

1 PURPOSE

The purpose of this Policy is to provide a framework for the establishment of an Advisory Committee or other committee of Council to ensure compliance to the Local Government Act 2008 and guide consistent practice in the way Advisory and Other Committees are formed and operate.

2 SCOPE

This policy applies to Committee established in accordance with section 54 of the Local Government Act 2019 that are advisory in nature. This policy does not apply to Executive Committees.

3 POLICY STATEMENT

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**.

Committees that are advisory in nature:

- 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; and
- provide a process for feedback from council to the community.

Advisory 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 Committee will be appointed by Council and can be an Elected Member or member of the community. Staff are not permitted to be appointed as Chair or act as Chair at a meeting of an Advisory Committee.

Advisory Committees will be resourced by Council staff of the relevant council department.

Membership of Advisory Committees 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 Committees and other committees will be as stated in the Terms of Reference.

Members may include Elected Members, staff and members of the community;

Advisory and Other Committees – 093		Page 1 of 4
Version: 1	Decision Number: ORD245/20	Adoption Date: 27/10/2020
Responsible Officer: GM Government Relations & External Affairs		Next Review Date: 27/10/2024



A Member Organisation Representative will nominate one delegate from the organisation they are representing.

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 Council's Chief Executive Officer.

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 Local Government Act 2019 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 Committees will be administered by Council's Governance Relations and External Affairs Department who will monitor compliance and adherence to the Local Government Act.

4 DEFINITIONS

Council Committee – a Committee established by resolution of Council

Advisory Committee – 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

Executive Committees – the assigned function of the committee are Executive in nature

Committee Member – An individual person who is appointed on committee in their own right

Member Organisation – An organisation or group that has membership of a committee that is not dedicated to a specific person.

Member Organisation Representative – The person representing a member organisation.

Proxy – A person who is representing a committee member, or Member Organisation Representative. They are able to speak and vote on behalf of the person they are proxy for.

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

5 LEGISLATIVE REFERENCES

Local Government Act 2019

Advisory and Other Committees - 093		Page 2 of 4
Version: 1	Decision Number: ORD245/20	Adoption Date: 27/10/2020
Responsible Officer: GM Government Relations & External Affairs		Next Review Date: 27/10/2024



6 PROCEDURES AND RELATED DOCUMENTS

- Code of Meeting Practice
- Conflict of Interest Policy
- Committee Terms of Reference

7 RESPONSIBILITY AND APPLICATION

The Chief Executive Officer is responsible for implementing this policy.

The General Manager Government Relations and External Affairs is responsible for resourcing the administration of Advisory Committees.

Advisory and Other Committees - 093		Page 3 of 4
Version: 1	Decision Number: ORD245/20	Adoption Date: 27/10/2020
Responsible Officer: GM Government Relations & External Affairs		Next Review Date: 27/10/2024

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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;
- Is resourced by Council and administered by the Government Relations and External Affairs Department

Steering Committee

- Is 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 the Government Relations and External Affairs Department
- Is resourced by the responsible Department
- The term of a steering committee is determined by Council via the Committee Terms of Reference

Working Group

- Is established by a General Manager
- The committee will consider matters related to its purpose
- Is resourced and administered by the responsible Department of Council
- 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.

Project Group

- Can be established by Council or the Chief Executive Officer or a General Manager
- The agenda considers matters specific to the project
- Is resourced and administered by the responsible Department of Council
- Members may include Elected Members, staff and members of the community
- Council, SDG or SLT in their own capacity may act as a project group
- Council is a representative member; and
- It exists only for the lifespan of the project

Advisory and Other Committees - 093		Page 4 of 4
Version: 1	Decision Number: ORD245/20	Adoption Date: 27/10/2020
Responsible Officer: GM Government Relations & External Affairs		Next Review Date: 27/10/2024

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