

Policy Title	Committees Policy
Council Resolution	Item 16 (30 July 2018) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<u>Leading our Community</u> 4.1 Govern in the best interests of our community' 4.1.1 Manage Council for maximum efficiency, accountability and transparency. 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes. 4.2 Prioritise resources to achieve our communities' goals. 4.2.1 Deploy the Council's resources effectively to deliver value 4.3 Build strong relationships to deliver our communities' goals. 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.
ECM	Council Policy

PURPOSE

This policy sets out the framework which governs how committees administered by Council are structured and operate and provides direction on the role and purpose of the different types of committees.

SCOPE

This policy applies to committees of Council and external bodies on which Council is represented.

It does not apply to:

- (a) a committee, working group, steering group or other body established by Council management and comprised entirely of Council Staff, irrespective of whether that committee reports back to Council, and
- (b) Council's Audit Panel, which is established and administered in accordance with Part 8, Division 4 of the Act.

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>

DEFINITIONS

Act	the <i>Local Government Act 1993</i>
committee	any committee or other body established by Council over which Council has control, whether comprised of Aldermen, independent persons, or both, and includes, but is not limited to— (a) a Council Committee (b) a Special Committee, and

	(c) an Internal Committee.
Committees Officer	the officer appointed under clause 2.2 of this policy
Committees Register	the register described in clause 2.1 of this policy
Council Committee	See clause 1.3
Internal Committee	See clause 1.3
external body	See clause 1.3
General Manager	the General Manager of Council, or delegate
Procedure	The Committees Guide and Procedure made under this policy, as amended from time to time.
Regulations	the <i>Local Government (Meeting Procedures) Regulations 2015</i>
Responsible Officer	A Council employee, who is appointed under clause 2.3 to provide administrative support to a committee or external body.
Special Committee	See clause 1.3

POLICY STATEMENT

1. Introduction

1.1 Objects of Policy

This policy:

- (a) defines the various types of committees established by Council and their respective roles
- (b) establishes standard operating and reporting requirements for each type of committee, and
- (c) provides for centralised oversight of committees within Council.

1.2 Committees Guide and Procedure

This policy will be supported by a Committees Guide and Procedure which will set out particular rules, requirements, procedures and other matters related to the formation and administration of committees and external bodies.

1.3 Committees Structure

The types of Committees established and administered by Council to which this Policy applies fall into the following categories:

Council Committee	Committees established by a Council resolution made under section 23 of the Act. Council Committees assist Council in carrying out its functions under the Act or any other Act. Council Committees are constituted by Aldermen only.
Special Committee	Committees established by a Council resolution made under section 24 of the Act. A Special Committee is established to oversee or implement a project, plan, strategy or event, and should be directly aligned with a strategic objective of Council. Special Committees can be constituted by anyone, including Aldermen.
Internal Committee	Committees or other bodies established by Council over which Council has control. An Internal Committees is formed to oversee and implement a project,

	<p>plan, strategy or event, but do not necessarily align with a strategic objective. Internal Committees may be working groups, steering groups, organising committees, taskforces and other groups.</p> <p>Internal Committee can be constituted by anyone, including Aldermen.</p>
external body	<p>Committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.</p>

1.4 Nominations and Appointment to Committees and External Bodies

Nominations and appointments to committees and external bodies must be made in accordance with the Nominations Policy.

2. Administration of committees

2.1 Committees Register

Council will establish and maintain a central Committees Register.

The Committees Register is to provide an easily accessible record of the current status of the committees and external bodies under Council's direction.

2.2 Committees Officer

The Manager, Community and Customer Service (or equivalent position) is designated as the Committees Officer.

The Committees Officer will be responsible for the administration and oversight of committees and will be the central point for any inquiries about committees and external bodies.

The responsibilities of the Committees Officer are to be detailed in the Procedure.

2.3 Responsible Officers

Every committee is required to appoint a Responsible Officer who is responsible for administrative matters related to the committee. A Responsible Officer will generally be a member of Council Staff.

The responsibilities of Responsible Officers are to be detailed in the Procedure.

2.4 Committee Terms of Reference

Committees and external bodies must adopt a Terms of Reference which records key information about the committee.

Terms of Reference are to be in a standard form, and contain the information specified in the Procedure.

2.5 Retention of Committee Records (ECM)

All documents relating to committees are to be stored in a central location in Council's document management system (currently Technology One's 'ECM' platform).

3. Reporting Requirements

3.1 Annual Committees Report to Council

Council is to receive an annual update on the performance and activities of all committees and external bodies. The Annual Report will ordinarily be provided in July or August and detail activities for the preceding financial year.

The report is to be compiled by the Committees Officer and based on the annual reports to be provided by each committee and external body (see 3.3 and 3.4, below).

3.2 Council committees

This policy does not impose any mandatory reporting requirements for Council Committees.

3.3 Special Committees and Internal Committees

Special committees and Internal Committees are to provide, at a minimum, an annual report to Council through the Committees Officer summarising the committee's activities.

The form of and information to be included in the annual reports will be specified in the procedure.

Special Committees may also be required to provide progress updates to Council on the specific project, plan, strategy or event it is responsible for overseeing. The frequency and format of any additional reporting requirements will be set out in the Special Committee's Terms of Reference.

3.4 External bodies

Council representatives on external bodies are to provide an annual report to Council through the Committees Officer on the external body's activities for the preceding year. The report is to be in a standard form approved by the General Manager.

The form of and information to be included in these reports will be specified in the Procedure.

4. Abolition of committees

4.1 Resolution required

Where a committee is no longer required (for example, because the project the committee was overseeing has finished), a recommendation should be made that Council resolves to abolish the committee.

5. Work health and safety

Anyone attending a committee meeting, or performing any other committee business, is bound and protected by Council's policies relating to workplace health and safety, bullying and harassment.

Without limiting the requirements of those policies, members of committees must not subject others to bullying, harassment or any other behaviour which may endanger personal health and safety.

BACKGROUND

To assist in carrying out its functions under the Act, Council establishes and oversees a number of different committees.

To ensure that it obtains maximum value from the use of committees and that committees continue to operate efficiently, Council must remain informed as to the activities and composition of each committee.