

Policy Title: Council Advisory Committees Policy

Classification: Governance

Date Adopted by Council

11 May 2016

Council Minute Number

2016/05/11.06

Effective Date

11 May 2016

Review Date

11 May 2017

Responsible Officer

Legal and Governance Officer

Responsible Department

Office of the Mayor and CEO

Revokes:

Policy Number: POLC-ES-CEO-009

Policy Name: Council Advisory Committees

Adopted: 20 June 2012

INTERNAL USE ONLY

Policy Number: 8 Version: 1

NOTE: This cover page is not to be included when submitting a report to a Council meeting

1. BACKGROUND AND PRINCIPLES

Council appoints advisory committees to provide input and overview to Council on specific topics on an ongoing basis. It is in the best interests of Council and the community that consistent practice is followed for the formation and operation of advisory committees.

2. SCOPE

This Policy applies to all Advisory Committees of the Whitsunday Regional Council.

3. POLICY OBJECTIVES

The objective of this policy is to ensure:

- consistency in the formation and operation of advisory committees; and
- Council's advisory committees operate in compliance with the provisions of the *Local Government Regulation 2012*.

4. POLICY STATEMENT

- 4.1 Council may appoint advisory committees to address specific topics of interest to Council and the community.
- 4.2 Each advisory committee shall have a Terms of Reference, which must be adopted by Council.
- 4.3 Committee meetings are open to the public unless the committee has resolved that the meeting is to be closed under section 275 of the *Local Government Regulation 2012*.
- 4.4 Council shall display in a conspicuous place in its customer service centres a notice of the days and times when meetings of its committees will be held.
- 4.5 Council shall make available for inspection a list of the items to be discussed at a committee meeting at the time the agenda for the meeting is made available to the committee members.
- 4.6 Advisory committees shall be resourced by Council officers of the relevant Council department.
- 4.7 Council shall not appoint an advisory committee as a standing committee.

Appointment of committees

- 4.8 An advisory committee may include in its members persons who are not Councillors.
- 4.9 A member of an advisory committee (whether or not they are a Councillor) may vote on business before the committee.

Formation of committees

- 4.10 Council Officers of the relevant Department, and the Chairperson of the Committee (if appointed), shall determine the most appropriate representation, skill set and knowledge base required for an advisory committee.
- 4.11 Expressions of interest for membership of an advisory committee will be called through a range of channels as decided by Council Officers of the relevant Department.
- 4.12 Selection criteria to be addressed by potential members of the committee will be developed by Council officers of the relevant Department, and the Chairperson of the Committee (if appointed).
- 4.13 Only applicants who have adequately addressed the selection criteria shall be eligible to be considered for membership of a committee.
- 4.14 The assessment and selection of panel members shall be made by a panel consisting of two Council officers of the relevant Department and the Chairperson (if appointed) or, if no Chairperson is appointed, a Councillor as nominated by a resolution of Council.
- 4.15 Recommendations for appointment as members of an advisory committee shall be made to Council and members shall only be appointed by a resolution of the Council.

Membership of committees

- 4.16 Membership of advisory committees will be representative of the diversity of needs and issues relating to the specific topic/s of the committee.
- 4.17 Council will endeavour to appoint advisory committee members who have skills or a knowledge base relevant to the committee.
- 4.18 Advisory committee members can include Councillors, individual community members and representatives from organisations.
- 4.19 Where an organisation is to be represented on an advisory committee, they shall nominate one delegate, and one alternate delegate, from the organisation to hold committee membership.
- 4.20 Members shall be appointed to advisory committees for twelve month terms. Members who have served for two continuous terms are required to 'rest' for a period of twelve months before being eligible for re-election.
- 4.21 Council may appoint 1 person as an *alternate member* of a committee.

Chairperson of committees

- 4.22 Council may appoint a chairperson of each committee.
- 4.23 If Council does not appoint a chairperson for a committee, the committee may appoint one of its members as chairperson.

4.24 If the chairperson is not present at a meeting, the members present may appoint a chairperson for the meeting.

Frequency of meetings

4.25 Meetings of a committee are to be held at the times and places decided by the committee.

Quorum

4.26 A quorum of a committee is a majority of its members, however if the number of members is an even number, one-half of the number is a quorum.

Procedure at meetings

4.27 Business may be conducted at a meeting of a committee only if a quorum is present.

4.28 At a meeting of a committee:

- a) voting must be open;
- b) a question is decided by a majority of the votes of the members present;
- c) each member present has a vote on each question to be decided and, if the votes are equal, the member presiding also has a casting vote; and
- d) if a member present fails to vote, the member is taken to have voted in the negative.

Minutes

4.29 Minutes of each meeting of an advisory committee must be taken under the supervision of the person presiding at the meeting.

4.30 Minutes of each committee meeting must include:

- a) the names of committee members present at the meeting; and
- b) if a division is called on a question – the names of all persons voting on the question and how they voted.

4.31 At each committee meeting, the minutes of the previous meeting must be:

- a) confirmed by the committee members present; and
- b) signed by the person presiding at the later meeting.

4.32 A copy of the minutes of each meeting:

- a) must be available for inspection by the public, at a local government's public office and on its website, within 10 days after the end of the meeting; and
- b) when the minutes have been confirmed – must be available for purchase at the local government's public office.

4.33 Council may, by resolution, exempt a committee from the requirement to take minutes of its proceedings where the committee's only function is to advise, or otherwise make a recommendation to, Council.

4.34 A committee which has been exempted from the requirement to take minutes must give Council a written report of its deliberations and its advice or recommendations.

5. RELEVANT LEGISLATION

Local Government Regulation 2012

6. DEFINITIONS

Alternate member shall have the same meaning as s266(2) of the *Local Government Regulation 2012*, namely a person who attends meetings of the committee and acts as a member of the committee only if another member of the committee is absent from the meeting of the committee.

7. RELATED DOCUMENTS

Nil

8. DATE REVIEWED

11 May 2016

9. NEXT REVIEW

11 May 2017