



# Advisory Committee POLICY

## Purpose

The purpose of this Winton Shire Council (Council) policy is to provide for the establishment of Advisory Committees pursuant to s265 of the *Local Government Regulation 2012*. Advisory Committees are established to assist Winton Shire Council in making decisions by providing a mechanism for receiving advice and recommendations from stakeholders and the community in general.

## Scope

This Document applies to all Advisory Committees (as provided in the Terms of Reference for Advisory Committees) document which provides and overview of each Advisory Committee including membership requirements.

## Definitions

Term	What it means / refers to
Advisory Committee	A collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of a formal board in order to more effectively guide the organisation.
Chief Executive Officer (CEO)	The person appointed by Council to administer Council operations with duties including providing general leadership and strategic guidance and helping to expand operations and ensure long-term success.
Community Group	A community group is a group that is invited to join the Advisory Committee.
Community Group member	A representative of a community group that has been nominated by the community group to attend the Advisory Committee. The representative has full voting rights.
Community member	A member of the community who is invited to join the Advisory Committee for a term of two years. A member has full voting rights.
Non-member	A non-member includes Councillors and employees of Winton Shire Council who may be ex-officio members. Non members have no voting rights however have the right to be heard.
Visitors	Visitors are those who are invited to attend a specific meeting to make a presentation or provide advice or obtain feedback around particular topics of interest of the Advisory Committee. They have no voting rights.
Voting rights	A person who is able to have their vote counted towards making a decision by the committee, without discrimination.

## Policy statement

The *Local Government Regulation 2012* Division 2 refers to Committees and requirements for committee meetings. Advisory committees may include councillors and members of the public and are not standing committees.

Advisory Committees:

- promote the awareness of a specific topic or the strategic management of a facility 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 the community to Council.

## Operational need

Advisory Committees will be formed to support Council in delivering on its Corporate and Operational Plan. The membership of committees will be such that they will provide expertise and advice that may not be available to Council in an alternate forum.

## Membership

The Mayor and Chief Executive Officer and all Councillors are ex-officio members of all Advisory Committees. In addition to the Mayor, there will be an additional two Councillors, appointed by Council, in each Advisory Committee.

The Chair of the committee will be one of the current Councillors. In the absence of the Chair, the Deputy Chair, or the Mayor, will fulfil the role of Chair.

Members of the Community will be invited to be members and will have a term of two years membership.

Community members have full voting rights, as do those that are specified in the Terms of Reference.

If a voting member is absent for two consecutive meetings, the Chair of the committee may write to that member seeking an explanation on why they should remain on the Committee.

The community groups included in each Advisory Committee will be updated as required by resolution of Council. That is, where a new group is to be added or an existing group removed, a resolution of Council will be required to update membership defined in WSC-GOV-PWI-001 Advisory Committee Terms of Reference.

Where a community group is granted membership, only one vote is counted. To clarify, representation of a community group at each meeting is restricted to one person.

Winton Shire Council personnel and contractors may be invited by the Chief Executive Officer to attend a meeting to provide additional information, however, do not have any voting rights.

## Resignation and replacement of committee members

A committee member may resign at any time by way of written or emailed advice to the Chairperson.

When a resignation is received, the resigning member may be replaced as follows:

- Where such resignation is a Councillor or Officer of the Winton Shire Council, Council may appoint a suitable replacement representative.

- Where such resignation is from a member representing an Authority, Industry Group or State Agency, or community group, the nominating agency may at its discretion nominate a replacement representative.
- Where such resignation is from a Community Representative, Council will fill the vacancy from previously submitted expressions of interest or (should there be no further suitable / available candidates) call for expressions of interest for a suitable replacement.

## Roles and responsibilities

### Accountability

An Advisory Committee is accountable for:

- Fostering collaboration
- Maintaining at all times the focus of the Advisory Committee on the agreed scope, outcomes and benefits,
- Monitoring and managing the factors outside the Advisory Committee's control that are critical to its success.

### Membership

Will commit to:

- Attending all scheduled meetings
- Wholeheartedly championing the partnership with Council to deliver benefits to the Winton Shire;
- Share all communications and information across all members;
- Make timely recommendations and provide advice on strategic matters,
- Commit to open and honest discussion and respectful behaviour without resort to any misleading assertions.

### Council

Winton Shire Council will

- Notify members of the Advisory Committee, as soon as practical, if any matter arises which may be deemed to affect the development of the partnership.
- Provide each member with complete, accurate and meaningful information in a timely manner; and
- Give the Advisory Committee reasonable time to make key recommendations.
- Provide a Secretariat function for each Advisory Committee.

### Meetings

Meetings will be held:

- At Winton Shire Council operated buildings and alternate sites as required,
- At least four times per year with the exception of the Audit, Risk and Improvement Advisory Committee, that will meet at least twice per year,

- The final meeting prior to the end of the financial year will be open to the public for planning purposes and to assist Council in its budget deliberations.
- As per s269 of the *Local Government Regulation 2012*, 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,
- Recommendations will be made by consensus (that is, members are satisfied with the recommendation even though it may not be their first choice). If not possible, the Advisory Committee Chair makes the final recommendation, and
- Meeting agenda and reports will be provided by Winton Shire Council administrative staff.

## Records of meetings

Under s254G of the *Local Government Regulation 2012*, Advisory Committees may, by resolution of Council, exempt Advisory Committees from the requirement to take minutes of its proceedings. This exemption applies to all Winton Shire Council Advisory Committees as per resolution of Council at a General Meeting on 13 October 2023.

The requirement, therefore, is that each Advisory Committee must give Council a written report of the committee's deliberations and its advice or recommendations.

Unless otherwise provided in the Terms of Reference, the Advisory Committee will generally adopt informal meeting procedures.

## Voting

Each Member of the Advisory Committee may vote on business before the Committee, except where the Member has a conflict of interest.

Voting at a meeting must be open and questions decided by a majority of the votes of the Members present however, if the votes are equal, the matter is affirmed to be submitted to Council for consideration.

If a member present fails to vote, the member is taken to have voted in the negative.

## Conflict of interest

Where Committee Members have a conflict of interest, or could reasonably be taken to have a conflict of interest, in an issue being considered or to be considered at the meeting, the Member must declare the conflict of interest to the meeting and must not be present while the matter, or a related matter, is being considered by the Committee or otherwise take part in any decision of the Committee in relation to the matter or a related resolution.

For the purposes of this clause, a member has a conflict of interest in an issue if there is a conflict between the Member's private interest and the public interest.

## Review of Advisory Committees

Committees that operate in an advisory capacity to Council will be reviewed every two years to ensure they are appropriate for providing strategic advice and recommendations to Council to meet the Corporate and Operations Plans.

Each committee will have a Purpose Statement to provide direction and include recommended membership from the community and other organisations to provide balanced and expert advice.

## Communication

This document will be published on the Winton Shire Council website and will be provided to members of each committee at the commencement of their term.

## Related Council documentation

- Winton Shire Council Corporate Plan 2022-27
- Winton Shire Council Operational Plan
- WSC-GOV-PWI-001 Advisory Committee Terms of Reference

## Legislation, other Authorities, and other sources

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)

## Review of Policy

This policy will be reviewed every three years and remains in force until amended or repealed by resolution of Council.

## Record of amendments and adoptions

Date	Revision No	Reason for amendment	Date adopted by Council
October 2023	Version 1.0	Adoption by Council	13 October 2023
April 2024	Version 2.0	Change to mechanism for adding or removing groups from Advisory Committees.	19 April 2024