



KATHERINE TOWN COUNCIL

ADVISORY COMMITTEE MEETING POLICY GUIDELINES

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Introduction

- Council's objective in establishing Community Advisory Committees is to provide an opportunity for input from the community. All views are welcome and will be used to inform Council's decision making process.
- Attendance at advisory meetings is open to all.
- Generally meetings will be chaired by an Elected Member with a Council staff member providing administrative support. Agendas and minutes will be prepared by Council staff.
- Every effort will be made to express the range of views put by individuals and organisations at advisory meetings. In general, it is expected that where recommendations are made by an advisory committee to Council they will be on a consensus basis.
- In the event of a contentious issue the Chairman, at his or her discretion, may call for a vote. If this occurs each community group has one vote only. Where it is appropriate and individuals in their own right are involved they will also only have one vote.
- Minutes of Community Advisory Committee meetings will be an agenda item at Council's monthly Ordinary Meeting. Where a specific Council decision is required a report recommending appropriate action will be prepared.

Guidelines

The Community Advisory Committee's role will encompass:

- Advising Council on the appropriate structures and processes necessary with the committee to ensure effective community participation at all levels of planning and delivery.
- Identify and advise Council on priority areas and issues including community participation.
- Develop a strategic plan for approval by Council, and monitoring the implementation and effectiveness of the approved plan.
- Advocating on behalf of the community, including promotion.

Role of the Community Advisory Committee

- The Community Advisory Committee will be appointed in an advisory capacity to Council. It will have no executive authority.
- The Community Advisory Committee will be a high level committee which will provide a central focus for all strategies and mechanisms for community participation. The Community Advisory Committee will be an enabler of community participation.
- The Community Advisory Committee will have two critical roles. The first will be to assist Council to appropriately integrate Council and community views at all levels of its operation, planning and policy development. The second will be to advocate the committee on behalf of the community.
- The role of the Community Advisory Committee will need to be compatible with its size, composition and available resources.

Accountability and Reporting Relationships

- The Community Advisory Committee will be accountable to Council.
- Members of the Community Advisory Committee will have a responsibility to assist with two-way communication between Council and the community.

Membership of the Community Advisory Committee

- The appointment to a Community Advisory Committee must be transparent and accountable and must provide an opportunity for interested individuals or groups to identify themselves to the Committee.
- Members of the Community Advisory Committee should have the capacity to reflect the perspectives of the community and to bring to the committee knowledge of the opinions and policies of relevant community groups.
- Potential members of the Community Advisory Committee should have a clear understanding of the membership role and responsibilities.
- A direct link with Council will be necessary for the Community Advisory Committee to fulfil its advisory role to Council.

Resourcing the Community Advisory Committee

- Timely access by the Community Advisory Committee to relevant information will determine its capacity to provide meaningful advice.
- The success of the Community Advisory Committee will depend on:
 - The availability of experienced Council administrative support;
 - Personal support for the Community Advisory Committee members to facilitate their participation; and
 - Visible support from Council.