

## Advisory Committee Policy

Policy type	Council
Function	Organisation
Policy Owner	Chief Executive Officer
Effective date	23 February 2023

### 1. Purpose

The purpose of this Policy is to provide a consistent framework for the establishment, conduct and management of Advisory Committees in accordance with the *Local Government Act 2009 (Qld)* and *Local Government Regulation 2012 (Qld)*.

### 2. Objectives

Advisory Committees are appointed to:

- i) Support Council to deliver good governance and transparency in Council decision making;
- ii) Provide a diverse cross-section of community representation for input and engagement into the specific purpose of an Advisory Committee;
- iii) Develop and foster economic, social and environmental sustainability and resilience within the Cassowary Coast Community; and
- iv) Encourage and strengthen innovation and collaboration between Council and the Cassowary Coast Community and stakeholders.

### 3. Scope

This Policy applies to all members of Advisory Committees, Councillors and employees.

### 4. Definitions

**Advisory Committee** is a committee appointed by Council to provide advice in relation to a particular matter or subject in accordance with the Advisory Committee's Terms of Reference.

**Committee Member** is an individual or a delegated representative of an organisation who is appointed to the Advisory Committee by a resolution of Council. Committee members and delegated organisational representatives are appointed for their specific skill, expertise and/or knowledge relevant to the Advisory Committee.

**Terms of Reference** means the document that is adopted by a resolution of Council that contains the objectives, purpose and governance rules of the Advisory Committee.

## 5. Policy

5.1 Advisory Committees must be appointed in accordance with the *Local Government Act 2009 (Qld)* and *Local Government Regulation 2012 (Qld)*.

5.2 Advisory Committees must operate in accordance with their Terms of Reference.

5.3 This Policy does not apply to Council's Audit Committee.

5.4 Advisory Committees do not have any delegated authority.

5.5 Advisory Committees provide recommendations for consideration to Council.

Related forms, policies and procedures	CCRC Advisory Committee Standard Terms of Reference CCRC Advisory Committee Member Standard Expression of Interest Application
Relevant legislation	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulations 2012 (Qld)</i>

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