

POLICY



Date adopted: 30/05/2017
File no: 128718-1
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Policy title: **APPOINTMENT OF ADVISORY COMMITTEES**

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To assist in the implementation of Local Law No. 1 (Meetings) 1997 by providing the process for the appointment of advisory committees.

Policy scope:

This policy should be read in conjunction with section 264 (Appointment of committees) and section 265 (advisory committees) of the Local Government Regulation 2012.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. Decision to create an advisory committee
 - (a) The Council may propose to create an advisory committee.
 - (b) The decision of the Council to propose to create an advisory committee should direct the Chief Executive Officer to prepare a report for the Council for the adoption of an advisory committee in accordance with section 2 (procedure for appointment of advisory committees) of this policy.
 - (c) The advisory committee must be appointed in accordance with section 265 (advisory committees) of the Local Government Regulation 2012 upon adoption of a report by the Chief Executive Officer which details the advisory committee's attributes in accordance with section 2 of this policy.
2. Procedure for appointment of advisory committees

When resolving to appoint an advisory committee, the Council is required to determine the following attributes of the advisory committee:

 - (a) the name of the advisory committee
 - (b) the responsibilities of the advisory committee
 - (c) the membership of the advisory committee
 - (d) appointment of the chairperson where the chairperson is to be appointed by resolution of the Council or delegation of authority to the advisory committee to appoint its own chairperson
 - (e) setting the advisory committee quorum

- (f) delegations of the advisory committee and any necessary delegations to employees of the Council
- (g) determine if a subordinate local law for the conduct of the advisory committee is required.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Legislation	Local Government Regulation 2012