               |
|---------------------------------|-------------------------------|
| Original Date of Establishment: | March 24 <sup>th</sup> , 2010 |
| Review or Amendment #1          | December, 2011                |
| Review or Amendment #2          | October, 2013                 |
| Review or Amendment #3          |                               |
| Review or Amendment #4          |                               |