

## **SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION ADVISORY GROUP**

### **TERMS OF REFERENCE**

#### **1. Role of the Advisory Group**

- Support the Southern & Hills LGA Executive Officer in reviewing the progress of the Southern & Hills Regional Key Action plan and Business Plan.
- To provide strategic advice to the Southern & Hills LGA and its Executive Officer.
- Provide a forum for, support and exchange of ideas around local government.
- Undertake the performance review of the Executive Officer of the Southern & Hills LGA in accordance with relevant contract requirements.
- Report back to the Southern & Hills LGA Board on projects and tasks as required.

#### **2. Region of Interest**

The region of interest is the area covered by the Southern & Hills LGA (including the local government areas of Kangaroo Island, Yankalilla, Victor Harbor, Alexandrina, Mount Barker and Adelaide Hills).

#### **3. Membership**

Membership will be the President, Deputy President and two Council officers of the member councils of the Southern & Hills LGA Board

#### **4. Roles and responsibilities of members**

The members are expected to:

- Attend meetings regularly
- Prepare for meetings
- Be mindful of the potential for a conflict of interest, and to declare such interests as and when they arise
- Represent the region honestly and fairly
- Maintain confidentiality when it is required
- Treat other members with courtesy and respect
- Follow through on agreed actions
- If unable to attend, send a proxy in their absence

#### **5. Convenor/Chairperson**

The Executive Officer of the Southern & Hills LGA shall be the convenor.

The Chairperson of the Advisory Group will be selected from amongst the Membership for a period as determined by the Advisory Group.

## **6. Executive Support**

Executive support will be provided by the Executive Officer of the Southern & Hills LGA and will include issuing notice of meetings, keeping records of meetings and providing other support for the operations of the Advisory Group.

## **7. Working parties**

The Advisory Group may appoint working parties or individuals as it considers necessary, to advance work on a particular issue or issues provided that all actions are approved or confirmed by the Advisory Group.

## **8. Meetings**

Frequency of meetings will be determined by the Advisory Group and may be varied on an as needed basis. The Advisory Group will meet prior to each of the Southern & Hills LGA Board meeting or at other times as required. In lieu of a meeting, the convenor may decide to communicate with members via email, telephone or some other suitable method.

- Meetings will be rotated between member councils.
- Meetings will operate on an informal basis.
- Agendas will be prepared for each meeting
- Minutes will be taken but proceedings from the meeting will be verbally communicated to the Southern & Hills LGA Board meeting following the meeting

## **9. Voting**

Decision making will be achieved via consensus.

## **10. Legal status**

The Advisory Group is a subcommittee of the Southern & Hills Local Government Association, which is a Section 43 Regional Subsidiary under the Local Government Act 1999. It is advisory in nature with no formal delegated authority other than those expressly delegated by the S&HLGA Board from time to time.

## **11. Finances**

The Advisory Group will not operate its own bank account. Funding available to the Advisory Group will be managed by the Southern & Hills LGA, or a member council may be requested by the Southern & Hills LGA to manage funds on their behalf.

## **12. Reporting**

The Advisory Group will report to the board of the Southern & Hills LGA

Date: October 2019