

Report of Community to the Ordinary Meeting of Council held on Monday 19 December 2016

**CO1 – Review of Community Advisory Committees**

**COMMUNITY**

**CO1**

**Review of Community Advisory Committees**

271

TRIM 7632-2

**EXECUTIVE SUMMARY**

- Council convenes a range of Community Advisory Committees in order to engage with its community on a wide range of key issues. With the recent election of a new Council it is appropriate to review these Advisory Committees.
- It is recommended:
  1. That Council establish the following Community Advisory Committees:
    - Youth Advisory Committee
    - Disability Access Advisory Committee
    - Rural Industry Advisory Committee
    - Companion Animals Advisory Committee
    - Economic Development Advisory Committee
    - Tourism and Heritage Advisory Committee
    - Road Safety Advisory Committee
    - Minerals, Energy Resources and Environment Advisory Committee
    - Transport Advisory Committee.
  2. That Council undertake an Expression of Interest process to recruit community members to the above Community Advisory Committees with a view to these committees commencing operation in the first half of 2017.

**REPORT**

**BACKGROUND**

At its meeting of October 2016 Council considered a report on the re-establishment of Community Advisory Committees and resolved as follows:

***That Council defer the re-establishment of the Community Committees to further consider a review of the community committee's structures within the context of the broader community strategic planning review currently being undertaken by Council.***

The Community Advisory Committees are made up of interested community members selected through an Expression of Interest process and are facilitated by a dedicated Council staff member.

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The role of Council's Community Advisory Committees is to:

- Facilitate links and partnerships between Council and the community
- Provide opportunity for community voice and input
- Give a grass roots perspective on local issues
- Provide timely advice in relation to community issues
- Assist in implementing the broad strategic directions of Council's Community Strategic Plan.

When Council last reviewed its Community Advisory Committees in late 2012 / early 2013 new terms of reference and standardised operation charters were established. The standardised operation approach is generally as follows:

Meeting frequency

- Quarterly or bi-monthly meetings
- Ad-hoc meetings where the need arises, e.g. in the run up to an event or to deal with specific matters.

Councillor Representation

- Optional and flexible - This has the advantage of Community Advisory Committees being able to meet and have a quorum without being dependent on Councillor availability
- This flexibility also allows Councillors with varied interest areas to attend a number of committees throughout their term of office, thus giving them the opportunity to broaden their understanding of community matters and connect with different community members.

Membership

- Generally 5 community members minimum on each Community Advisory Committee with an upper limit determined for each Community Advisory Committee separately
- Chairperson nominated annually
- Membership to be dissolved/renewed in line with the electoral term of Council
- Applicants apply based on being able to view and understand the terms of reference and operating guidelines for the Community Advisory Committee
- Applicants outline what they can contribute to the Community Advisory Committee
- Existing representatives eligible to reapply.

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Operational Guidelines and Terms of Reference

- A model “Operational Guidelines/Terms of Reference” document is Attachment 1 to this report
- This model approach increases consistency between the Community Advisory Committees regarding a range of operational protocols
- The Terms of Reference component will be tailored to the particular interest area of the group and will outline goals that relate back to Council’s Community Strategic Plan
- The Terms of Reference for each of the Community Advisory Committees will be determined prior to calling for expressions of interest for members.

Reporting

- Meeting date schedules and agendas for upcoming meetings to be placed in the Councillor newsletter and the corporate calendar
- Minutes of meetings to be reported to Councillors via a Council report or a Councillor newsletter item
- Each committee to present an annual report to Council on their achievements and forward programme.

**OTHER COMMITTEES OF COUNCIL**

Note that Council currently convenes (or is involved in) a range of other committees that are **not the subject of this report**:

Five legislated Committees convened by Council:

- Traffic Committee
- Audit Committee
- Conduct Committee
- Picton Flood Plain Risk Management Committee
- Local Emergency Management Committee.

Two other non-legislated committees and advisory groups convened by Council:

- Leisure Centre Users’ Group
- Australia Day Committee.

Almost 20 external committees and working groups run by other agencies that Council participates in.

Six “355 Committees” are facilitated by Council but Council is not directly involved in the running of these committees.

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**COMMUNITY ADVISORY COMMITTEES DURING THE LAST COUNCIL TERM**

In the 2012 - 2016 term of Council there were nine (9) Community Advisory Committees.

- Companion Animals Reference Committee
- Disability Access Advisory Committee
- Economic Development Advisory Group
- Environment & Heritage Committee
- Minerals & Energy Resources Committee
- Road Safety Group
- Rural Industry Liaison Committee
- Transport Advisory Committee
- Youth Advisory Committee.

**PROPOSAL**

For consistency in naming, and to reinforce the “advisory” role of the committees it is proposed that they all be referred to as Advisory Committees.

Following preliminary discussions with Councillors and Executive staff at a strategic planning day held on 19 November 2016, it is proposed that there be nine (9) Community Advisory Committees during the 2016 – 2020 term of Council:

- Youth Advisory Committee
- Disability Access Advisory Committee
- Rural Industry Advisory Committee
- Companion Animals Advisory Committee
- Economic Development Advisory Committee
- Tourism and Heritage Advisory Committee
- Road Safety Advisory Committee
- Minerals, Energy Resources and Environment Advisory Committee
- Transport Advisory Committee.

Note 2 significant changes:

- The introduction of a new **Tourism and Heritage Advisory Committee**. This reflects the Councillors’ stated objective of making tourism a greater strategic priority. The incorporation of “heritage” into that committee is based on the close synergy between heritage promotion and tourism.
- The amalgamation of mining issues and environment issues into a new **Minerals, Energy Resources and Environment Advisory Committee**.

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**FINANCIAL IMPLICATIONS**

Although there are changes to the committee structure proposed there is no net increase in the number of committees, so in overall terms the resourcing implications for the organisation do not change.

**ATTACHMENTS IN A SEPARATE BOOKLET**

1. Model “Operational Guidelines/Terms of Reference”.

**RECOMMENDATION**

1. That Council establish the following Community Advisory Committees:
  - Youth Advisory Committee
  - Disability Access Advisory Committee
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  - Companion Animals Advisory Committee
  - Economic Development Advisory Committee
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2. That Council undertake an Expression of Interest process to recruit community members to the above Community Advisory Committees with a view to these committees commencing operation in the first half of 2017.