

1. INTENT

- 1.1 To give representatives from community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the proposed Miners Memorial, to be unveiled in 2023.
- 1.2 To assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to this celebration.

2. SCOPE

- 2.1 The terms of reference apply to all Miners Memorial committee members.

3. POWERS OF COMMITTEE

- 3.1 This committee is an advisory committee to Council pursuant to section 264 1(b) of the *Local Government Regulation 2012* and Council's Advisory Committees Policy applies to this committee.

4. PURPOSE

- 4.1 The functions of the Miners Memorial Advisory Committee shall include but not be limited to:
 - Planning and policy development
 - Strategic program reviews
 - Facilitation of partnerships, community, and user participation programs
 - Provision of support to specific project working groups established by Council from time to time.
- 4.2 The Miners Memorial Advisory Committee may form sub-groups for addressing particular tasks and may choose the membership of such-groups by consensus.

5. MEMBERSHIP

- 5.1 Membership will be resolved by Council from time to time.
- 5.2 Changes to the membership may be proposed to Council by the Advisory Committee Chair through whatever process they deem suitable.
- 5.3 Chairperson: <Insert Name> <Insert Resolution Number>
- 5.4 The Advisory Group will include the Mayor and 2 nominated councillors as ex-officio members
- 5.5 As a guide, membership of the Advisory Group should also consist of:
 - 2 prominent residents from the Region
 - 2 prominent representatives from community organisations working with the community
 - 2 representatives from prominent and long-standing businesses in the region
 - The Council Executive responsible for Community Events and Promotion
 - A representative from the Queensland State Government

6. COMMITTEE TERM

6.1 The term of the Advisory Committee is 3 years from <date>

7. MEETINGS

7.1 Meetings shall be at least quarterly (every three months).

7.2 Attendance may be available through electronic means.

7.3 The Quorum for the Advisory Group will be 50% of members.

7.4 If the Chair is unable to attend a meeting, a Councillor will stand in as Chair.

7.5 Discussion at the Advisory Group meetings will be managed through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days before the meeting. The agenda will be circulated to all members five days prior to the meeting.

7.6 All members will ensure there is appropriate and suitable representation at meetings unless alternative arrangements such as reports submitted prior to the meetings.

7.7 The responsibility for normal day to day operational matters relating to the Miners Memorial will be handled through the normal management structure of Council.

7.8 The Advisory Group will formulate and make recommendations in a consensus decision making approach to inform the decision-making framework for strategic development.

7.9 Accurate and concise minutes will be recorded at each meeting and all agreed actions will include the responsible person's name and an action due date. The minutes will be distributed to each member prior to the next meeting for confirmation as a true and accurate record at that meeting.

7.10 Minutes will be reported to the next available Ordinary Council meeting.

8. PERFORMANCE EVALUATION

8.1 The Advisory Committee will undertake an annual performance assessment of the committee against these terms of reference and Advisory Committees Policy.

9. RESPONSIBILITY

9.1 Council is responsible for the adoption, amendment and repeal of these Terms of Reference.

9.2 Advisory Committee Members are responsible for:

- Attending meetings
- Preparing and presenting reports as requested by the Chairperson
- Assisting with development of strategies or policies
- Actively promoting discussion within the community and source feedback.

9.3 The Miners Memorial Advisory Committee does not have the power to incur expenditure.

9.4 The Advisory Committee makes recommendations to Council.

9.5 All Group members as well as other participants are expected to observe the following protocols:

- Be courteous to other participants, Council staff and Councillors
- Help to create an environment that is free of harassment and discrimination
- Protect the health, safety and welfare of yourself and others at meetings and related activities
- Actively participate with the regions' promotion in mind.

9.6 Mount Isa City Council will provide administrative support to the function of the Advisory Group through

- Preparation and distribution of agenda for meetings
- Administrative arrangements for meetings
- Ensure all Advisory Group records are maintained in Council's record keeping systems
- Ensures information is accessible to all group members; and Minutes of proceedings taken and distributed in a timely manner.



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David Keenan
Chief Executive Officer