

## **1. Purpose**

The purpose of the Rural Industry Advisory Group is to provide advice to Council for its determination on strategic matters of importance to rural residents, including, but not limited to, the following within the Charters Towers Regional Council boundaries:

1. Roads Policies and Roads Categorisation.
2. Disaster Relief Funding Arrangements (DRFA) status updates.
3. Roads compliance matters e.g., grids.
4. Biodiversity Plan Initiatives.
5. Other strategic matters identified by Council or by the Rural Industry Advisory Group to be of concern to rural residents.

## **2. Role**

The role of the Rural Industry Advisory Group is to:

1. Consider the strategic matters as referred to it by Council.
2. Provide advice to Council on such strategic matters.
3. Consider projects, programs and activities which raise awareness and education to the community with regard to Rural Industry concerns and as directed by Council.
4. Provide quarterly reports to Council on its activities.
5. Provide recommendations to Council on strategic matters pertaining to Rural Industry concerns.
6. The Rural Industry Advisory Group has no authority to make or change budgets, program or policy.

## **3. Membership**

The membership will consist of:

- Mayor (Chairperson).
- Portfolio Councillor.
- Chief Executive Officer (CEO).
- Executive Manager Infrastructure Services.
- Landowner/s Quadrant 1 - Up to and including four (4) landowners as determined.
- Landowner/s Quadrant 2 - Up to and including four (4) landowners as determined.
- Landowner/s Quadrant 3 - Up to and including four (4) landowners as determined.
- Landowner/s Quadrant 4 - Up to and including four (4) landowners as determined.
- Other Council staff as determined by the CEO.

*NB: Quadrant representation will be by way of an annual Expression of Interest (EOI) process and endorsed by Council at a General Meeting of Council.*

### **a. Proxies and invited guests:**

Each member is able to nominate a proxy to attend meetings in the event that the member is unable to attend the meeting. It will be a requirement that the proxy will act on the member's behalf and therefore will be required to be know the background information on business matters and this responsibility rests with the member.

#### **4. Quorum**

A quorum will exist if at least eight (8) representatives, including a minimum of four (4) non-Council representatives, are in attendance and the Chairperson deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular application, the Chairperson may make a determination.

External expertise can be invited on an as-required basis; however, they will not be considered members.

From time to time, the Group may consult with other agencies on specific issues and/or invite a representative to attend a Rural Industry Advisory Group meeting. Other agencies may include, but will not be limited to, State and Federal agencies.

#### **5. Authority**

The Group is advisory in nature.

Recommendations will be made by consensus of the Group's membership prior to being submitted to Council for consideration. Recommendations and advice will not be actioned until fully endorsed by Council at a General Meeting.

Further, the Group:

- Must seek the approval of the Chairperson before inviting external representative(s) to attend meetings of, or otherwise participate in, the Group and/or any subsequent working groups.
- Must make recommendations to Council regarding any policy and/ or program changes.
- Is not authorised to make or change budgets, program(s), or policy(s).
- Can provide recommendations to the Chairperson on strategic priorities and issues but cannot direct staff on operational matters.
- Will work through the CEO in respect of any operational matters.
- Will operate in accordance with the approved Terms of Reference for the Group.
- Must keep minutes of their meetings.
- Must abide by the Councillor Code of Conduct and requirements of the *Local Government Act 2009* and *Local Government Regulations 2012*.
- Must report on the meeting outcomes by presenting the meeting minutes following each meeting at a General Meeting.

#### **6. Frequency of Meeting**

- The Group will meet quarterly.

## 7. Secretariat

- The Office of the Chief Executive Officer will provide secretariat services.
- a. Agendas, Minutes and Reports**
  - Agenda items must be provided to the secretariat by close of business the Friday prior to a meeting.
  - The Agenda will be issued with a minimum of two (2) business days prior to a meeting,
  - Minutes will be issued within three (3) business days following a meeting.

## Associated Documents

- *Community Strategic Plan 2023- 2033*
- *Annual Operational Plan*
- *Delivery Program 2021-2025*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act*
- *Code of Conduct*
- *Confidentiality Procedure D0057*
- *Gate & Grid Policy S0049*
- *Biodiversity Plan*

| Document Review                |              |                           |                            |
|--------------------------------|--------------|---------------------------|----------------------------|
| <b>Date Adopted by Council</b> | 19 June 2024 | <b>Council Resolution</b> | 4233                       |
| <b>Date Adopted by ELT</b>     | N/A          | <b>Next Review Date</b>   | May 2025                   |
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