

MACKAY REGIONAL COUNCIL STRATEGIC ADVISORY COMMITTEE TERMS OF REFERENCE

1. Scope

Based on the themes from Council's Corporate Plan 2016-2021, the Strategic Advisory Committee will provide advice to Council on strategic direction for the areas of –

- Regional Economy
 - Community Pride
 - Regional Identity
 - Economy
- Community Education and Environment
 - Health and Wellbeing
 - Environment
 - Life Long Learning
- Infrastructure and Performance
 - Organisational Performance
 - Roads and Drainage
 - Water and Waste
 - Capital Delivery

, specifically regarding current and emerging issues and opportunities within the Mackay Regional Council area.

2. Aim

To provide a targeted forum for identifying strategy, issues and opportunities.

3. Role

The role of this Committee is to be strategically focussed on issues and opportunities relevant to the whole community and to;

- Make recommendations for development of associated strategies;and
- Make recommendations on provision of resources to enable the development of associated strategies;and
- Review progress of identified Council strategies under development;and
- Review progress of works underway in achieving Council adopted Strategies;and
- Identify any areas that require specific strategic direction by Council for the delivery of associated services to the community.

4. Responsibilities

The responsibilities of the Advisory Committee are to:

- Identify required strategies;and
- Participate in strategising activities to resolve issues and/or develop projects;and
- Liaise and engage with identified Council Departments and community as required;and
- Track the development and progress of strategy development;and
- Provide a link between the relevant Council Department(s) and Council;and
- Formally report to Council's Ordinary Meeting on a regular basis.

5. Membership

5.1 Key Representation

- Membership will be made up of Councillors, and key Council staff

5.2 Composition of Membership

Councillor Membership

- All Councillors will be members of the Advisory Committee

Chair

- The Chair of the Advisory Committee will be the Mayor
- The role of the Chair is in undertaking chairing of the meeting
- In the absence of the Mayor as Chair for any meeting, the Deputy Mayor will Chair the meeting.
- In the absence of both the Mayor and Deputy Mayor, the Committee will at that meeting decide on a Councillor member to act as Chair for that meeting

Council Officers

- Chief Executive Officer
- All Departmental Directors

Other Council officers may attend individual meetings as required for specific topics at the invitation of the Chairperson, Chief Executive Officer, or appointed Director.

6. Working Groups

Within each identified key area are a number of sub-areas, which could benefit from a smaller focus group for each.

These working groups will operate as an when required on an informal basis, and report back to the Advisory Committee

Noting the ability for the Advisory Committee to itself amend appointees for working groups, the below are listed as the initial working group members for specific areas –

- **Regional Economy Working Group**

- Community Pride
- Regional Identity
- Economy

Members

- Mayor
- Deputy Mayor
- Cr Justin Englert
- Cr Ross Gee
- Chief Executive Officer
- Director Community and Client Services
- Director Development Services

- **Community Education and Environment Working Group**

- Health and Wellbeing
- Environment
- Life Long Learning

Members

- Mayor
- Deputy Mayor
- Cr Fran Mann
- Cr Karen May
- Chief Executive Officer
- Director Community and Client Services
- Director Development Services

- **Infrastructure and Performance Working Group**

- Organisational Performance
- Roads and Drainage
- Water and Waste
- Capital Delivery

Members

- Mayor
- Deputy Mayor
- Cr Martin Bella
- Cr Ayril Paton
- Cr Laurence Bonaventura

- Cr Ross Walker
- Cr Kevin Casey
- Chief Executive Officer
- Director Engineering and Commercial Infrastructure
- Director Capital Delivery
- Director Organisational Services

7. Quorum

- A quorum of the Advisory Committee is a majority of its members (and a majority of Councillor members).
- If the number of members (either in total or of Councillor members) is an even number, one-half of the applicable number is a quorum.

8. Frequency of Meetings

Advisory Committee meetings are proposed to be held on a monthly basis.

However, the Chairperson in consultation with the Committee may amend meetings as required depending on required agenda items and availability of members.

9. Delegation of Powers

The Advisory Committee is established by Council resolution per the provisions of section 264 of the *Local Government Regulation 2012*.

Unlike a Standing Committee (section 257 of the *Local Government Act 2009*), an Advisory Committee is not able to be delegated any powers and therefore does not hold any delegated authorisation from Council, or separate Budget or financial delegation approval.

Similarly, the Chair of the Advisory Committee has no delegated powers other than the task of chairing the meeting.

10. Reporting Requirements

Following an Advisory Committee meeting, the minutes and any recommendations of will be presented for consideration to Council's next available Ordinary Meeting.

11. Review of Terms of Reference

To be reviewed biennially - at the commencement and midway through term of Council.