

The Great Wheelbarrow Race Advisory Committee Charter

Policy Type	Council Committee Charter	Version:	1.0
Responsible Officer:	Chief Executive Officer	Date Approved:	14/10/2020
Review Officer:	Chief Executive Officer	Review Due:	01/10/2023
Author:	Senior Compliance Officer	Commencement:	14/10/2020

1. PURPOSE

The Great Wheelbarrow Race Advisory Committee ("**the Committee**") is established as a special committee¹ of the Mareeba Shire Council ("**Council**") and shall exist for the purpose of annually organising The Great Wheelbarrow Race event.

This Charter sets out the roles and responsibilities of the Committee in the interest of probity, assurance and good governance.

2. SCOPE

This Charter applies to all members of the Committee and to all the activities of the Committee.

3. CHARTER STATEMENT

COMPOSITION

The Committee will comprise of at least seven (7) members and a maximum of eleven (11) members of which at least one (1) member shall be a Councillor as appointed by Council. The Chair of the Committee shall be a Councillor or member of the Committee appointed by Council.

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of full Council or acceptance of a resignation. In the event of a Councillor resigning their position on the Committee, the full Council will nominate a Councillor to fill the vacant position.

An external member shall be appointed for a period of four (4) years, with an option to extend for one year. Appointments of external members shall be made by way of a public advertisement; an evaluation of candidates and a recommendation for appointment put to Council. The external member may not be a Council officer, employee or contractor and must have experience and skills in event management and demonstrate community involvement. The evaluation of potential external members will be undertaken by the Mayor or a nominated Councillor; Chief Executive Officer and if appropriate the Chair.

¹ See *Local Government Regulation 2012* s 264(1)(a).

THE ROLE OF THE CORPORATE COMMUNICATIONS OFFICER

Council's Corporate Communications Officer is responsible for the overall coordination and running of the event. Working closely with the Chair of the Committee, the Corporate Communication Officer will provide administrative, event, risk management and financial advice and support to the Committee. As the Council Officer charged with organising the event, they will be responsible for taking minutes and keeping records of all activities related to the event. The Corporate Communications Officer reports directly to the Chief Executive Officer.

MEETINGS

The Committee meets as often as it determines, but not less than two (2) times per year. Meetings of the Committee are held at the times and places decided by the Committee².

Quorum for the Committee shall be the majority of its members however if the number of members is an even number, one-half of the number is a quorum. The meeting will proceed only if a quorum is present. The Chairperson shall preside or if the Chairperson is absent, the member chosen by the members present as Chairperson for the meeting presides.³

The Mayor has a standing invitation to attend the meetings. Non-member Councillors may attend in observer mode but must first request confirmation from the Chair regarding planned attendance, in advance of the meeting.

The Committee Chair may invite any Council officers to attend Committee meetings as and when required to assist the Committee.

The Chairperson of the Committee shall attend a Council meeting on an annual basis to formally report on the progress of the Committee.

Meetings shall be conducted in accordance with the Council's *Handbook for Advisory Committees*.

RESPONSIBILITIES

The Committee will liaise closely with Council to carry out its responsibilities. However, the Committee has no expressed or implied executive power or authority.

The roles and responsibilities of individual Committee members are determined by the Chair and Committee members.

The Committee acting for Council as a public entity,⁴ will observe, promote, give proper consideration to and make decisions compatibly with the *Human Rights Act 2019* (Qld).

4. REPORTING

The Corporate Communications Officer is responsible for taking minutes and keeping records of all activities related to the event.

² Ibid s 268.

³ See *Local Government Regulation 2012* (Qld) ss 269(1)-(2). See also *Handbook for advisory Committees* (MSC) s 3.4.3.

⁴ See *Human Rights Act 2019* (Qld) s 9(1).

The Corporate Communications Officer will forward a copy of all meeting minutes to Council's Mayor and Chief Executive Officer within 14 days from the date of each meeting.⁵

5. DEFINITIONS

Nil.

6. RELATED DOCUMENTS AND REFERENCES

Handbook for Advisory Committees (MSC)

Human Rights Act 2019 (Qld)

Local Government Regulation 2012 (Qld)

7. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three (4) years or as required by Council.

⁵ See *Handbook for advisory Committees (MSC)* s 3.4.6.