

## City of Greater Geraldton

# 4.4 OPERATION OF ADVISORY COMMITTEES

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### SUSTAINABILITY THEME

Leadership

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### OBJECTIVES

The objective of this policy is to provide the basis upon which all new committees of the Council will be appointed.

Committees formed and operated by organisations external to the City of Greater Geraldton (City) are not subject to this policy even if they have as members, elected members or officers appointed to represent the interests of the City.

### POLICY STATEMENT

This policy applies to all committees established by Council.

### POLICY DETAILS

#### 1. Number of Committees

The creation of new committees is to be restricted by allocating new tasks to an existing committee wherever possible. Officers are to refer to the Committee Book on the City's website for an up-to-date list of committees and their terms of reference.

#### 2. Creating New Committees

All Committees of Council are Advisory Committees. Any recommendations from Committees are to be determined by Council (refer to 8.3).

When compiling a report/recommendation for establishment of a new committee, the following information is to be included:

- 2.1. The purpose of the committee;
- 2.2. The terms of reference of the committee;
- 2.3. The number of council members, officers and other persons to be appointed to the committee;
- 2.4. The names or titles of the council members and officers to be appointed to the committee;
- 2.5. The names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments;
- 2.6. Details of the delegation of any powers or duties to the committee under section 5.16 of the Local Government Act 1995.

2.7. Details of those City staff members responsible for providing assistance to the committee, for example

- Director/Support staff
- Technical/professional guidance
- Secretarial support/minute taking

*Note: The person that provides support and liaises with the Presiding Member of the committee to convene meetings is known as the "Support staff" of the committee.*

2.8. Details of a funding source for operation of the committee.

### 3. Membership – Current Membership Records

3.1. Support staff are to ensure records of the members of committees are current, and include relevant contact details.

3.2. In the event that a committee member is absent from three (3) consecutive meetings without having first been granted formal leave of absence by the other members of the committee his/her seat on that committee shall become vacant. If required by the Presiding Member of the committee, the support staff will advertise the vacancy.

3.3. Other persons that join a Council Committee are to be endorsed by Council Resolution with their term expiring at the next Local Government Election.

### 4. Code of Conduct – Committee Members

4.1. All Committee members are subject to the same rules concerning confidentiality, public statements and conflict of interest as member of Council pursuant to the *Local Government (Rules of Conduct) Regulations 2007*.

4.2. Other persons appointed to Council Committees are to be provided with a Welcome Pack, attaching the relevant Policies, Meeting Procedures and Regulations to be followed when attending Council committee meetings. This is required explicitly for Committees.

4.3. Other persons will be required to agree to the terms of appointment by signing a declaration prior to joining the committee as a member. This will also apply to Individual Representatives from Organisations.

4.4. The Presiding Member is to refer to the relevant Policies, Meeting Procedures and Regulations when chairing a meeting.

### 5. Appointment of Presiding Member

5.1. An Elected Member is to be appointed as the Presiding Member (Chair) of each Council Committee.

### 6. Convening Meeting (Agenda Preparation)

6.1. Members and proxies are to be invited to Committee Meetings using the elected member's meetings diary. Members are to be notified by phone if there are any late changes to meeting dates/times and include an update to the diary invitation.

6.2. Support staff are to ensure that at least half of the Elected Members can be in attendance before confirming the meeting with the external members.

- 6.3.** Support staff are to advise the Presiding Member if there is no quorum for a Committee Meetings – Section 5.19 of the *Local Government Act 1995*.

*The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*

NOTE: A quorum is the minimum number of voting members who must be present for a meeting to be considered valid.

Without a quorum no decisions can be made at the meeting, but the committee can still meet if a quorum is not determined until at the meeting. 'No quorum procedures' are dealt with in the *Local Government (Administration) Regulations 1996*, Section 8.

- 6.4.** An Elected Member can attend a committee meeting of which they are not a member, as a non-voting observer.
- 6.5.** At least once each year local public notice is to be given of times, dates and the place at which Committee Meetings, if required under the *Local Government Act 1995* to be open to the public or that are proposed to be open to the members of the public, are to be held in the next twelve months. Local public notice is also to be given of any change to the date time or place of such meeting.
- 6.6.** Committee agendas and minutes are to be in the authorised City format.
- 6.7.** Support staff to call for Agenda Items two weeks prior to the meeting, to be approved by the Presiding Member for listing.
- 6.8.** Members to provide full details of an item for discussion, including general business, with formal recommendations as a written report, in order for support staff to research if required within the specified time frame.
- 6.9.** Support staff are to ensure agendas for meetings are prepared and delivered to members of the committee at least 72 hours before the meeting – not including the day of the meeting.
- 6.10.** As per Section 14.(1) of the *Local Government (Administration) Regulations 1996*, Agendas and attachments are to be available for public inspection and published on the City's website at the time they are made available to members of the Committee.
- 6.11.** Late Items are to be approved by the Presiding Member prior to being tabled at the meeting. If approved, the committee are then to approve that the late item can be accepted and discussed at the meeting. If not approved, it is to be listed for the next meeting.

## **7. Conducting Meetings and Recording Minutes**

- 7.1.** *Meeting Procedures Local Law 2011* as amended, is to be used by the Presiding Member as a tool for the conduct of the meeting.
- 7.1.1.** Motions are to be moved and seconded, as per Parts 9.1 and 9.2 of *Meeting Procedures Local Law 2011*, before any debate can commence.
- 7.2.** Disclosure of financial (or other) "interests" by members at meetings as stipulated under the *Local Government Act 1995* and *Meeting Procedures Local Law 2011* are to be recorded in the minutes.
- 7.3.** All Members appointed (whether as an Individual or representing an Organisation) have one vote. If proxies are appointed for committee members, they may only vote in the absence of their committee member.

- 7.4. Proxies may only attend committee meetings as non-participating observers if their committee member is in attendance, and they may not participate in discussion/debate when their committee member is present.
- 7.5. Records of all committee decisions and actions required are to be in the Committee Minutes.
- 7.6. Minutes are to be prepared and referred to the Presiding Member of the committee for approval before being distributed to committee members.
- 7.7. As per the *Local Government (Administration) Regulations 1996* Section 13.(1), unconfirmed minutes must be published within 7 days of the meeting on the City's website.
- 7.8. Copies of meeting minutes (approved by the Presiding Member) are also to be distributed within seven (7) days of the meeting date, to:
  - All committee members; and
  - Director of the team overseeing the committee.
- 7.9. Minutes of committee meetings are to be formally accepted at the next meeting, with a signed copy by the Presiding Member, provided to Information Management.

## 8. Action Following Meeting

- 8.1. Following a meeting, the support staff of the committee are to immediately advise the Director of any 'action' required of staff arising from the minutes and are not to proceed with such action(s) unless the Director first gives their authorisation to proceed.
- 8.2. Once notified, the Director is to ensure that the action(s) required by staff in meeting minutes are commenced within fourteen (14) days of the minutes being available to them. If the action required by the committee is contentious, the matter is to be referred to the CEO.
- 8.3. The committee's support staff are to ensure that all recommendations listed in the committee's minutes are referred to Council (as a written report) within twenty- eight (28) days of the committee meeting for Council consideration, where applicable.
- 8.4. A copy of the draft Committee Minutes (which remain subject to later confirmation at the next Committee meeting) is to be provided to the Mayor; each Councillor, and to the CEO and Directors. Such distribution to be via digital channels rather than hardcopy, within ten (10) days of the meeting.

## 9. Roles of Elected Members & Officers Appointed to Committees, Management Boards & Regional Councils

### 9.1. Advisory Committees Appointed by the Council

#### 9.1.1 Roles of a Presiding Member

*(Essentially the same as the role for a Committee Member, except for the following points).*

- Determine meeting dates together with the support staff.
- Preside at meetings of the committee, ensuring the debate and meeting procedures comply with the *Meeting Procedures Local Law 2011* as amended.
- Check and sign-off meeting minutes.
- Liaise with the support staff.

### **9.1.2 Role of a Committee Member**

- Attend meeting and act in accordance with *Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members*.
- Consider only those matters that are within the committee's adopted Terms of Reference.
- Report to Council on the activities of the committee (if requested to do so by the Council).
- Disclose financial (or other) "interests" at meetings as stipulated under the *Local Government Act 1995* and *Meeting Procedures Local Law 2011* and these are to be recorded in the minutes.

### **9.1.3 Role of the Support staff**

- Convene meetings of the committee.
- Prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the City's records management practices.
- Refer recommendations of the committee for inclusion in a council meeting agenda to obtain a formal council decision, where applicable.
- Expend budgeted funds (if authorised to do so).

### **9.1.4 Role of the Council of the City**

- Appoint members to the committee during its term of operation as and when required.
- Make formal decisions on reports and recommendations received from the committee.
- Conduct a biannual review of each Committee's purpose [and Delegation(s) of Authority if applicable] to determine whether they are relevant and whether the committee is still required.

## **9.2 Committees Appointed (And Reporting To) External Bodies**

### **9.2.1 Role of Elected Members Appointed to External Groups as Representatives of the City**

- Attend meetings or advise the proxy to attend in the elected member's absence (if a proxy has been designated).
- Provide the committee/group with guidance on City policies and activities.
- Liaise regularly with coordinators of the committee/group so as to be fully informed of its current activities, aims and objectives.
- Liaise regularly with the nominated support staff at the City.
- Report to elected members at Council Meetings on the activities of the committee/group if requested.
- Provide Minutes and Agendas of the Meetings, in accordance with the City's records management practices

### **9.2.2 Role of Support staff**

- Act as a contact point between the coordinator of the committee/group

and any elected members who are members of the committee/group.

- Attend meetings of the committee/group (only if invited to do so).
- Liaise regularly with coordinators of the committee/group so as to be fully informed of its current activities, aims and objectives.
- Where the committee/group receives Council funding, oversee expenditure of budget funds and ensure Council's financial reporting requirements are met.
- Assist members of the public with queries relating to the activities of the committee/group.
- To advise external Groups where there is a change to representation.

### **9.3 Management Boards (Appointed By Legal Agreement) & Regional Councils**

#### **9.3.1 Role of Elected Members Appointed to the Board to Represent the City**

- Make every effort to attend meetings and lodge a formal apology for those meetings that cannot be attended.
- Represent the City's interests on the Board and provide guidance to the Board on Council activities when requested.
- Comply with the aims, objectives and rules set out in the Board's Constitution.
- Liaise regularly with the Board Chair/Secretary so as to be fully informed of its current activities.
- Report to Council at council meetings on the activities of the Board if requested.

#### **9.3.2 Role of the Support Staff**

- Act as a point of contact between the Chair/Secretary of the Board and any City elected members that have been appointed to the Board to represent the interests of the City.
- Attend meetings of the Board (if necessary).
- Liaise regularly with the Chair/Secretary of the Board so as to be fully informed of its current activities, aims and objectives.
- If membership of the Board or its Rules or Constitution are subject to endorsement by Council, report to Council on any amendments required.
- Submit all financial and annual reports produced by the Board for noting by elected members at Council meetings.  
*(And where the Board receives Council funding)*
- Make application for appropriate funding on the annual budget each year on behalf of the Board.
- Advise the Board where there is a change to representation.

## 10. Disbanding a Committee

- 10.1. Council may determine at any time that a committee is no longer required and is to be disbanded.
- 10.2. A record is to be kept of disbanded committees.

## 11. Dissolving of Council Committees

- 11.1. After the Local Government Elections, which occur every two years, (October) all Council Committees are to be dissolved.
- 11.2. Representation on External Committees may remain unless there is a change in Elected Member. New appointments will require a Council Resolution.
- 11.3. No meetings are to be scheduled or held while Council Committees are dissolved.
- 11.4. At the November Ordinary Meeting of Council after an Election, Elected Members are to be appointed to Committees by Council Resolution.
- 11.5. Named External Representatives are to be (re)appointed by Council resolution after Committees are re-established.

## ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for administering this Policy.

## WORKPLACE INFORMATION

*Local Government Act 1995.*

*Local Government (Administration) Regulations 1996.*

*Local Government (Model Code of Conduct) Regulations 2021.*

*City of Greater Geraldton Meeting Procedures Local Law 2011 as amended.*

*Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members.*

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		Chief Executive Officer	Biennially	2023
Version	Decision Reference	Synopsis		
3	CEO075 – 23 March 2021	Policy Review		