

PURPOSE

This policy provides direction on the purpose, formation, constitution and procedures of committees and Council groups established by Council and Council management. It is also intended to ensure adequate monitoring of External Groups on which Council is represented. This policy provides the framework in which committees, Council Groups and External Groups will operate.

SCOPE

This policy applies to Council Committees (s. 23 LG Act), Special Committees (s. 24 LG Act) and other Council groups. It also applies to external groups/committees to the extent that it is necessary to record key details Council's representation on, and the purpose of, those groups.

This policy does not apply to:

- (a) a working group, steering group or other Group established by Council management that does not include Aldermanic representation, irrespective of whether that group reports back to Council, and
- (b) Council's Audit Panel established under Part 8, Division 4 of the LG Act.

STRATEGIC PLAN ALIGNMENT

Making Lives Better

- | | |
|----------------|--|
| Objective 1.1 | Know our communities and what they value |
| Strategy 1.1.1 | Guide decision making through continued community engagement based on our community plan |

Leading Our Community

- | | |
|----------------|--|
| Objective 4.1 | Govern in the best interests of our community |
| Strategy 4.1.1 | Manage Council for maximum efficiency, accountability and transparency |
| Strategy 4.1.3 | Maximise regulatory compliance in Council and the community through our systems and processes |
| Objective 4.2 | Prioritise our resources to achieve our community's goals |
| Strategy 4.2.1 | Deploy the Council's resources effectively to deliver value |
| Strategy 4.3.2 | Partner with community groups, business and not for profit organisations to achieve community outcomes |
| Strategy 4.3.3 | Partner with other councils and regional organisations to achieve community outcomes |

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> <i>Archives Act 1983</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	N/A

DEFINITIONS

LG Act	the <i>Local Government Act 1993</i>
Committee	a Council Committee, a Special Committee, or a Council Group, as applicable
Committees Officer	the officer appointed under clause 3.2 of this policy
Committees Register	the register described in clause 3.1 of this policy
Council Committee	See clause 2.1
Council Group	See clause 2.3
Council Staff	an employee of the Council acting in their capacity as a Council officer
External Group	See clause 2.4
General Manager	the General Manager of Council, or delegate
Regulations	the <i>Local Government (Meeting Procedures) Regulations 2015</i>
Responsible Officer	See clause 3.2
Special Committee	See clause 2.2

POLICY STATEMENT

1. INTRODUCTION

1.1 Role of Committees

Committees and other Council Groups play a critical role in implementing the plans, strategies, policies, procedures and decisions of Council.

The use of committees and Council Groups is an effective means of managing the business of Council and allowing it to perform its functions under the LG Act and other legislation. They provide leadership, collaboration, and direction, and allow Council to progress the LG Actions it takes to achieve its objectives.

To achieve maximum value from the use of committees and Council Groups, Council must be properly informed of the purpose, constitution and activities of any committee/ Council Group under its direction. This is particularly important where committee has been allocated funds from Council's budget.

1.2 Objects of Policy

This policy provides the framework for the management of committees and other Council Groups established by Council. Its object is to facilitate an effective, efficient and valuable committees program for Council. It does this by:

- (a) defining the various types of committees and Council Groups established by Council and their respective roles
- (b) establishing standard requirements for each type of committee/ Council Group
- (c) providing for:
 - (i) an effective reporting system for committees, Council Groups and External Groups, so that Council is properly informed as to their ongoing activities to aid in its decision making about each committee's ongoing role, and
 - (ii) the centralisation of the administration of committees within Council by providing for a Committees and Council Groups Register and providing a single point of contact within Council.

It is also an object of this policy that the number of committees that Council oversees and is monitored with a view to reducing the total number of committees within the program, and that any committee that is not providing value for Council is abolished or its terms of reference reviewed.

1.3 Reference Group Toolkit

This policy is supported by a Toolkit which aids in selecting the most appropriate Council Group to use. It also provides sample terms of reference and a meeting minutes template.

2. TYPES OF COMMITTEES

Committees established and administered by Council fall into three categories:

- (a) Council Committees
- (b) Special Committees, and
- (c) Council Groups.

Separate to committees established by Council are External Groups on which Council is represented.

Each serves a different purpose and has different requirements in-terms of the way that they are established, comprised and report back to Council on their activities.

2.1 Council Committees

A Council Committee is a committee established by a Council resolution made under section 23 of the LG Act.

Section 23(1) of the LG Act provides that Council Committees assist Council in carrying out its functions under the LG Act or any other Act.

Council Committees typically manage high-level business related to Council's operations and have formal meeting procedures and other requirements.

2.2 Special Committees

A Special Committee is a committee established under section 24 of the LG Act.

Special Committees are usually formed for a particular purpose or to oversee a particular plan or strategy.

They are not subject to the same strict conditions as Council Committees. However, they should still have formal procedures and reporting requirements. Special Committees are, at times, allocated funds from Council's budget.

2.3 Council Groups

Council Groups are committees or other groups established by Council over which Council has control, whether comprised of Aldermen, independent persons or both, (and whether or not it also includes Council staff members). Council Groups include reference groups, working groups, steering groups, organising committees, taskforces and other groups.

Like Special Committees, Council Groups are also usually formed for a particular purpose or to oversee a particular plan, strategy, or event. They do not necessarily need operate with the same formality as Special Committees. However, they must still ensure that record keeping and reporting requirements under this policy and the Council approved terms of reference are met.

Council has implemented a Council Reference and Working Groups Toolkit which should be used as a guide in defining which type of group is most suitable.

2.4 External Groups

External Groups are committees or other groups that are established and administered by an external organisation to which representatives of Council have been appointed.

Council should only appoint representatives to External Groups whose purpose is related to the functions of Council, relates in some way to assisting Council to achieve its strategic goals, and/or generally aligns with Council's strategic direction.

Council does not have ordinarily any direct control over External Groups, other than appointing (or nominating) representatives to them. Nevertheless, given the mutual interests of Council and External Groups and the time cost to Council of sending representatives to them, it is important that Council remains informed of their constitution, purpose and activities.

Where Council appoints an Alderman or Council Officer to an external group, the appointment is to be reported to Council's insurance section for inclusion in the Council's liability insurance cover.

2.5 Nominations and Appointments to Committees and Groups

Nominations and appointments of Aldermen to Council committees, groups and External Groups must be made in accordance with Council's Committee Nominations and Appointments Policy.

3. ADMINISTRATION OF COMMITTEES

3.1 Committees Register

Council will establish and maintain a central Committees' Register.

The purpose of the Committees' Register is to provide an easily accessible record of the current status of the committees and Council Groups under Council's direction. It will contain key information about each committee and external group such as name, composition, membership and terms of reference.

Each committee, through its responsible officer, is to be accountable for advising Corporate Governance of any updates that are required to the Committees Register as soon as possible after they arise.

3.2 Committees Officer

The General Manager will appoint a Council employee as the relevant Committee / Council Group Officer. The Committees Officer will normally be the Chair of that Committee or Council Group and will be responsible for the administration and oversight of committees.

The Committees Officer will be the central point for any inquiries about that Committee or Council Group.

3.3 Committee Terms of Reference

Every Committee operating under this policy must adopt a terms of reference.

Terms of reference (**TOR**) are documents which record the critical information about the committee, including its type, purpose, membership, reporting requirements and meeting procedures (as applicable). Council approved terms of reference templates are appended to this policy. Appendix 1 contains s.24 Special Committee TOR. Appendices 2 and 3 contains the TOR for Core Reference Groups and Targeted Reference Groups respectively. Further details are also available in the Reference and Working Group Toolkit.

3.4 External Groups

When seeking nomination of an Alderman or Council Officer, must supply Council with a copy of their TOR for Council records and for insurance purposes.

3.5 Retention of Committee Records (ECM)

A template for Committee and Council Group minutes is included in Appendix 4 for reference.

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

4. REPORTING REQUIREMENTS

4.1 Council Committees

This policy does not impose any mandatory reporting requirements for Council Committees. However, it should be noted that

- where a Council Committee is acting as an 'authority' under the LG Act, there are reporting requirements for the committee under sections 36A and 36B of the LG Act, and
- given the nature of the business conducted by Council committees, it is also expected that committees will provide regular reports to Council about matters which fall within their terms of reference.

4.2 Special Committees and Council Groups

Each Special Committee and Council Group are to provide regular reports to Council summarising their recent activities and containing any other information set out in their approved TOR.

The regular reports will be provided by the Committees Officer who will summarise the key information in an annual Officer's Report to Council. The Committees Officer will also make specific recommendations to Council about the recent activities of each committee / Council Group, consistent with the objects of this Policy and the related TOR of that committee / Council Group.

The form, frequency and information to be included in these reports (and other informal reports) will be specified in the related TOR. Further details are also available in the Reference and Working Group Toolkit.

4.3 External Groups

Council representatives on External Groups will also be required to regularly report back to Council on the committee's activities.

The form, frequency and information to be included in these reports will be specified in the relevant TOR produced to Council.

5. ABOLITION OF COMMITTEES

5.1 Resolution required

A committee will only cease to exist upon the resolution of Council to abolish that committee. Council should ordinarily only vote to abolish a committee on the recommendation of that committee or the General Manager.

A committee may effectively cease to operate if it is no longer required, however a recommendation should be made to Council that the committee be abolished at the first regular report of the committee (under clause 4 of this policy) after its operation ceases.

5.2 Time limitations on Council Groups

Council Groups are subject to limited timeframes before further Council approval must be sought.

Core Reference Groups are subject to either:

- a) Four years; or
- b) Termination upon the declaration of Local Government election results, whichever is the soonest.

Targeted Reference Groups are subject to a maximum one year timeframe before further Council approval must be obtained.

Working Groups are short term (under 12 months) and focussed on delivery of a specific outcome. Working Groups related to significant projects may extend with ELT and Council approval beyond the 12 month term.

6. WORKPLACE HEALTH AND SAFETY

To avoid any doubt, all persons present at committee meetings, or performing any other committee business, are bound and protected by Council's policies relating to workplace health and safety, bullying and harassment.

Members of committees may not subject others to bullying, harassment or any other behaviour which may endanger personal health and safety.

7. BACKGROUND

To assist in carrying out its functions under the LG Act, Council establishes and oversees several different committees and Council Groups.

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

DOCUMENT CONTROL

Version:	3.0	Commencement Date:	1 June 2021
Minutes Reference	Council meeting, 31 May 2021, Item 14		
Previous Versions:	v. 2.0 30 July 2018 (Council meeting, Item 16) v. 1.0 21 November 2016 (Council meeting, Item 13)		
Responsible Directorate	Corporate Services	Controller:	Manager Corporate Governance
ECM Document No.:	#####		

Appendix 1: Special Committee Terms of Reference

NAME OF COMMITTEE

Committee Terms of Reference

Name of Committee	Committee Name
Type of Committee	e.g. Special Committee / Internal Committee
Date of Formation	e.g. 3 November 2016
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	[SPECIAL AND COUNCIL COMMITTEES ONLY]
Responsible Officer	

DELETE ALL RED TEXT AND ITS BORDERS

1.0 Purpose of Committee

1.1 Purpose of Committee and Area of Focus

Brief statement about of the reason that the committee exists and its key objectives. Example (Clauses 1.1 and 1.2 use the Glenorchy Youth Task Force as an example)

The Glenorchy Youth Task Force is a Special Committee that consults with young people in Glenorchy to determine their needs and issues and take action to advance them.

1.2 Terms of Reference

The terms of reference of the committee go here. Terms of reference differ from the purpose of the committee in that they will identify specific issues or areas that the committee examines or actions in the course of its work. These should be numbered in the following format:

- (a) Term of reference 1*
- (b) Term of reference 2, and*
- (c) Etc.*

Example:

The Glenorchy Youth Task Force will have responsibility for:

- (a) Consulting with young people in the Glenorchy Municipality and determining the needs and issues relating to them;
- (b) Representing the identified needs, issues and views of young people to Council;
- (c) Working with Council to identify strategies to respond to the needs and issues of young people in Glenorchy; (etc...)

1.3 Extent of Delegated Authority

Where a committee has been given particular authority by Council or the General Manager, the details should be recorded here. It is important to distinguish between:

- (a) a 'delegation', which is, a specific power held by Council or the General Manager the exercise of which has been delegated to the committee); and*
- (b) an 'authorisation', which is simply an authority to make decisions or carry out a particular action which is not referable to a statutory power.*

This section may not be relevant to all committees. It can be deleted if not. Example (generic example)

2.0 Membership

2.1 Composition

How the committee is constituted. Example:

- Mayor (Chairperson)
- 3 Aldermen, and
- 2 Independent persons

2.2 Current Members

List the names of the current members and their Capacity. Example:

- Alderman #####
- Alderman #####

2.3 Term of Appointment

Identify how long each member is appointed for Examples:

Alderman are appointed for the term of their office each electoral cycle

Independent persons are appointed for 2 years

2.4 Selection and Appointment of Non-Aldermanic Members

Set out the selection process that will be followed if any non-Aldermanic members are required to be appointed (e.g. selection panel assesses on merits and recommendation confirmed at committee meeting).

3.0 Meetings

3.1 Frequency

Identify how often meetings are to be held and, if applicable, where and when. Example:

Meetings are to be held once every three months

Or:

Meetings are to be held on the first Tuesday of each month at 3:00 pm at Council's chambers

Or:

A minimum of two meetings are to be held each year, to be called by the Chair with two weeks' notice.

3.2 Quorum

Identify the number of committee members that makes up a quorum, including any specific office bearers. Example:

4 members, one of whom must be the Mayor.

3.3 Meeting Procedures

Identify any specific procedures that apply to the meeting. This might be by reference to the Local Government (Meeting Procedures) Regulations 2015, to Council's Meetings Policy, or can simply be in bullet point form. Example:

- Meetings are to be conducted formally.
- Meetings must not attendance, apologies, confirm minutes of previous meeting, deal with each item of business separately, and take formal votes about any resolution
- Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.
- Items not on the agenda may be considered with the consent of the Chair.

3.4 Minutes

Identify if, how and by whom minutes are to be recorded, and the degree of formality. Example:

- Minutes are to be recorded.
- Minutes are not required to be in a particular format, but must record the meeting date, start time, location, finish time, attendance, apologies, that minutes of previous meeting were confirmed/not confirmed, brief details of each item of business separately, and details of any votes taken
- Draft Minutes are to be circulated to members within one week of a meeting.

Or:

- Minutes are required to provide only the date and time of the meeting, who was in attendance, and a brief summary of the outcomes of the meeting and any actions to be taken.

Or:

- Formal minutes are not required, but the details of the date, time and location of the meeting must kept on record.

4.0 Reporting Requirements

4.1 Frequency of Reports

How often formal reports are required and who they are to be provided to. This can be by reference to the Committees Policy (which sets minimum requirements) or otherwise. Examples:

Reports are to be provided to Council in accordance with the requirements in Council's Committees Policy

Or:

In addition to the reporting requirements in Council's Committees Policy, Quarterly Reports are to be provided to the Director, City Services and Infrastructure and an Annual Report presented to Council.

4.2 Content of Reports

Set out the exact requirements that reports are required to capture. Example:

The Annual Report is to provide the information required to be provided in the report required under Council's Committees Policy, as well as:

- A one page report from the Chairperson of the Committee summarising the key outcomes of the year and any recommendations for the following year
- Details of any budgetary requirements for the following financial year and reasons for each request.

Other reports are to be in the form required in Council's Committees Policy

5.0 Other Information

In this section, any other relevant details of the committee can be recorded. Subheadings should be used where appropriate.

6.0 Version History

This section is intended to capture when and why amendments were made to the Committee Detail Sheet. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	First version using new template.
2.0	5 January 2017	Committee resolution	Change to reporting requirements
3.0	23 December 2018	Council resolution	Updated membership following appointment of Aldermen following Council election.

Appendix 2: Core Reference Group Terms of Reference
(NAME OF CORE REFERENCE GROUP)

Terms of Reference: Core Reference Group

Name of Core Reference Group	
Date of Formation	
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	Include Strategic Plan and any relevant strategies / frameworks
Responsible Officer	
Reference Group Review Date (if prior to next LG election)	(Insert date – maximum of 4 years) NOTE: All core reference groups will be subject to Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993).

7.0 Principles

Core Reference Groups are committed to the following principles:

Community: Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.

Creativity: Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.

Sustainability: Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.

Community engagement: Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.

8.0 Purpose

8.1 Purpose of Core Reference Group and Area of Focus¹

¹ To be derived from the situation analysis and community assessment (profile of likely community stakeholders, assets and benefit)

8.2 Specific Terms of Reference ² (objectives) as approved by Council

The specific terms of reference of the reference group go here. Terms of reference differ from the purpose of the reference group in that they will identify specific issues or areas that the reference group examines or actions in the course of its work. These should be numbered in the following format:

- (c) Term of reference 1*
- (d) Term of reference 2, and*
- (e) Etc.*

8.3 Extent of Authority

Unless otherwise explicitly stated in the Council resolution forming the Core Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

9.0 Membership

9.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels and on the Council's website.

Describe the Group's membership (i.e. relevant positions).

- Staff (likely to be Chair, Convenor, minute taker, etc)
- Core members (subject matter experts, representatives of key stakeholders, etc)
- Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction).
- Remaining persons

9.2 Current Members

List the names of the current core members and their Capacity.

- Convenor / Chair
- Minute Taker

9.3 Term of Appointment

Identify how long each member is appointed for.

Applications for convenors, minute takers, etc will be invited (annually, 2 yearly, etc.)

² Detailed objectives to be addressed by this reference group

10.0 Meetings

10.1 Frequency

Identify how often meetings are to be held and, if applicable, where and when

10.2 Quorum

Identify the number of reference group members that makes up a quorum, including any specific office bearers. Example: 5 members one of whom must be the Chair

10.3 Meeting Procedures

Identify any specific procedures that apply to the meeting. This might be by reference to Council's Meetings Policy (if formal meeting arrangements are desired) or can simply be in bullet point form. Example:

- Meetings are to be conducted respectfully.
- Meetings agendas and minutes must include apologies, confirm minutes of previous meeting, deal with each item of business separately, and take formal votes about any resolution
- Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.
- Items not on the agenda may be considered with the consent of the Chair.

10.4 Conflict Resolution

- The Reference Group is not a decision making group, however if a vote is required in order to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally (show of hands) or formally (ballot box voting) depending upon the issue.
- While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.
- It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).

10.5 Minutes

Identify how and by whom minutes are to be recorded, and the degree of formality.

- Minutes are to be recorded.
- Minutes are required to be in a particular format as contained in Appendix 3.
- Draft Minutes are to be circulated to members within 10 working days of a meeting.

11.0 Reporting Requirements

11.1 Frequency of Reports

How often formal reports are required and who they are to be provided to.

Quarterly Reports are to be provided to the sponsoring Manager / Director and circulated to Council outside of the formal Council meeting agenda. An Annual Report must be presented to Council through the formal Council meeting agenda. The reports are to be prepared by the Chair of the Reference Group.

11.2 Content of Reports

Set out the exact requirements that reports are required to capture.

The report, at a minimum, is to provide:

- A one page report from the Chairperson of the Reference group summarising:
 - attendance;
 - the key outcomes of the year;
 - any recommendations for the following year;
 - an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and
 - details of any budgetary requirements for the following financial year and reasons for each request.

12.0 Other Information

In this section, any other relevant details of the reference group can be recorded. Subheadings should be used where appropriate.

13.0 Version History

This section is intended to capture when and why amendments were made to the Reference Group Terms of Reference. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	Council approval of Reference Group creation and TOR
2.0	5 January 2017	Reference group resolution	Change to reporting requirements
3.0	23 December 2018	Council resolution (item 12)	Dissolution of Reference Group

Appendix 3: Targeted Reference Group – Terms of Reference
(NAME OF REFERENCE GROUP)

Terms of Reference: Targeted Reference Group

Name of Reference Group	
Briefly state the Group's Purpose	
Date of Formation	
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	Include Strategic Plan and any relevant strategies / frameworks
Responsible Officer	
Reference Group Review Date (if prior to next LG election)	(Insert date) NOTE: All Targeted Reference Groups will be subject to: <ol style="list-style-type: none"> 1. A maximum term of 1 year; or 2. Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993). (Whichever date is the soonest)

1.0 Principles

Targeted Reference Groups are committed to the following principles:

Community: Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.

Creativity: Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.

Sustainability: Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.

Community engagement: Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.

2.0 Purpose

2.1 Purpose of Targeted Reference Group and Area of Focus³

Describe:

What will a “successful” outcome look like?

What were the understandings gathered from your situation assessment?

Who are the stakeholders?

What specific resources will be allocated?

To what extent are “subject matter experts” required and where will they be sourced?

What internal alignments / interests are there (strategies, frameworks, policies, etc.)?

Who does the Group report their outcomes to?

2.2 Detailed Terms of Reference ⁴ (objectives) as approved by Council

Describe:

Specific stakeholder engagement methodology.

What level of public participation will be used?

How often are progress reports required?

What are the key steps and timing?

How will decision criteria be established and addressed by the Group?

2.3 Extent of Authority

Unless otherwise explicitly stated in the Council resolution forming the Targeted Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

3.0 Membership

3.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels and on the Council’s website.

³ Describe the outcomes derived from the situation assessment

⁴ Include the detailed objectives designed as a result of the situation assessment

- Which Council staff will be involved in this group and what are their roles?
- Who has overall control of the Group to direct its outcomes?
- Who has day to day management of the Group?
- Are communications a key role of this group?

- Staff
- Core members
- Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction).
- Other persons (stakeholders, community, subject matter specialists)

4.0 Meetings

4.1 Frequency

Identify how often meetings are to be held and, if applicable, where and when.

4.2 Quorum

Identify the number of reference group members (Core, Chair, minute taker) that makes up a quorum, including any specific office bearers. Example: 5 members one of whom must be the Chair.

4.3 Meeting Procedures

Identify any specific procedures that apply to the meeting. This might be by reference to Council's Meetings Policy (if formal meeting procedures are required) or can simply be in bullet point form.

- Meetings are to be conducted formally.
- Meetings agendas and minutes must include apologies, confirm minutes of previous meeting, deal with each item of business separately, and take formal votes about any resolution
- Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.
- Items not on the agenda may be considered with the consent of the Chair.

4.4 Conflict Resolution

- The Reference Group is not a decision making group, however if a vote is required to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally (show of hands) or formally (ballot box voting) depending upon the issue.
- While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.

- It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).

4.5 Minutes

Identify how and by whom minutes are to be recorded, and the degree of formality.

- Minutes are to be recorded using the template contained in Appendix 3.
- Draft Minutes are to be circulated to members within 10 working days of a meeting.

5.0 Reporting Requirements

5.1 Frequency of Reports

How often formal reports are required and who they are to be provided to.

Quarterly reports must be provided to the sponsoring Manager /Director and drafted by the Chair of the Reference Group.

A report is to be presented to Council via Council's formal meeting agenda at the conclusion of the Targeted Working Group, but not less than annually by the Chair of the Reference Group.

5.2 Content of Reports

Set out the exact requirements that reports are required to capture.

The report is to provide:

- A one page report from the Chair of the Reference Group summarising:
 - attendance;
 - the key outcomes and achievements of the Group matched to the objectives contained in the terms of reference;
 - an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and
 - any recommendations for future consideration.

6.0 Other Information

In this section, any other relevant details of the reference group can be recorded. Subheadings should be used where appropriate.

7.0 Version History

This section is intended to capture when and why amendments were made to the Reference Group Terms of Reference. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
<i>1.0</i>	<i>3 November 2016</i>	<i>Council Meeting (Item 15)</i>	<i>Council approval of Reference Group creation and TOR</i>

Appendix 4: Committee and Reference Group Minutes Template

(Name of group) MINUTES OF MEETING (DD Month YYYY)	 GLENORCHY CITY COUNCIL
Venue:	Time:

In attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Staff			

Item		Action
1	Acknowledgement of Country	-
2	Minutes (approve / changes) and actions from previous meeting:	
3	Correspondence: 3.1 3.2 etc	
4	Business arising:	
5	Update on projects:	
6	Other Business:	
7	Agenda items for next meeting:	
Next Meeting:		