

TERMS OF REFERENCE

CORPORATE SERVICES

CORPORATE GOVERNANCE



INCLUSIVE COMMUNITY ADVISORY COMMITTEE (ICAC)

TERMS OF REFERENCE - 2016-2020

GLOSSARY OF TERMS

Acronym	Definition
ICAC	Inclusive Community Advisory Committee
CCDC	Community and Cultural Development Committee

1. PURPOSE >>

Purpose of the Inclusive Community Advisory Committee (ICAC) is to be a peak body of community representatives to provide advice to Council on current and emerging social and community planning needs and opportunities, policy matters and to promote community leadership through a 'collective impact' approach.

The Inclusive Community Advisory Committee has been established in accordance with section 264 of the *Local Government Regulation 2012* ("the Regulation").

2. SCOPE AND OBJECTIVES >>

The Inclusive Community Advisory Committee (ICAC) has an interest in promoting collaboration and partnership, encouraging an inclusive community and creating a voice for the Townsville Community. These objectives are in keeping with the goals of the Community Development Strategy 2014-2017, Townsville City Council Operational Plan (Social Sustainability - Enhancement of opportunities for social engagement and opportunities), Townsville Community Plan 2011-2021 'Leading, Creating, Connecting: Shaping a place to be proud' ('Strong, Connected Community') and Councils Reconciliation Action Plan 2015-2017. Community Services Department of Council look after the planning and delivery of the Community Development Strategy 2014-2017 and Reconciliation Action Plan 2015-2017.

3. AUTHORITY / DELEGATION >>

The ICAC has the power only to recommend a course of action for consideration by the Community and Cultural Development Standing Committee of Council.

4. ROLES AND RESPONSIBILITIES >>

Responsibility of the Inclusive Community Advisory Committee is to:

- Be a conduit for community concerns, opportunities and views to be raised.
- Work together to identify, raise awareness and determine approaches that will strengthen the community and/or councils ability to address social issues.

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- To promote community benefits of an inclusive community.

Role of the Inclusive Community Advisory Committee is to:

- Monitor the implementation of the Townsville City Councils Community Development Strategy 2014-2017 and Reconciliation Action Plan 2015-2017, and receive quarterly progress updates from Townsville City Council.
- Provide comment and information regarding the planning and provision of community services.
- Advocate for identified needs of the Townsville community at Local, State and Commonwealth levels.
- Provide advice to Council with regards to current and emerging social needs/opportunities and policy matters.
- Identify, and where possible enable, community led action to address current and emerging social need/opportunities.

Role of the Inclusive Community Advisory Committee Meeting Facilitator is to:

- Be the key contact for ICAC members.
- Work with the Chairperson to ensure outcomes and actions from ICAC are completed and reported back to ICAC.
- Support the Chairperson in the delivery of ICAC and meeting protocols.
- Update and monitor the *ICAC Action register*.

Role of Councils, Community Development Section is to:

- Provide quarterly reporting to ICAC on progress of the Community Development Strategy 2014-2017 and Reconciliation Action Plan 2015-2017.
- Utilise the ICAC as a community engagement body.
- Support the Meeting Facilitator in responding to and actioning identified items from the *ICAC Action register*.
- Advocate and promote the ICAC.

Role of the Councils, Governance Support Officer/s is to:

- Send (via email) notices, agendas and minutes relating to the ICAC meetings to the committee members.
- Minute take, prepare and distribute ICAC meeting minutes.

5. MEMBERSHIP >>

The maximum voting membership of the ICAC will be twenty (26) persons, including maximum of three (3) Councillors, one (1) being the Chairperson.

Membership of the ICAC is voluntary.

The ICAC Meeting Facilitator and Governance Support Officer are not considered a member of the committee and only support the meeting in a non-voting capacity.

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Townsville City Council Officer/s and community members can observe and participate in an Inclusive Communities meeting in a non-voting capacity. Participation will need to be arranged in advance in accordance with the ICAC Committee Procedure.

With endorsement by the ICAC Chairperson and ICAC Meeting Facilitator, invitations can be made to include non-ICAC members (either organisations, groups and/or individuals) to actively participate in ICAC discussions as a subject matter expert.

Working groups of the ICAC can be formed, as required and endorsed by the ICAC Chairperson and ICAC Meeting Facilitator, led by an Inclusive Community Advisory Committee member with individuals and/or organisations within the community.

5.1 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by council.

5.2 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the ICAC; provides leadership at ICAC meetings; and represents ICAC at the Community and Cultural Development Committee (CCDC).

The Chairperson will preside at meetings and conduct the meeting as they see fit. If there is a dispute about meeting procedure reference will be made to the Townsville City Council's Code of Meeting Practice.

5.3 ROLE OF COMMITTEE MEMBERS

The committee will apply a collective action approach to advocate and consider opportunities to strengthen and address community needs/opportunities by way of being a conduit for information collection and dissemination between council and the community, advocacy, and where deemed appropriate enablers for community led leadership and action.

5.4 TERMS OF MEMBERSHIP

a) Representation

Membership of the ICAC will consist of representatives from existing organisations/groups or individuals within the community who can directly contribute and provide community leadership.

b) Appointment of members

The Council will endeavour to constitute the ICAC with members who have skills or a knowledge base relevant to the roles, aims and responsibilities of the committee.

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The process of selection of Committee members will be undertaken by a panel consisting of the Chairperson of the ICAC Councillors and relevant Council Officers in accordance with Council Advisory Committees Policy.

Expressions of interest for membership on the ICAC will be called from a variety of organisations/groups or individuals whose core purpose is in line with the intended focus areas of ICAC; and promoted through various media options as considered appropriate by the ICAC Chairperson, Community Development Section and Corporate Communications Department.

c) Term of Membership

Members of the ICAC will be appointed for the duration of the local government term, after implementation of the selection process.

Members may re-apply for membership at the end of the term.

There is no maximum number of terms to be served on the Committee. However, the assessment and selection process will take the number of terms served into consideration, and areas of knowledge/connection required to support the current term of ICAC and Council.

Membership will be discontinued if a member organisation, or their delegate, fails to attend three (3) consecutive meetings.

Members of the Committee can apply to the Committee Chairperson in writing for a leave of absence of up to a year from the Committee and request that an alternative delegate attend on their behalf. Notice must be received in writing prior to the relevant meeting.

d) Replacing Vacating Members

If a member of the Advisory Committee wishes to relinquish their position on the Committee, the Member should notify the Chairperson of the Committee in writing. The ICAC Chairperson and ICAC Meeting Facilitator will determine replacement of the vacating member in accordance with the 'appointment of members' process.

A member who relinquishes their membership on the Committee may nominate a replacement representative who has skills similar to their own in writing to the ICAC Chairperson and ICAC Meeting Facilitator for consideration.

6. MEETINGS >>

6.1 QUORUM

A quorum must be half the number of members of the Committee plus one.

Decision making of the ICAC will be by majority vote.

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The ICAC Chairperson has a casting vote.

6.2 FREQUENCY AND LOCATION

Meetings of the Committee will be held bi-monthly unless otherwise advised, at a location to be confirmed.

The meetings will be generally on the third Thursday of the nominated meeting month at 9am to 12noon. Meetings will be held during the following months, unless otherwise advised – February, April, June, August, October, December.

The meeting will be chaired by the appointed Councillor, if the appointed Councillor is unavailable; role of Chairperson is delegated to a Councillor within the ICAC membership.

Additional / Extraordinary meetings of the ICAC may be called, at the discretion of the ICAC Chairperson and/or ICAC Meeting Facilitator, as required, and arranged through negotiation with Councils Corporate Governance Unit.

6.3 MEETING AGENDA

Agenda topics will be open to ICAC members as well as the general community and council staff by deputations.

Agendas are to be submitted through the ICAC webpage at <https://www.townsville.qld.gov.au/about-council/council-meetings/advisory-committees/inclusive-community-advisory-committee>

6.4 CONDUCT

Meetings must be conducted in accordance with the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*. If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the Townsville City council Code of Meeting Practice.

7. REPORTING GUIDELINES >>

The ICAC will report to Council through the Community and Cultural Development Committee (CCDC).

8. REVIEW AND PERFORMANCE EVALUATION >>

8.1 TERMS OF REFERENCE

The Committee shall review these Terms of Reference at the first ICAC Meeting of each calendar year.

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8.2 PERFORMANCE EVALUATION

At the first ICAC Meeting of each calendar year the Committee shall undergo a self-assessment process to ensure all the functions and business of the Committee is being dealt with in an efficient and effective manner.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings (members and public), location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.

9. COUNCIL STAFF >>

The ICAC will be resourced by officers of the Community Development Section and Corporate Governance Section as agreed by the relevant Director's.

Attendance by relevant staff from other Divisions of Council may be requested by the committee through the ICAC Chairperson and appropriate internal channels.

Townsville City Council Officers (as required) will also attend meetings in an observation/non-voting capacity to provide and/or seek information from the Committee.

RELATED POLICES/DOCUMENTS >>

Council Advisory Committees Policy
Advisory Committee Procedure
Townsville City Council's Code of Meeting Practice