



## Information for Candidates 2022

### Strategic Advisory Committee

Before submitting a nomination, please read the Strategic Advisory Committee Terms of Reference overleaf.

#### Objective

The Strategic Advisory Committee (SAC) is called upon to approve the NGAA Strategic Plan, Operational Plan and Budget, provide strategic advice to the Committee of Management on policy and advocacy and to be a communication conduit amongst elected representatives.

#### Membership

- Eight elected or appointed representatives from different Member Councils, ensuring representation from each state, noting these are personal appointments (not to be delegated)
- Immediate past NGAA Chair

#### Eligibility

All Committee members must be current elected or appointed representatives of a financial member council of NGAA.

#### Term of Appointment

Members are appointed for a period of two years.

#### Office Bearers

From within the Committee membership a Chair and Deputy Chair will be elected for a two year term. State Delegates will be elected for a two year term from those states not represented by the Chair and Deputy Chair.

#### Meeting attendance

Attendance at Committee meetings may not be delegated to a representative. Up to five meetings will be held each year and all can be attended by videoconference.

#### Nomination Process

All nominations must be submitted [online here](#) by close of business on **Wednesday 14 December 2022**. In the first instance, nominations will be collected by the NGAA Executive Officer. If more nominations than vacant positions are received, a secret ballot will be held. This will be delivered by an independent third party.

Nominations should include a candidate statement describing experience and knowledge of NGAA and growth area issues (250 words) and a photo to be uploaded. Candidates can be self-nominated or nominated by a fellow elected or appointed representative.

#### Questions

Please contact Bronwen Clark, Executive Officer on [bronwen.clark@ngaa.org.au](mailto:bronwen.clark@ngaa.org.au) or 0448 401 257.

## **NGAA Strategic Advisory Committee Terms of Reference**

### **1. Objective**

- 1.1. The Strategic Advisory Committee is called upon to approve the Strategic Plan, provide strategic advice to the Committee of Management on policy and advocacy and to be a communication conduit amongst elected or appointed representatives.

### **2. Membership**

- 2.1. Eight elected or appointed representatives from different Member Councils, ensuring representation from each state
- 2.2. Immediate past NGAA Chair

### **3. Membership Eligibility**

- 3.1. All Committee members must be current elected or appointed representatives of a financial member council of NGAA.

### **4. Appointment process**

- 4.1. All Member Councils will be notified of Committee vacancies as they arise, including the timeline for nominations and electronic voting.
- 4.2. Nominations will be invited using the Nomination Form that accompanies these Terms of Reference.
- 4.3. Any elected or appointed representative from any Member Council may self-nominate or be nominated to fill a position on the Strategic Advisory Committee.
- 4.4. If more nominations than vacant positions are received, a secret ballot will be held.
- 4.5. The secret ballot will be undertaken by an independent third party.
- 4.6. Establishment of the Committee:
  - 4.6.1. If a ballot is required for the establishment of the Committee, each Member Council will vote for eight nominees, ensuring at least one vote is given to a nominee from their own state.
  - 4.6.2. The ballot will use a 'first past the post' counting method to determine the result.
  - 4.6.3. The two nominees with most votes from each individual state will be elected.
  - 4.6.4. The remaining positions will be filled by the nominees with the most votes, regardless of state.
- 4.7. Casual vacancies:
  - 4.7.1. On the creation of a vacancy, members of the Strategic Advisory Committee will decide to either hold a countback or a new election to fill the vacancy, with a requirement geographically balanced representation from across all NGAA Membership states is maintained.
  - 4.7.2. The Committee may decide to:
    - 4.7.2.1. Hold a countback of the most recent election results to fill a casual vacancy, with the position being offered to the candidate with the next highest number of votes.
    - 4.7.2.2. Hold an election to fill a casual vacancy if the countback process would result in imbalanced geographical representation. Such an election will follow the same process as outlined above.

#### **4.7.2.2 Term of Appointment**

- 4.8. Members are appointed for a period of two years.
- 4.9. Vacancies caused by the resignation of a Member will be filled using the process outlined above.

### **5. Office Bearers**

- 5.1. From within the Committee membership a Chair and Deputy Chair will be elected for a two year term.
- 5.2. State Delegates will be elected for a two year term from those states not represented by the Chair and Deputy Chair.

### **6. Role of Office Bearers**

- 6.1. The Chair will convene the Annual Meeting of Members, lead delegations to Parliament House Canberra, be the key contact for elected and appointed representatives from NGAA Member Councils and lead delegations to State Government in their home state.
- 6.2. The Deputy Chair will fill the Chair role if the Chair is unavailable and lead delegations to State Government in their home state.
- 6.3. State Delegates will lead delegations to State Government in their home state.

## **7. Meeting Schedule**

- 7.1. Up to five meetings will be held each year
- 7.2. Committee meeting minutes distributed to all members

## **8. Responsibilities**

- 8.1. Approve Strategic Plan
- 8.2. Approve Operational Plan
- 8.3. Approve Policy Platform
- 8.4. Approve annual agreement with auspicing council on outcomes of KPIs to be achieved by the auspicing council through the Executive Officer
- 8.5. Review outcomes of Canberra delegations
- 8.6. Provide advice on advocacy strategy
- 8.7. Convene Annual Meeting of Members
- 8.8. Chair acts as national spokesperson when appropriate
- 8.9. Receive minutes of Committee of Management
- 8.10. Review performance of Committee of Management

## **9. Remuneration**

- 9.1. Membership of the Committee is not remunerated and is undertaken on a voluntary basis only
- 9.2. Expenses incurred by the Chair (or Deputy) while attending meetings in Canberra will be covered by NGAA.
- 9.3. No additional expenses are expected to be incurred, as all meetings may be attended by videoconference if required.

## **10. Authority and Compliance Requirements**

- 10.1. The Committee is an advisory committee to the National Growth Areas Alliance and is not a Committee of the City of Whittlesea, which auspices the Alliance Secretariat.

## **11. Conflict of Interest**

- 11.1. If a Committee Member has a conflict of interest relating to any item on the Agenda, the member must verbally disclose the type and nature of the interest immediately before consideration of the matter in question.

## **12. Support to the Committee**

- 12.1. The Chair of the Committee of Management and the Executive Officer will assist in or provide advice on any other function specified in these terms of reference where appropriate

## **13. Attendance at Meetings**

- 13.1. All Committee members are expected to attend each meeting.
- 13.2. Teleconference or videoconference attendance is acceptable.
- 13.3. A member who misses two consecutive meetings without a formal apology may, at the discretion of the Committee, have their term revoked.
- 13.4. A member who is unable to attend the majority of meetings during the year without a formal apology may, at the discretion of the Committee, have their term of office revoked.

## **14. Quorum**

- 14.1. A majority of members of the Committee constitute a quorum. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

## **15. Voting**

- 15.1. There will be no official voting process during meetings and the Committee shall operate on a consensus basis.

15.2. Outside of meetings, decisions may be made by circular resolution.

**16. Minutes of the Meeting**

16.1. The Executive Officer, will take the minutes for each Committee meeting. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.

16.2. The agenda shall be distributed at least 5 working days in advance of the meeting to all Committee members.

16.3. A copy of the minutes shall be distributed to all Committee members within 10 working days of the meeting.

**17. Report to Membership**

17.1. A report to Membership will be tabled at the Annual Meeting of Members and minutes of each of this Committee's meetings will be forwarded to all members.

17.2. Reports to Members should reflect a consensus view. Where consensus cannot be reached, the report should clearly outline the differing points of view.

**18. Review of these Terms**

18.1. These Terms of Reference shall be reviewed annually and may be amended by the Committee.