



ADVISORY COMMITTEE POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Governance and Risk		
Approval Date:	22/10/2024	Next Review:	1 September 2026
Records Number:	204824	Council/CEO Decision:	Council
Legislation Reference:	Section 82 of the <i>Local Government Act 2019</i>		

1 PURPOSE

Katherine Town Council encourages input from the community about its services, operations and facilities. Council Advisory Committees are one way for the community to provide input or advice to the Council on a specific topic or the strategic management of a facility on an ongoing basis.

The purpose of this policy is to ensure consistency across the formation and operation of Council Advisory Committees.

2 SCOPE

This policy applies to all elected members, employees and community members who are appointed to or involved in Council's Advisory Committees established from time to time by resolution of Council.

3 DEFINITIONS

Advisory committee means a group of suitably experienced people appointed to give considered advice, recommendations in connection with Council business, established by resolution in accordance with section 82 of the *Local Government Act 2019*.

Committee member means an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.

Committee Proxy member means an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee to represent the official registered Committee member in case they can't attend the meeting.

Council has adopted an Advisory Committee Policy to ensure that consistent practice is followed for the establishment, operation and administration of Advisory Committees.

Advisory Committees are appointed to provide regular advice and information to Council on specific subjects of interest to the community and Council. They 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 a process for feedback from Council to the community.

ESTABLISHMENT OF ADVISORY COMMITTEES

Council may appoint an Advisory Committee to address a specific topic or the strategic management of a facility for a maximum term that is equal to the current term of Council.

An Advisory Committee must be appointed in accordance with Section 82 of the *Local Government Act 2019* and:

- may only be appointed by Council resolution
- may include in its members persons who are not Councillors, and
- must have terms of reference, approved by council resolution, that set out its membership and functions.

Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.

ADVISORY COMMITTEE MEMBERSHIP

Committee members will be representative of the diversity of needs and issues relating to the specific topic of the Committee and will include Councillors and members of the community (both individual members and/or member organisations). Members may also include representatives from relevant State or Federal Government agencies, other Local Governments, professional or industry bodies or other parties as determined by Council.

Organisations, agency, professional or industry bodies represented on the Advisory Committee may nominate one (1) delegate from the organisation they are representing.

The Chairperson and Deputy Chairperson, of an Advisory Committee may be a Councillor or another member of the Advisory Committee as selected by the members' majority vote.

Each year on the twelve-month anniversary of the establishment of an Advisory Committee, Council may resolve to provide the opportunity to rotate the existing members (including Councillor/s) of that Advisory Committee with other Councillor/s and members.

The membership of an Advisory Committee will be as stated in the Advisory Committee Terms of Reference.

The external membership selection process for an Advisory Committee will include an Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors, Chief Executive Officer or relevant Director.

Committee members will be approved through a Council resolution at an Ordinary Meeting of Council.

The Committee may co-opt additional members on a temporary basis for specific matters.

ADVISORY COMMITTEE PROXY MEMBERSHIP

Proxy members/delegates may attend Advisory Committee meetings if the official registered member/delegate cannot attend.

External proxy membership selection for the Advisory Committee will only be accepted by submission of the designated nomination form which will be approved by the Council.

AUTHORITY

An Advisory Committee is a consultative Committee to Council that is designed to discuss key issues, engage with the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.

An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility, but it does not hold decision making powers concerning the operations of Council, nor can it commit Council resources or be delegated any powers.

MEMBER ROLES AND RESPONSIBILITIES

The following roles and responsibilities are conferred to each member

- all members are responsible for ensuring the Advisory Committee Terms of Reference and this Policy are adhered to, and
- all members of an Advisory Committee must ensure there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to Council.

A member of the Advisory Committee will not:

- improperly use information acquired as a member of the Advisory Committee to gain, directly or indirectly, a financial advantage for that person or someone else
- improperly use information acquired as a member of the Advisory Committee to damage Council's reputation
- release information that the member knows or should reasonably know is information that is confidential to Council
- release information that the member knows or should reasonably know is information that Council wishes to keep confidential
- make public or media comment on behalf of Council, unless the Member is authorised in accordance with Council's media policy.

OPERATION AND ADMINISTRATION

The Chairperson or nominee, will provide appropriate advice and administrative support to assist all Advisory Committees to meet their obligations. Meeting administration and protocols for an Advisory Committee will be in accordance with the requirements of the *Local Government Act 2019* and as stated in the Terms of Reference for the Advisory Committee.

The following key meeting protocols must be adhered to for each Advisory Committee meeting:

- a quorum for an Advisory Committee meeting shall be half the number of members of the Committee plus one
- the Chairperson will preside at an Advisory Committee meeting. However, if the Chairperson is absent or unavailable to preside, a member of the Advisory Committee chosen by the members present at the Advisory Committee meeting will preside
- a non-member may attend an Advisory Committee meeting as an observer only
- a member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council employees, who are not allowed to Move, Second or Vote on recommendations, and

- A proxy member can vote on behalf of registered member/ delegate
- recommendations of Advisory Committees will be by majority voting of members only.

An Advisory Committee must determine the dates, times and places for its meetings, however, must meet a minimum of four (4) times per year or as otherwise deemed necessary.

Minutes of each Advisory Committee meeting will be submitted to the next Ordinary Meeting of Council and will be publicly available unless Council has exempted the Advisory Committee to keep minutes of its proceedings in accordance with Council's Privacy Policy or Confidential Information Policy.

If any committee member is absent for three (3) consecutive meetings without having obtained leave of absence from the Committee, the member's continued membership of that Committee will be referred to Council for determination.

REMUNERATION

External Advisory Committee Members do not receive any form of remuneration except the external independent members on the Audit and Risk Management Committee or as approved by Council resolution.

AUDIT AND RISK MANAGEMENT COMMITTEE

Council's Audit and Risk Management Committee is a special advisory committee established by Council under Part 5.3 of the *Local Government Act 2019*. The role of the Committee is to:

- monitor and review the integrity of Council's financial management
- to monitor and review internal controls
- to make recommendations to Council about financial management, audit and risk matters.

The members of the Audit and Risk Management Committee may consist of, or include persons who are not members of the council. However, the chairperson must not be an elected member of the Council or a member of the Council's staff.

5 ASSOCIATED POLICIES/DOCUMENTS

Privacy policy

Confidential Information policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	27/09/2022	Created	Director, Corporate Services
2	22/10/2024	Council resolution OMC-2024-225-Proxy Membership Approval	Council