



## TERMS OF REFERENCE FOR

### REGIONAL PROCUREMENT ADVISORY COMMITTEE

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#### **PREAMBLE**

The FNQROC Board considered and reviewed all advisory committees under its auspice as at March 2017. Due to the size of FNQROC, and the number of advisory committees it was acknowledged that:

- Due to member council sizes, there were a number of staff attending many advisory committees and this needed to be managed;
- There are benefits with the continuation of advisory committees under the auspice and structure of FNQROC to ensure:
  - Staff continue at a minimum to connect with each other to share issues, knowledge, experience and expertise and connect with external bodies to understand strategic direction/resolve issues;
  - Alignment of messages/advocacy; it is not in the region's best interest to have groups pushing an agenda which could be contrary or impact on the Boards advocacy;
  - The region is able to tackle emergent issues;
  - There is a conduit for the FNQROC board to issue direction for targeted projects (either directly related to the vision and goals or for emergent issues)

The advisory committee will operate under the [FNQROC Operational Guidelines](#)

#### **PURPOSE**

To improve the efficiency and effectiveness of procurement service delivery to Far North Queensland communities by:

- Sharing information about programmes and projects in participating local government to ensure timely awareness of emerging issues and opportunities
- Advise and lead the FNQROC on policy and procedures
- Provision of timely and comprehensive advice to participating member councils
- Enhancing management and operational capacity of local government
- Promoting and supporting professional development among staff
- Implementation of the FNQROC Strategic Operational plan.

## **MEMBERS**

Membership is available to any FNQROC member Council.

## **GUEST MEMBERS**

By request to FNQROC, local government officers not members of FNQROC are welcome to attend advisory committees for the purpose of participating in sharing information about programmes and projects to ensure timely awareness of emerging issues and opportunities.

Supporting roles from relevant state agencies, regional organisations and stakeholders may also have a relevant role to play as a member of an advisory committee in order to provide direction advice and liaise on behalf of the committee.

## **RESPONSIBILITIES OF REPRESENTATIVES**

To ensure the benefits are received by all, member councils are encouraged to nominate an appropriately authorised representative to:

- Participate in meetings either face to face, via phone or video conferencing;
- Provide agenda items for meetings;
- Complete tasks and actions identified within any minutes; and
- Be the point of contact for their council, and
- Disseminate information within their individual councils to the appropriate officers and elected members.

## **ROLE OF FNQROC**

FNQROC will:

- Coordinate an agenda and invite relevant presenters;
- Document recommendations to be put before the FNQROC Board and include in the next FNQROC Board agenda;
- Document progress of Strategic Operational plan as appropriate for inclusion in the next FNQROC Board Agenda;
- Maintain a centralised contact list of relevant staff under this portfolio;
- Provide periodic updates on key events and projects and disseminate relevant communications to the contact list.

## **ATTENDANCE & QUORUM**

It is acknowledged that:

- Council resources may limit opportunities for attendance at meetings;
- Attendance is voluntary and could be any number of councils with an interest in the agenda

A senior staff or an appropriately authorised delegate should represent member councils at meetings.

Councillors with relevant portfolios are most welcome but it is not an expectation that each member council will provide this level of representation.

Where the FNQROC Board has directed the committee, a quorum is required.

There are 13 member Councils. The Western Council Forum is made of three Councils and there are a further three smaller Councils who rarely attend meetings due to a lack of resources. In order to achieve a Quorum five out of the remaining seven Councils is required.

## **FACILITIATION**

Meetings will be facilitated by FNQROC.

## **MEETINGS**

- With no direction from the FNQROC Board, meetings are to be held up to four times a year with a copy of the agenda and attendance to be included in the FNQROC agenda.
- An agenda will be provided two weeks prior to a meeting.
- The location and duration of the meeting will be dependent on the agenda.
- Meetings can be via face to face, conference call or video conferencing to ensure options for participation.
- While a quorum is not required (excepting for directed projects), the value of meetings for those in attendance relies on council participation. At a minimum four of the following councils are required to be in attendance for a meeting to proceed: Cairns, Cassowary, Cook, Douglas, Mareeba and Tablelands.

## **COMMITTEE RECOMMENDATIONS**

Any recommendations from the committee for the FNQROC Board will be documented and included in the next FNQROC Board agenda for consideration.

## **REPORTING**

An annual one-page summary from the committee will be provided for inclusion within the FNQROC Annual Report.

## **Dispute resolution**

Where a dispute cannot be resolved at the committee, it is to be escalated to the FNQROC Executive Officer. If it cannot be resolved by the FNQROC Executive Officer, it will be escalated to the FNQROC Board.

## **TERMS OF REFERENCE REVIEWS**

<b>Date</b>	<b>Amended by:</b>	<b>Reason</b>	<b>Approval Date</b>
21 March 2017	Amanda Hancock	Strategic Operational Plan	
27 March 2017	Darlene Irvine	First Draft	
10 April 2017	FNQROC Board	Adoption	10 April 2017
16 April 2019	Darlene Irvine	Review	16 April 2019