

1. INTENT

- 1.1 To give representatives from community, government, and business the opportunity to provide advice and feedback to Council on matters relevant to the 100 Years Celebration of Mount Isa City, coming up in 2023.
- 1.2 Furthermore, the group will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to this celebration.

2. SCOPE

- 2.1 These terms of reference apply to all 100 Years Celebration Advisory Committee members.

3. POWERS OF COMMITTEE

- 3.1 This committee is an advisory committee to Council pursuant to section 264 1(b) of the *Local Government Regulation 2012* and Council's Advisory Committees Policy applies to this committee.

4. PURPOSE

- 4.1 The functions of the 100 Years Celebration Advisory Committee shall include but not be limited to:
 - Planning and policy development
 - Strategic program reviews
 - Facilitation of partnerships, community and user participation programs
 - Provision of support to specific project working groups established by Council from time to time.
- 4.2 The 100 Years Celebration Advisory Committee may form sub-groups for addressing particular tasks and may choose the membership of such sub-groups by consensus.

5. MEMBERSHIP

- 5.1 Membership will be resolved by Council from time to time.
- 5.2 Changes to the membership may be proposed to Council by the Advisory Committee Chair through whatever process they deem suitable.
- 5.3 Chairperson: Mr Ron McCullough (by Council Resolution OM31/09/20).
- 5.4 The Advisory Group will include All elected Councillors as ex-officio members
- 5.5 As a guide, membership of the Advisory Group should also consist of:
 - 2 prominent residents from the Region
 - 2 prominent representatives from community organisations working with the community
 - 2 representatives from prominent and long-standing businesses in the region
 - The Council Executive responsible for Community Events and Promotion
 - A representative from the Queensland State Government

6. COMMITTEE TERM

- 6.1 The term of the Advisory Committee is 3 years from December 2020.

7. MEETINGS

- 7.1 Meetings shall be at least quarterly (every three months).
- 7.2 Attendance may be available through electronic means.
- 7.3 The Quorum for the Advisory Group will be 50% of members.
- 7.4 If the Chair is unable to attend a meeting, a Councillor will stand in as Chair.
- 7.5 Discussion at the Advisory Group meetings will be managed through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days before the meeting. The agenda will be circulated to all members five days prior to the meeting.
- 7.6 All members will ensure there is appropriate and suitable representation at meetings unless alternative arrangements such as reports submitted prior to the meetings.
- 7.7 The responsibility for normal day to day operational matters relating to the 100 Years Celebration will be handled through the normal management structure of Council.
- 7.8 The Advisory Group will formulate and make recommendations in a consensus decision making approach to inform the decision-making framework for strategic development.
- 7.9 Accurate and concise minutes will be recorded at each meeting and all agreed actions will include the responsible person's name and an action due date. The minutes will be distributed to each member prior to the next meeting for confirmation as a true and accurate record at that meeting.
- 7.10 Minutes will be reported to the next available Ordinary Council meeting.

8. PERFORMANCE EVALUATION

- 8.1 The Advisory Committee will undertake an annual performance assessment of the committee against these terms of reference and Council's Advisory Committees Policy.

9. RESPONSIBILITIES

- 9.1 Council is responsible for the adoption, amendment and repeal of these Terms of Reference.
- 9.2 Advisory Committee Members are responsible for:
 - Attending meetings
 - Preparing and presenting reports as requested by the Chairperson
 - Assisting with development of strategies or policies
 - Actively promoting discussion within the community and source feedback.
- 9.3 The 100 Years Celebration Advisory Committee does not have the power to incur expenditure.
- 9.4 The Advisory Committee makes recommendations to Council.
- 9.5 All Group members as well as other participants are expected to observe the following protocols:
 - Be courteous to other participants, Council staff and Councillors
 - Help to create an environment that is free of harassment and discrimination
 - Protect the health, safety and welfare of yourself and others at meetings and related activities
 - Actively participate with the regions' promotion in mind.
- 9.6 Mount Isa City Council will provide administrative support to the function of the Advisory Group through
 - Preparation and distribution of agenda for meetings



100 Years Celebration Advisory Committee Terms of Reference

RESOLUTION NO. [OM00/00/0000](#)

- Administrative arrangements for meetings
- Ensure all Advisory Group records are maintained in Council's record keeping systems
- Ensures information is accessible to all group members; and Minutes of proceedings taken and distributed in a timely manner.

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David Keenan
Interim Chief Executive Officer



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Advisory Committees Policy

RESOLUTION NO. OM32/11/20 VERSION V1

APPLIES TO STRATEGIC POLICIES ONLY

This is an official copy of the **Advisory Committees Policy**, made in accordance with the provisions of *Local Government Act 2009*, *Local Government Regulation 2012*, and current Council Policies.

Strategic policies are adopted by Mount Isa City Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Mount Isa City Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Advisory Committees Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

David Keenan
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL

Governance/Policies/Strategic Folder ID# 14992				POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS		
V1	25.11.2020	OM32/11/20	Responsible Officer – Corporate Governance Coordinator		
				REVIEW DUE	00.0000

DISTRIBUTION AND DISSEMINATION

Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all Councillors	X	Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in magiQ	X		

1. PURPOSE

- 1.1 Mount Isa City Council ("Council") is committed to community engagement through the establishment of advisory committees to ensure the delivery of high quality, accessible and relevant services across the region that reflect community need.
- 1.2 Council may appoint an advisory committee and may include in its membership, people who are not councillors. Advisory committees are responsible for providing feedback, advice and recommendations to Council. They are not decision-making bodies. Recommendations requiring Council adoption cannot be acted upon until approved by Council at an ordinary or special meeting.
- 1.3 The committee must act within the bounds of its terms of reference or members may be liable for their actions and may not be covered by Council's insurance.
- 1.4 The purpose of an advisory committee is to:
 - a) help maintain constructive public relations between Council and the community
 - b) assist Council in understanding current and changing community needs
 - c) provide constructive options for Council to adapt and address community needs within available resources
 - d) inform decision making processes

2. COMMENCEMENT

This policy will commence on and from 25 November 2020. It replaces all other policies or arrangements governing Council's advisory committees (whether written or not).

3. APPLICATION

This policy applies to all members of a Council appointed advisory committee.

4. APPOINTMENT OF AN ADVISORY COMMITTEE

- 4.1 An advisory committee is established by Council resolution under the *Local Government Regulation 2012* (section 264 – 270). Council endorses the terms of reference for the committee.
- 4.2 For skills or community representative-based committees Council will call for expressions of interest. The Chief Executive Officer (CEO) or delegate selects and appoints members to the committee from nominations received, in consideration of advice provided by relevant Council officers.
- 4.3 For collaborative, agency-based committees Council will seek representation from applicable organisations or specialist personnel to participate.
- 4.4 Council may establish advisory committees for the purpose of assisting councillors to carry out the responsibilities of their nominated portfolios.

5. ADVISORY COMMITTEE MEMBERSHIP

- 5.1 Committees shall have a minimum of three members excluding Council representatives.
- 5.2 Members are appointed for the term of the committee as defined within the terms of reference.
- 5.3 Where a committee member resigns during the term of the committee, the committee members may seek and approve a replacement for the remainder of the committee's term from the original pool of applicants.
- 5.4 A Council executive assistant will act as support person for an advisory committee including preparing agendas, taking and distributing minutes, preparing reports to Council and all record keeping requirements.

- 5.5 Where Council has not nominated a Chair of a committee, the committee shall appoint the Chair.
- 5.6 The Chair of a committee shall not be a councillor.

6. CONDITIONS OF MEMBERSHIP

- 6.1 Committee members may resign in writing, to the Chair, from their position at any time.
- 6.2 Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties, and not make improper use of information.
- 6.3 Members are to acknowledge that disagreement in the committee is healthy so long as it is used to work towards a satisfactory outcome of the committee. Differences in opinion should be raised respectfully.
- 6.4 Membership may be revoked by the CEO for inappropriate conduct, misconduct or inability to carry out the committee's purpose.
- 6.5 The Chair or responsible Council officer may endorse the attendance of an alternative representative to attend a committee meeting if a member is unable to attend.
- 6.6 Where a committee member fails to attend two consecutive committee meetings, without a reasonable excuse, their membership may be terminated, and a replacement member appointed to the committee from the original pool of applicants.
- 6.7 Members are to comply with the Mount Isa City Council Advisory Committees Policy, Mount Isa City Council Code of Conduct for Employees and endorsed terms of reference for the advisory committee.
- 6.8 Any public or media comment is subject to the Mount Isa City Council Media Policy. Committee members have an advisory role only and must not publicly seek to represent the views of Council or the committee.

7. MEETINGS

- 7.1 Business may be conducted at a meeting only if a quorum is present. A quorum will be determined to be greater than 50% of the members.
- 7.2 A committee may adopt its own meeting procedure and have agreed processes relating to the keeping of minutes, the tabling of agenda items, the consideration of recommendations to Council and the recording of recommendations.
- 7.3 Voting must be open by show of hands and a recommendation is decided by a majority of the votes of the members present.
- 7.4 Meeting minutes will provide a record of discussion topics and any resolutions or recommendations.
- 7.5 All written material associated with the committee is subject to the [Right to Information Act 2009](#) and may be made available to the public.

8. RESPONSIBILITIES

- 8.1 The Chair of an advisory committee must ensure meetings and committee functions are carried out in accordance with this policy and the terms of reference for the advisory committee.
- 8.2 The Chair must ensure the meeting is properly convened and conducted:
 - a) welcome and introduce members and guests

- b) keep individuals at the meeting focused on the topics being discussed and encourage all members to participate.
- c) give all members an opportunity to speak on each topic
- d) keep track of time
- e) ensure meeting content is in accordance with the purpose of the advisory committee
- f) ensure recommendations are relevant and understood by members
- g) close the meeting

8.3 The nominated executive assistant shall be responsible for the preparation and distribution of the meeting agenda and minutes.

9. MEETING AGENDA

9.1 An agenda must be prepared for each meeting and circulated to all members one week prior to the meeting. Matters not listed on the agenda can be raised in general business at the discretion of the Chair.

10. MINUTES OF MEETINGS

- 10.1 Committee meeting minutes will be taken by the nominated executive assistant in accordance with the requirements of the *Local Government Regulation 2012*. Minutes are public documents and should reflect the actions and outcomes of the meeting. Minutes are not recorded verbatim, but rather as a note and action supported by a vote.
- 10.2 Any conflicts of interest that are declared by a member during the meeting shall be recorded in the minutes against the item of business to which it relates. A member with a conflict of interest must leave the room and not participate in the discussion or vote unless authorised to do so by resolution of the other members.

11. RECOMMENDATIONS TO COUNCIL

- 11.1 An advisory committee may resolve to make a recommendation to Council for further action or investigation.
- 11.2 A committee cannot act on any such recommendation without this first being formally adopted or endorsed by Council, or by approval under a specific delegation from Council that provides for the CEO or delegate to give such approval.
- 11.3 The committee will prepare a report to Council outlining the recommendation of the committee and offer assessment of that recommendation. The assessment may present alternative options to the recommendation of the committee for the consideration of Council.

12. INSURANCE

- 12.1 The public liability coverage provided by Council's membership of LGM Queensland extends to provide liability coverage to members of committees established by Council.
- 12.2 Council committees that have the benefit of the liability need to be genuinely acting for and on behalf of Council and be genuinely supervised by and reporting to Council. Their status as Council committees should not be conferred as a device to obtain the legal liability coverage provided by LGM Queensland for any functions or activities which are not genuine Council functions or activities.

13. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

14. COMMUNICATION AND DISTRIBUTION

- 14.1 Council will make available to the public, the Advisory Committees Policy on our website at www.mountisa.qld.gov.au.
- 14.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

ASSOCIATED LEGISLATION AND POLICIES

- *Right to Information Act 2009*
- Community Consultation Policy
- Media Policy
- Code of Conduct for Employees