

Council Advisory Committee Policy

Local Government Act 2009

1. Policy Statement

Advisory committees are appointed by Townsville City Council (Council) under section 264 of the *Local Government Regulation 2012* to provide regular advice and information on specific subjects of interest to the community and Council.

Advisory committees:

- promote the awareness of a specific topic within Council and the community;
- advise Council on current and emerging issues;
- provide a process for input into the planning and provision of services and facilities; and,
- provide a process for feedback from Council to the community.

2. Principles

The principles that underpin this policy are:

- to ensure consistency across advisory committees in the formation and operation of all Council's advisory committees;
- to promote inclusive and effective community engagement to assist in the delivery of high-quality local government services; and,
- to provide for a reciprocal relationship between Council and the advisory committees in the transfer of advice and information.

3. Scope

This policy applies to all advisory committees.

This policy does not apply to Council's Audit and Risk Committee, which is established and operated in accordance with the requirements of Section 208 of the *Local Government Regulation 2012* and Section 105(2) of the *Local Government Act 2009*. The Audit and Risk Committee provides an independent forum where representatives of Council, independent external specialists and management work together to fulfill specific governance responsibilities as set out in the Terms of Reference - refer to the Audit and Risk Committee Policy and Terms of Reference.

4. Responsibility

Appointed Advisory Committee Chairpersons, Advisory Committee Meeting Facilitators and Council workers are responsible for ensuring adherence to this policy.

5. Definitions

Advisory Committee - refers to an advisory committee appointed by Townsville City Council.

Advisory Committee Chairperson - a Councillor who is appointed by Council as Chairperson to a specific advisory committee.

Advisory Committee Meeting Facilitator - a Council worker from the responsible business unit identified as having the most appropriate representation, skill set and knowledge base required to provide administrative and functional support to the advisory committee.

Committee Secretariat - a Council worker appointed to the position of Secretariat that takes the minutes at each meeting. The Committee Secretariat will be appointed from the relevant business unit of Council to support the advisory committee.

Individual Member - a committee member independent of a community group or an organisation who has a skill set or knowledge base relevant to the specific topic of the Committee. Individual members must be a resident of Townsville.

Member Organisation - an organisation/community group appointed as a committee member represented by a delegated person who has authority to represent the organisation/community group in decision making. The organisation/community group provides a skill set or knowledge base relevant to the specific topic of the committee. The organisation/community group must be based in Townsville and predominantly operate for the purposes of the Townsville community.

Member Organisation Delegate - a person delegated by a member organisation to represent their organisation on the advisory committee.

Workers - includes employees, contractors, volunteers and all others who perform work on behalf of Council.

6. Policy

Council may appoint an advisory committee to focus on specific topics.

An advisory committee will report to Ordinary Council. The report will detail the committee's deliberations, advice or recommendations.

The Chairperson of an advisory committee will be a Councillor appointed by Council.

Support for advisory committees will be resourced by Council workers of the relevant Council department, including the functions of Advisory Committee Meeting Facilitator and Committee Secretariat.

Advisory committees will meet in accordance with their Terms of Reference.

6.1. Membership of Advisory Committees

Membership of advisory committees will include Councillors and members of the community (individual members and/or member organisations).

Council has resolved that two Councillors are appointed to each advisory committee with one Councillor appointed as Chair of the committee, and one Councillor appointed as a member of the committee.

Membership of advisory committees will be representative of the diversity of needs and issues relating to the specific topic of the committee.

Council will endeavour to constitute advisory committees with members who have skills or a knowledge base relevant to the committee.

Membership of advisory committees will be as stated in the Terms of Reference for the relevant committee.

Member organisations will nominate one delegate from the organisation/community group they are representing.

6.2. Formation of Advisory Committees

The Advisory Committee Chairperson, Meeting Facilitator and workers of the relevant Council business unit will determine the most appropriate representation, skill set and knowledge base required for an advisory committee.

Identification of advisory committee membership can occur by way of direct invitation, expression of interest or selection criteria application processes as decided by the Chairperson of the committee and Council workers of the relevant department.

If required, selection criteria to be addressed by potential members will be developed by the Chairperson of the committee and workers of the relevant Council department.

Assessment and selection of potential members will be made by a panel consisting of the Chairperson of the committee and workers of the relevant Council department.

Membership of an advisory committee is voluntary, and final appointment of members is endorsed by Council.

6.2.1 Dissolving an Advisory Committee

Should the advisory committee be no longer required, a recommendation to Council to dissolve the advisory committee and stating the reasons why it should be dissolved, must be endorsed by Council.

6.3. Recommendations for Consideration from Advisory Committees

Advisory committees have the authority to provide recommendations for consideration to Council at an Ordinary Council meeting.

Recommendations of advisory committees will be by consensus.

6.4. Finalisation and Approval of Terms of Reference

Terms of Reference for each advisory committee will be finalised and adopted by Council at an Ordinary Council meeting. Following endorsement by Ordinary Council, the Terms of Reference will be published on Council's public website.

7. Legal Parameters

Local Government Act 2009

Local Government Regulation 2012

8. Associated Documents

Advisory Committees Terms of Reference

Audit and Risk Committee Policy

Audit and Risk Committee Terms of Reference