



# Council Advisory Committee Policy

## Local Government Act 2009

### 1. POLICY STATEMENT

Advisory Committees are appointed to provide input and overview to council on a specific topic on an ongoing basis.

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.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

### 2. PRINCIPLES

It is in the best interests of council and the community that consistent practice is followed for the formation and operation of Advisory Committees.

This policy will ensure consistency in the formation and operation of Advisory Committees.

### 3. SCOPE

This policy applies to all Advisory Committees.

### 4. RESPONSIBILITY

Appointed Chairpersons of Advisory Committees and council personnel 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 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 an organisation who has a skill set or knowledge base relevant to the specific topic of the Committee.

**Member Organisation** - an organisation appointed as a Committee Member represented by a delegated person. The organisation provides a skill set or knowledge base relevant to the specific topic of the committee.

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

## 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 personnel of the relevant council department.

Membership of Advisory Committees will include councillors and members of the community, both individual members and member organisations.

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.

Advisory Committee members will include councillors, individual community members and member organisations.

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

A Member Organisation Representative will nominate one delegate from the organisation they are representing.

### 6.2 FORMATION OF ADVISORY COMMITTEES

The Chairperson of the Committee and council personnel of the relevant Department will determine the most appropriate representation, skill set and knowledge base required for an Advisory Committee.

Expressions of interest for membership of an Advisory Committee will be called through a range of channels as decided by the Chairperson of the Committee and Council personnel of the relevant Department.

Selection criteria to be addressed by potential members will be developed by the Chairperson of the Committee and council personnel of the relevant Department.

Separate selection criteria will be set for Individual Members and Member Organisations.

Applicants for potential membership on an Advisory Committee must address the selection criteria.

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.

Recommendations for appointment as members of an Advisory Committee will be provided to the Mayor or their delegate for approval.

### **6.3 RECOMMENDATIONS FROM ADVISORY COMMITTEES**

Recommendations of Advisory Committees will be by consensus.

### **6.4 TERMS OF REFERENCE OF ADVISORY COMMITTEES**

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

**Electronic version current uncontrolled copy valid only at time of printing.**

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