

NGAA Policy Advisory Committees

Background

The NGAA Advocacy Network emerged from regular advocacy updates during our 2019 Federal election ‘Catch up with the outer suburbs’ campaign, and the Planning network followed soon after. The groups are aimed at officers and Managers, and have met only two or three times per annum, due to limited NGAA Secretariat resources.

Feedback from participants in the Advocacy and Planning networks, as well as a one-off Economic Development officers meeting has been consistently positive and has allowed the sharing of expertise and information, collaboration across Councils and input to NGAA policy development.

From NGAA’s perspective, the Network meetings provided important insights into the challenges and opportunities on the ground in our Member Councils.

Formation of NGAA Policy Advisory Committees

From July 2023 NGAA’s Strategic Planning, Advocacy and Economic Development networks will transition into **Policy Advisory Committees (PACs)**. Each online meeting will be hosted and chaired by a Member Council, on a voluntary basis.

This is a better reflection of the groups’ intention and purpose, and links to NGAA’s Strategic Plan:

Excerpt from [NGAA Strategic Plan](#)

Strategic Goal 2 -Member Councils have increased capacity to build liveable, resilient communities

Strategies - **Development of specialist networks**, peer review and support at officer and elected representative levels addresses issues and experiences shared across growth area councils

Measures of Success - Purposeful, outcome focussed network activities involve all member councils and produce improved practices

Policy Advisory Committee Terms of Reference

Purpose

PACs exist to support NGAA’s policy development process and provide a supportive professional network for officers at NGAA Member Councils.

Objectives

1. Provide a forum for the discussion of issues facing NGAA member councils and how these may differ by state or region.
2. Provide a mechanism for NGAA Member council officers to contribute to the development of NGAA policy recommendations
3. Provide regular opportunities for NGAA to seek feedback and guidance on pertinent issues
4. Create the opportunity for officers to seek feedback and guidance on pertinent issues from an experienced network
5. Support the sharing of knowledge and expertise of officers from growth area councils
6. Ensure a transparent and collaborative process for the development of NGAA policies and strategies

Membership

- Membership of the PACs is open to all officers of NGAA Member Councils on a voluntary basis.
- While an Expression of Interest process will be called for the establishment of the PACs, officers may join a PAC at any time by contacting the NGAA Secretariat.
- Ideally each PAC will include representation from each NGAA Member Council.
- Officers may be a member of more than one PAC.
- Councils may have more than one Member on a Committee, but consideration will be given to representation across the NGAA Membership.
- Initial term of one year.

Expectation of Members

- Commit to active participation in at least three of four quarterly meetings.
- Participate in an open and honest way and contribute to discussion for the benefit of NGAA as a whole.
- Have capacity to respond to enquiries from the NGAA Secretariat and other Committee members in between meetings, for example for a short submission timeframe, on the Committee's Teams Channel.
- Conduct themselves in accordance with the NGAA Code of Conduct.
- Declare a conflict of interest if one should arise.

Expectations of NGAA Secretariat

- The NGAA Secretariat will deliver a published annual calendar of meetings.
- Each meeting will follow an agreed agenda and will be managed in a productive and timely way on Microsoft Teams.
- Consideration will be given to diverse viewpoints expressed by Committee Members
- Communication between meetings on the Committee's Teams Channel will be regularly monitored.

Delegated Authority and Governance

The Policy Advisory Committees have no financial or legal delegated authority. The Committees will provide input to policy development for the consideration of the NGAA Secretariat, but do not have delegated authority to make changes to the endorsed policy platform.

Committee Meeting Operations

Frequency	Quarterly
Duration	One and a half hours
Meeting Method	Online using Microsoft Teams
Host and Chair	Rotated amongst Member councils, on a voluntary basis
Agenda	A standard agreed agenda will form the basis of each meeting, with flexibility to adapt to emerging issues
Record	Notes of the meeting will be provided by the NGAA Secretariat with actions delegated according to meeting discussion
Outcomes	Meeting outcomes will be presented to the NGAA CEO who may refer to the Committee of Management where appropriate

Terms of Reference Review

The Terms of Reference will be reviewed after one year and feedback from PAC members sought to determine whether any amendments should be made for the next term.

The Terms of Reference may be reviewed as required and modified once endorsed by the NGAA CEO.

This document reflects feedback from network members and NGAA's governance committees.

NGAA Policy Advisory Committee Inception Meeting Agenda

Item	Expected Outcome	Lead	Time
Welcome and Introductions	Getting to know colleagues across the NGAA Membership Identify pressing or emerging issues members may wish to raise	Chair	30 minutes
NGAA Update/ Policy Discussion	Update on relevant work of the NGAA Secretariat including Q&A Opportunity for Committee input on a (previously circulated) major policy issue	NGAA	30 minutes
Council Presentation	Opportunity for the council chairing the meeting to present their work	Chair	25 minutes
Wrap up	Encourage members to connect outside meeting to continue discussion, confirm next meeting Chair.	Chair	5 minutes

NGAA Policy Advisory Committee Standard Agenda template

Item	Expected Outcome	Lead	Time
Welcome		Chair	2 minutes
Emerging Issues	Identify pressing or emerging issues members may wish to raise or discuss	Chair	30 minutes
NGAA Update/ Policy Discussion	Update on relevant work of the NGAA Secretariat including Q&A Opportunity for Committee input on a (previously circulated) major policy issue	NGAA	30 minutes
Council Presentation	Opportunity for the council chairing the meeting to present their work	Chair	25 minutes
Wrap up	Encourage members to connect outside meeting to continue discussion, confirm next meeting Chair.	Chair	5 minutes

Provisional Meeting Calendar 2023-34

All meetings to be held in the afternoon (in consideration of time differences)

Strategic Planning	Thursday 3 August 2023 Monday 30 October 2023 Friday 2 February 2024 Wednesday 15 May 2024
Advocacy	Thursday 17 August 2023 Monday 13 November 2023 Friday 16 February 2024 Wednesday 29 May 2024

Economic Development	Thursday 31 August 2023 Monday 27 November 2023 Friday 1 March 2024 Wednesday 12 June 2024
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Version Control

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