



Council Advisory Committee Policy

Local Government Act 2009

1. POLICY STATEMENT

Advisory Committees are appointed to provide regular advice and information to Council 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 is:

- To ensure consistency across Advisory Committee in the formation and operation of all Council's Advisory Committees.
- To ensure inclusive and effective community engagement to assist in the delivery of high-quality local government.
- 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.

4. RESPONSIBILITY

Appointed Chairpersons of Advisory Committees and the Director of Lifestyle, Economy, Environment & Planning along with Council Workers of the relevant sections for each Advisory Committee are responsible for ensuring this policy is adhered to.

5. DEFINITIONS

Advisory Committee – in this policy a reference to advisory committee is a reference to an advisory committee of the Townsville City Council.

Committee Member – an individual or organisation represented by a delegated person who is appointed for the term of 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.

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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 Representative – a person representing a Member Organisation with delegated authority to represent the organisation in decision making.

Workers – includes employees, contractors, contractors (excluding principal contractors under the Work Health and Safety Act and their sub-contractors), volunteers and all others who perform work on behalf of Council.

6. POLICY

Council may appoint an Advisory Committee to address a specific topic for the current term of Council.

An Advisory Committee will report to a statutory committee of Council as detailed in the Terms of Reference adopted by Council.

The Chairperson of an Advisory Committee will be a Councillor appointed by Council.

Advisory Committees will be resourced by Council workers of the relevant Council department.

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

6.1. MEMBERSHIP OF ADVISORY COMMITTEES

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 include councillors and members of the community (individual members, member organisations or member community groups)

Membership of Advisory Committees will be as stated in the Terms of Reference for the Committee.

Member Organisation and Member Community Groups will nominate one delegate from the organisation/community group they are representing.

6.2. FORMATION OF ADVISORY COMMITTEES

The Chairperson of the Committee and Council Workers of the relevant Section 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 personnel of the relevant Department.

If required, selection criteria to be addressed by potential members will be developed by the Chairperson of the Committee and council personnel of the relevant Department.

Assessment and selection of potential members will be made by a panel consisting of the Chairperson of the Committee and Council personnel of the relevant Department.

Membership of an Advisory Committee is voluntary and final appointment of Members is endorsed by Council.

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6.3. RECOMMENDATIONS FOR CONSIDERATION FROM ADVISORY COMMITTEES

Advisory Committees have the authority to provide 'recommendations for consideration' to Council.

Recommendations of Advisory Committees will be by consensus.

6.4. POLICY SUBTITLE

Terms of Reference for each Advisory Committee will be finalised and adopted by Council.

7. LEGAL PARAMETERS

Local Government Act 2009

Local Government Regulations 2012

8. ASSOCIATED DOCUMENTS

Advisory Committees Terms of Reference

Advisory Committee - Procedure

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