

Advisory and other committees policy

Policy No. 0093.100.E.R

1 Purpose

The purpose of this policy is to provide a framework for the establishment of an advisory or other committee of Council to ensure compliance to the *Local Government Act 2019* (the Act).

2 Scope

This policy applies to committee established in accordance with section 83 of the Act that are advisory in nature. This policy does not apply to Executive Committees.

3 Policy statement, procedure or guidance

Council may appoint committees that are advisory in nature, to provide input and overview to Council on a specific topic.

The committees are formed as per the criteria in **Attachment A**.

- promote the awareness of a specific topic within Council and the community
- advise Council on current and emerging issues
- provide a process for input into the planning and provision of services and facilities
- provide a process for feedback from Council to the community.

Advisory and other committees will report directly to Council or as determined by the committee terms of reference. All committees will have a term of reference.

The Chair of an advisory and other committee will be appointed by Council and can be an elected member or member of the community. Workplace participants are not permitted to be appointed as Chair or act as Chair at a meeting of an advisory committee.

Advisory and other committees will be resourced by workplace participants of the responsible department.

Membership of advisory and other committees will include elected members and members of the community and both individual members and member organisations.

3.1 Membership of advisory and other committees

Membership of advisory and other committees will be as stated in the terms of reference.

Members may include elected members, workplace participants and members of the community.

A member organisation representative will nominate one delegate from the organisation they are representing.

The alternate elected member is to be an observer and not to seek to vote or comment. If the elected member representative is unable to attend, then the alternate elected member steps in as the elected member representative.

Membership of Council committees will be representative of the diversity of needs and issues relating to the specific topic of the committee.

Committee members will be selected based on skills or a knowledge base relevant to the committee.

External members will be called by a public expression of interest as determined by the Chief Executive Officer (CEO).

All members of the committee will be asked to sign the terms of reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the Act as member of a Council committee.

Members will be appointed for a term as outlined in the relevant committees terms of reference.

3.2 Administration of advisory and other committees

Each committee will have a terms of reference that determines the purpose and scope of the committee, authority, roles, meeting frequency and cycles, membership, conduct and compliance requirements.

Advisory and other committees will be administered by workplace participants from the responsible department and the Office of the Lord Mayor and CEO will monitor compliance and adherence to the Act.

Version:	Decision Number:	Adoption Date:	Next Review Date:
2	ORD117/25	25 March 2025	25 March 2029

Responsible Officer: Chief Executive Officer

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4 Definitions

Advisory committee means a committee established by resolution of Council, consisting of a group of suitably experienced people appointed to give considered advice, recommendations in connection with a business, corporate or other organisational purpose.

Alternate elected member means an observer, who will receive papers and meeting invitations. They are not to participate during the meeting unless the elected member representative is unable to attend.

Committee member means an individual person who is appointed on committee in their own right.

Council committee means a committee established by resolution of Council.

Executive committee means the assigned function of the committee are executive in nature.

Member organisation means an organisation or group that has membership of a committee that is not dedicated to a specific person.

Member organisation representative means a person representing a member organisation.

Other committees means Council committees which are not executive, legislative or advisory in nature.

Proxy means a person who is representing a committee member, or member organisation representative. They can speak and vote on behalf of the person they are proxy for.

5 Legislative references

Local Government Act 2019

Local Government (General) Regulations 2021

6 Procedures / related documents

Council Committee Terms of Reference

Elected Member Protocol and Interactions Policy

Meetings Policy

Breach of Code of Conduct - Elected Members

7 Responsibility / application

The CEO is responsible for ensuring this policy is understood and adhered to. This policy will be reviewed every four years, or as required.

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Attachment A

Advisory committee
Established by and reports to Council
Membership determined and appointed by Council
Chair appointed by Council
Must have quorum to hold a meeting
Terms of Reference
Its role relates to ongoing need for consulting/engaging the community in strategies of significant importance to the community and Council
Resourced by Council and administered by workplace participants from the responsible department and the Office of the Lord Mayor and CEO will monitor compliance and adherence to the Act

Steering committee
Established by Council as a group to provide strategic oversight of a specific Council initiative or project
Members may include elected members, staff and members of the community
Administered by workplace participants from the responsible department and the Office of the Lord Mayor and CEO will monitor compliance and adherence to the Act
Resourced by the responsible department
The term of a steering committee is determined by Council via the committee terms of reference

Working group	Project group
Is established by a General Manager	Can be established by Council, the CEO or a General Manager
The committee will consider matters related to its purpose	The agenda considers matters specific to the project
Is resourced and administered by the responsible department of Council	Is resourced and administered by the responsible department of Council
Members may include elected members, staff and members of the community	Members may include elected members, staff and members of the community
A working group will generally have a start and end date as determined by the terms of reference.	Council, or the Senior Leadership Team in their own capacity may act as a project group
	Council is a representative member
	Exists only for the lifespan of the project.

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