

## 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 Internal Committees. It also applies to External Bodies 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.

## RELATED DOCUMENTS

- Elected Member Code of Conduct Policy
- Social Media Policy
- Media and Communications Policy
- Election Caretaker Period Policy

## STATUTORY REQUIREMENTS

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

## DEFINITIONS

**Chair** means the person chairing a council committee meeting.

**Committee** means any committee or other body established by Council over which Council has control, whether comprised of Elected Member, independent person, or both and includes, but not limited to:

- (a) A Council Committee
- (b) A Special Committee
- (c) An Internal Committee
- (d) An Audit Panel established under Section 85 of the Act.

**Council Committee** means 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 Elected Member only.

**Council meeting** means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

**External body** means 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.

**Internal Committee** means Committees or other bodies established by Council over which Council has control. An Internal Committee is formed to oversee and implement a project, plan, strategy, or event. Internal Committees may be working groups, steering groups, organising committees, taskforces, and other groups. Internal Committees can be constituted by Elected Members, Council staff and external representatives.

**General Manager** means the General Manager of Council, or delegate.

**Regulations** means the *Local Government (Meeting Procedures) Regulations 2015*.

**Special Committee** means 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. Special Committees can be constituted by anyone, including Elected Members.

## POLICY STATEMENT

### INTRODUCTION

#### Role of Committees

Committees and other External Bodies play a critical role the delivery of Council's Strategic and Annual plan outcomes within budget, using policies and procedures; and to improve Council representation and decision making. They also serve to facilitate communication by Council to the Community.

Committees ensure an effective and efficient process, given the opportunity cost and the limited resources of Council.

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

#### Objectives of this Policy

This policy provides the framework for the management of committees 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 established by Council and their respective roles
- (b) establishing standard requirements for each type of committee
- (c) providing for:
  - i) an effective reporting system for committees and External Bodies, 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 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 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.

## TYPES OF COMMITTEES

Committees established and administered by Council fall into three categories:

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

Separate to committees established by Council are External Bodies 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.

### 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.

### 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.

### Internal Committees

Internal Committees 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 Committees include working groups, steering groups, organising committees, taskforces and other groups.

Like Special Committees, Council Committees 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.

### External Bodies

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

Council should only appoint representatives to External Bodies 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.

Ordinarily Council does not have any direct control over External Bodies, other than appointing (or nominating) representatives to them. Nevertheless, given the mutual interests of Council and External Bodies 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 Elected Member 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.

#### Nominations and Appointments to Committees and Groups

Nominations and appointments of Elected Members to Council Committees (including Internal Committees), and External Bodies must be made in accordance with Council's Committee Nominations and Appointments Policy.

### **ADMINISTRATION OF COMMITTEES**

#### 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 under Council's direction and details of relevant External Bodies. It will contain key information about each committee and External Body 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.

#### Committees Officers

The General Manager will appoint a Council employee as the relevant Committee / Council Group Officer. The Committee Officer will normally be the Secretariate of that committee and will be responsible for the administration and oversight of that committee in consultation with the responsible Director as per the Local Government Act.

The Committee Officer will be the central point for any inquiries about that committee.

A sample workflow is attached as *Appendix A*.

#### Committee Terms of Reference

Every Committee operating under this policy must develop a terms of reference which is approved by Council.

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 Internal Committees. External Bodies

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

#### Retention of Committee Records (ECM)

A template for committee minutes is included in *Appendix B* 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).

### **REPORTING REQUIREMENTS**

#### 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.

#### Special Committees and Internal Committees

Each Special Committee and Internal Committee are to provide a Council report at the next practicable Council meeting detailing any items for Council consideration.

The Council report is to provide:

- the draft minutes and previously endorsed minutes and action items.
- the report will be for noting if no actions have been identified for consideration.

#### External Bodies

Council representatives on External Bodies 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.

### **REVIEW OF COMMITTEES**

All Special Committees and Internal Committees are subject to review and potential amendment or abolition after each Local Government election and upon the completion of a review of Council's Strategic Plan.

## ABOLITION OF COMMITTEES

### Resolution Required

A committee will 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.

Committees will also cease to operate upon the start of an Election Caretaker Period as defined in Council's Election Caretaker Policy.

## 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.

## BACKGROUND

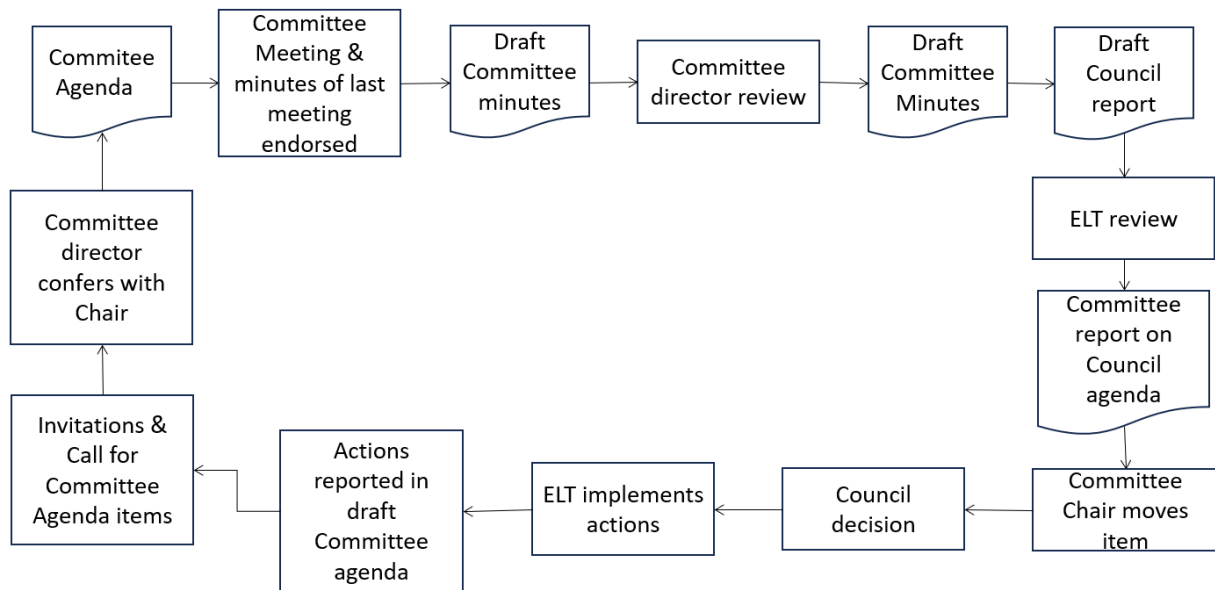
To assist in carrying out its functions under the LG Act, Council establishes and oversees several different committees and Council Groups.

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	Adopted	25 September 2023	Commencement Date	26 September 2023
Minutes Reference	Council Meeting, 25 September 2023 (Item 9)			Review Period	4 Years from adoption
Previous Versions:	1.0 adopted 30 July 2018 (Council meeting, item 16) 2.0 adopted 28 September 2020 (Council meeting, item 17)				
Responsible Directorate	Corporate Services	Controller:		Manager People & Governance	
ECM Document No.:	Policies by Directorate				


## Appendix A



## Committee Workflow



**Appendix B TEMPLATE: Internal Committee Minutes**

<b>(a) Community Committee</b>  <b>MINUTES OF MEETING</b> <b>(DD Month YYYY)</b>	 <b>GLENORCHY</b> CITY COUNCIL
<b>Venue:</b>	<b>Time:</b>

In attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Officers			

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