



ATTACHMENTS TO MINUTES GENERAL COUNCIL MEETING

12 DECEMBER 2018

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Advisory Committees Policy

Policy Number:	PL-EX021
Department:	Executive Services
Section:	Governance
Responsible Manager:	Chief Executive Officer
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Date to be Reviewed:	Within 6 months following the quadrennial election
Date Reviewed:	12 December 2018
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description

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1 Policy Background

Advisory Committees are appointed to provide input, an overview or advice to Council on a specific topic or the strategic management of a facility on an ongoing basis.

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.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

2 Purpose

It is in the best interests of Council and the community that consistent practice is followed for the establishment, operation and administration of Advisory Committees.

This policy will ensure:-

- Advisory Committees are properly constituted in accordance with the Local Government Regulation 2012; and
- A consistent Council wide approach for the operation and administration of Advisory Committees.

3 Scope

This policy applies to all Advisory Committees appointed by SDRC.

4 Legislative Context

Local Government Act 2009

Local Government Regulation 2012

5 Policy Details

5.1 Establishment of an Advisory Committee

- 5.1.1) 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.
- 5.1.2) Advisory Committees must be appointed in accordance with the Local Government Regulation 2012 (Chapter 8, Part 2, Division 2 – Local Government Meetings and Committees).
- 5.1.3) Advisory Committees:-
 - (a) may only be appointed by Council resolution;
 - (b) must not be appointed as a standing committee; and
 - (c) may include in its members persons who are not Councillors.

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- 5.1.4) The Chairperson, and Deputy Chairperson, of an Advisory Committee may be a Councillor or other member of the Committee by the members' majority vote.
- 5.1.5) 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 Councillor/s of that Advisory Committee with other Councillor/s.
- 5.1.6) Advisory Committees will be resourced by Council Officers of the relevant Council directorate.
- 5.1.7) Council will by resolution approve the:-
 - (a) Terms of Reference for the Advisory Committee;
 - (b) Tenure of the Committee and Membership;
 - (c) Structure of the Membership of the Advisory Committee;
 - (d) Appointment of Councillor/s from within the relevant Portfolio area;
 - (e) Number of members which shall constitute a quorum;
 - (f) Duties proposed to be entrusted to the Advisory Committee.
- 5.1.8) Advisory Committees will meet a minimum of four (4) times per year or as otherwise deemed necessary.
- 5.1.9) 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.

5.2 Membership of Advisory Committees

- 5.2.1) Membership of Council Advisory Committees will be representative of the diversity of needs and issues relating to the specific topic of the Committee and include at least one member aged 25 years or less.
- 5.2.2) Council will endeavour to constitute Council Advisory Committees with members who have skills and/or a knowledge base relevant to the Committee.
- 5.2.3) Membership of Advisory Committees will be as stated in the Advisory Committee Terms of Reference.
- 5.2.4) Membership of Advisory Committees will include Councillors and members of the community (both individual members and/or member organisations). Members of Advisory Committees 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.
- 5.2.5) Member organisation, agency, professional or industry bodies represented on the Advisory Committee may nominate one (1) delegate from the organisation they are representing.
- 5.2.6) Members of the Advisory Committee are not authorised to make public or media comment on behalf of Council, unless the Member is an authorised officer in accordance with Council's Media Policy.
- 5.2.7) If any Member of the Committee 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.
- 5.2.8) Members of Advisory Committees must agree to abide by the Terms of Reference for the Committee.

5.3 Formation of Advisory Committees

- 5.3.1) The Mayor, Portfolio Manager and Council personnel of the relevant Council Directorate will determine the most appropriate representation, skill set and knowledge base required for an Advisory Committee.
- 5.3.2) Expressions of Interest for membership of a Council Advisory Committee will be called through a range of channels as decided by Council personnel of the relevant Directorate and be in accordance with Council's Community Engagement Policy.
- 5.3.3) Assessment and selection of potential members will be made by the Portfolio Manager and Council personnel of the relevant Directorate with an Agenda Report presented to Council that is written in an open and transparent manner.
- 5.3.4) Recommendations for appointment as members of an Advisory Committee will be provided to Council for approval.

5.4 Powers of Advisory Committees

- 5.4.1) An Advisory Committee is a consultative committee to Council that is designed to discuss key issues, consult the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.
- 5.4.2) Final decisions will be made by Southern Downs Regional Council.
- 5.4.3) An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility but does not hold decision making powers concerning operations of Council.
- 5.4.4) Advisory Committees must not commit Council resources.
- 5.4.5) No powers of delegation may be conferred to an Advisory Committee.

5.5 Advisory Committees Administration and Operation

- 5.5.1) Meeting administration and protocols for an Advisory Committee will be in accordance with the requirements of the Local Government Regulation 2012 and as stated in the Terms of Reference for the Advisory Committee.
- 5.5.2) Appointed Chairpersons of Advisory Committees and Council personnel of the relevant Directorate for each Council Advisory Committee are responsible for ensuring the Terms of Reference and this policy is adhered to.
- 5.5.3) A quorum for an Advisory Committee meeting shall be half the number of members of the Committee plus one.
- 5.5.4) Minutes of each Advisory Committee meeting must be submitted to Council and will be publicly available unless Council has exempted the Advisory Committee to keep minutes of its proceedings in accordance with section 272(6) of the Local Government Regulation 2012.
- 5.5.5) An Advisory Committee will report to Council as detailed in the Terms of Reference.
- 5.5.6) Recommendations of Advisory Committees will be by majority voting.
- 5.5.7) The Director of the relevant Directorate, or nominee, will provide appropriate advice and administrative support to assist the Advisory Committee to meet its obligations.
- 5.5.8) An Advisory Committee may determine the dates, times and places for its meetings.
- 5.5.9) 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.

- 5.5.10) A member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council Officers are not allowed to Move, Second or Vote on decisions.
- 5.5.11) A non-member may attend an Advisory Committee meeting and, with the permission of the Chairperson, address the Advisory Committee on any item of business listed on the agenda.
- 5.5.12) A non-member will not vote on any matter at an Advisory Committee meeting.
- 5.5.13) A member of an Advisory Committee must ensure that 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.
- 5.5.14) A member of an Advisory Committee will not:-
- (a) Make improper use of information acquired as a member of the Advisory Committee to gain, directly or indirectly, a financial advantage for that person or someone else.
 - (b) Make improper use of information acquired as a member of the Advisory Committee to harm Council.
 - (c) Release information that the person knows or should reasonably know is information that is confidential to Council.
 - (d) Release information that the person knows or should reasonably know is information that Council wishes to keep confidential.

5.6 Remuneration of Advisory Committee Members

- 5.7.1) External Advisory Committee Members do not receive any form of remuneration except as approved by Council Resolution.

5.7 Review Trigger

- 5.8.1) List of factors which require this Policy to be reviewed, and subsequently adopted by Council resolution, include:-
- (a) Periodic Review – Post Election etc; and/or
 - (b) Change in Legislation affecting this Policy.

5.8 Terms of Reference of Advisory Committees

- 5.9.1) Terms of Reference for each Advisory Committee will be finalised and adopted by Council.
- 5.9.2) The Terms of Reference Template to use for each Advisory Committee is attached to this Policy.

6 Definitions

Term	Meaning
Council Advisory Committee	Means a Council Advisory Committee appointed by the Local Government pursuant to section 264 of the Local Government Regulation 2012.
Committee Member	An individual or organisation represented by a delegated person who is appointed for the term of the Council Advisory Committee.
Individual Member	A Committee Member independent of an organisation who has a skill

	set or knowledge base relevant to the specific topic of the Committee.
Member Organisation	An organisation appointed as a Committee Member represented by a delegated person. The organisation provides a skill set or knowledge base relevant to the specific topic of the Committee.
Member Organisation Representative	A person representing a Member Organisation with delegated authority to represent the organisation in decision making.

7 Related Documents

- Advisory Committees Terms of Reference
- Council Code of Meeting Practice Policy
- Community Engagement Policy
- Information Privacy Policy
- Media Relations Policy

8 Attachment

- Advisory Committees Terms of Reference

9 References

- City of Townsville
- Livingstone Shire Council
- Western Downs Regional Council



SHAPING SOUTHERN DOWNS ADVISORY COMMITTEE (SSDAC) TERMS OF REFERENCE

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Shaping Southern Downs Advisory Committee Terms of Reference

Version Date: 12/12/2018

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1. Terms of Reference

The Terms of Reference for the Shaping Southern Downs Advisory Committee (SSDAC) need to be read in conjunction with Council's Advisory Committee Policy.

2. Purpose

The purpose of the SSDAC is to provide Council with strategic guidance and/or recommendations in relation to its Shaping Southern Downs strategy focussing on the future of the Southern Downs region.

3. Tenure of the SSDAC

The SSDAC will remain operational for the current term of Council and will be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The SSDAC shall comprise seven (7) members in total made up of:

- Five (5) - Individual community and/or community organisation representatives (one of whom is under the age of 25)
- Two (2) - Councillors
- Council personnel as required, for example, Director, Manager and Council officers. (Council officers are not allowed to move, second or vote on decisions).

Membership of the SSDAC shall continue until the end of the current term of Council (April 2020) unless a recommendation to the contrary is adopted by Council at a General or Special Council Meeting.

An increase or decrease in the SSDAC membership must be approved by resolution of Council at a General or Special Council Meeting.

5. Appointment of Councillors to the SSDAC

Councillors will be appointed to the SSDAC by resolution at a General or Special Council Meeting.

6. Quorum

The quorum for the SSDAC shall be half the number of members of the SSDAC, plus one.

7. Duties Entrusted to the SSDAC

The duties entrusted to the SSDAC are as follows:

- Oversight of the implementation of the Shaping Southern Downs Strategy.
- Review, recommend and promote the Shaping Southern Downs Strategy.
- Provide input into the review of the Southern Downs Regional Council Planning Scheme.
- Provide feedback on Southern Downs Regional Council's Corporate Plan.

Shaping Southern Downs Advisory Committee Terms of Reference

8. Administrative Support

SDRC will provide administrative support to the SSDAC by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report and attaching the SSDAC minutes and including recommendations made by the SSDAC to Council for inclusion in the General Council Meeting Agenda. SDRC will provide appropriate advice and administrative support to assist the SSDAC to meet its obligations.

9. Meetings

The SSDAC shall meet a minimum of four (4) times per annum.

A schedule of SSDAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

Meetings shall be chaired by one of the SSDAC members. The Chairperson may be a Councillor or other member of the SSDAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an Acting Chair for that meeting.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The SSDAC shall report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the SSDAC meeting minutes to Council.

The minutes of each SSDAC meeting shall be attached to an agenda report to be dealt with accordingly at the General Council Meeting following the SSDAC meeting.



ECONOMIC DEVELOPMENT AND REGIONAL PROMOTION ADVISORY COMMITTEE (EDRPAC) TERMS OF REFERENCE

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Economic Development and Regional Promotion Advisory Committee Terms of Reference

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1. Terms of Reference

The Terms of Reference for the Economic Development and Regional Promotion Advisory Committee (EDRPAC) needs to be read in conjunction with Council's Advisory Committee Policy.

2. Purpose

The purpose of the EDRPAC is to provide Council with strategic guidance and/or recommendations in relation to its regional economic development, regional promotion and tourism activities on an ongoing basis.

3. Tenure of the EDRPAC

The EDRPAC will remain operational for the current term of Council, ie four (4) years, to be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The EDRPAC shall comprise eight (8) members in total made up of:

- Four (4) - Individual community and/or community organisation representatives (one of whom is under the age of 25)
- One (1) – Representative each from the Warwick and Stanthorpe Chamber of Commerce.
- Two (2) - Councillors
- Council personnel as required, for example, Director, Manager and council officers. (Council officers are not allowed to Move, Second or Vote on decisions).

Membership of the EDRPAC shall continue until the end of the current term of Council unless a recommendation to the contrary is adopted by Council at a General or Special Council Meeting.

An increase or decrease in the EDRPAC membership must be approved by resolution of Council at a General or Special Council Meeting.

5. Appointment of Councillors to the EDRPAC

Councillors will be appointed to the EDRPAC by resolution at a General or Special Council Meeting.

6. Quorum

The quorum for the EDRPAC shall be half the number of members of the EDRPAC, plus one.

7. Duties Entrusted to the EDRPAC

The duties entrusted to the EDRPAC are as follows:

- Review, recommend and promote the Economic Development and Tourism Strategies
- Consider Regional and State issues impacting on economic development, business and industry and consider the need for changes to the Economic Development and Tourism Strategies

Economic Development and Regional Promotion Advisory Committee Terms of Reference

- Review annual business population and visitor statistical data, and, where relevant, recommend updates of the Economic Development and Tourism Strategies
- Review and make recommendations to Council on Regional policy strategies or papers from the Federal or State Government or from business or economic organisations.
- Provide information from the committee members' industries that may impact on the Council's Economic Development and Tourism Strategies

8. Administrative Support

SDRC will provide administrative support to the EDRPAC by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report and attaching the EDRPAC minutes and including recommendations made by the EDRPAC to Council for inclusion in the General Council Meeting Agenda. SDRC will provide appropriate advice and administrative support to assist the EDRPAC to meet its obligations.

9. Meetings

The EDRPAC shall meet a minimum of six (6) times per annum.

A schedule of EDRPAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

The meetings will be an opportunity for Councillors to interact with the Group and receive views and opinions on matters relevant to the EDRPAC.

Meetings shall be Chaired by one of the EDRPAC members. The Chairperson may be a Councillor or other member of the EDRPAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The EDRPAC shall report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the EDRPAC meeting minutes to Council.

The minutes of each EDRPAC meeting shall be attached to an agenda report to be dealt with accordingly at the General Council Meeting following the EDRPAC meeting.



Australia Day Awards Policy

Policy Number:	PL-CS041
Department:	Executive Services
Section:	Economic Development and Tourism
Responsible Manager:	Manager Economic Development and Tourism
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Australia Day Awards Policy

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1 Policy Background

Southern Downs Regional Council celebrates Australia Day each year with awards to recognise the achievements of our community members. Furthermore, Australia Day provides an opportunity to welcome new Australians to our Country and our region, through the Citizenship Ceremony.

2 Purpose

The purpose of this Policy is to outline a process for the administration of Council's Australia Day awards ceremonies.

The Australia Day Awards are presented in the following categories:

- a. Southern Downs Citizen of the Year Award
- b. Southern Downs Youth Citizen of the Year Award

The "Southern Downs Citizen of the Year" and "Southern Downs Youth Citizen of the Year" Awards will be chosen from nominations received during the registration period. The Awards are to be presented to the winners at either of the civic events to be held in Warwick or Stanthorpe on Australia Day.

3 Scope

The Australia Day Awards are presented annually to local citizens who have made outstanding contributions to the community.

4 Legislative Context

Australian Citizenship Regulation Act 2007

5 Policy Details

5.1 Australia Day Awards

5.1.1 Assessment Panel

A panel consisting of:

- The Mayor or representative
- Two Councillors
- Two Council Officers

will be appointed by the Council and will assess all nominations. Only the Mayor and Councillors will vote on nominees for the Awards. Assessment Panel Meeting Practices

At least one meeting must be convened to consider nominations for the Award categories. Additional meetings can be convened if determined necessary.

All members are required to be given a notice of meeting of the Assessment Panel with at least five (5) working days prior notice being given. All members will be provided with information on all nominations received for the selection meeting.

The Mayor will chair the meetings.

All elected members of the Panel are required to vote for each Award. Members unable to attend the meeting can lodge their vote with the panel via email prior to the meeting.

All decisions or discussions relating to the assessment or recommendation of the persons to be awarded must be kept confidential until they have been notified in writing.

5.1.2 Nominations

All nominations for the Awards must be lodged on the official nomination form by the closing date.

Nominations that do not meet the eligibility and selection criteria or are not submitted on the official nomination form will not be considered. The nomination closing date can be extended if Council deems beneficial to numbers and quality of nominations. Advice of closing date extension must be made available to the public. Late nominations are also considered ineligible.

5.1.3 Number of Awards Permitted in Each Category

Only one award is to be given for each Award category. In the event of a tie in any category, an additional Award will be presented in that category only. It is preferred to grant an Award only once to any individual in each year.

5.1.4 Ineligible Persons

- Present Councillors, Federal or State politicians
- Present members of the Australia Day Assessment Panel
- Individuals may not nominate themselves
- Previous winners of Australia Day Awards will not be eligible for the same category for a period of 5 years

5.1.5 Selection Criteria

- The Award must be for work performed principally within the Southern Downs Local Government Area
- Consideration may be given to a nominee's community activities and work undertaken in the years prior to the nomination year
- The nominee's community work and other achievements must be of a high calibre
- Statements from the referees will be considered
- For the Southern Downs Youth Citizen Award, particular consideration will be given to activities and community involvement

5.1.6 Eligibility Criteria

- Must be an Australian Citizen
- Nominee must be a resident of Southern Downs (students studying externally can still be considered)
- Nominee must not have received the same Award within the previous five (5) years
- Nominee must meet the age criteria where applicable. For Youth Citizen Award, this is under 18 years of age as of 26 January when the Award will be presented
- Nominations must be submitted on Council's official nomination form
- Nominees cannot apply on their own behalf
- Nomination must be received by the advertised date (nominations will not be accepted after this time).
- Nominations must include the name and contact number of one referee that can provide supporting evidence for the nomination

5.1.7 Timeline for Awards

Early October:

- Award nominations open with advertising to invite nominations

Late November:

- Nominations close

December:

- Australia Day Awards Committee meet to discuss nominees and select recipients
- Report to Council listing nominees and proposed recipients of Awards

January:

- Awards are announced in the days prior to being presented on Australia Day, 26 January each year

5.1.8 Southern Downs Citizen of the Year

The Southern Downs Citizen of the Year and Southern Downs Youth Citizen of the Year will be chosen by the Assessment Panel from the nominations received during the nomination period.

The Awards will be presented to the winners at a separate civic event to be held in the region. During their tenure as award winners, the Southern Downs Citizen of the Year Award and Southern Downs Youth Citizen of the Year Award will also be invited to attend/speak at:

- a. A Mayoral Breakfast
- b. Citizenship Ceremonies

Local community groups will also be encouraged to invite annual Award winners to speak at local functions and events.

5.1.9 Announcement of Winners

It was resolved at the 2016 January General Council Meeting that future Australia Day Award winners be notified by Council in advance of the ceremonies. The winners of the two categories will then be invited to attend the civic events at both Warwick and Stanthorpe to receive their Awards.

5.1.10 Community Australia Day Events

Council will provide guidance and support to community organisations across the region in the conduct of their Australia Day Celebrations, and will work with those organisations to guide their Australia Day Local Community Awards.

5.1.11 More Information

Information on the Australia Day Awards and Nominations Forms will be available on Council's website www.sdrc.qld.gov.au or by contacting the Council office by phone on 1300 MY SDRC (1300 697 372).