

CURRENT CP 4.4 - Establishment of Committees and operation of committees	PROPOSED CP 4.4 - Operation of Advisory Committees	Update of the title
CURRENT POLICY STATEMENT	PROPOSED	CHANGE NOTES
<p>SUSTAINABILITY THEME</p> <p>Governance</p>	<p>SUSTAINABILITY THEME</p> <p>Governance</p>	
<p>OBJECTIVES</p> <p>The objective of this policy is to provide the basis upon which all new committees of the Council will be appointed.</p> <p>Committees formed and operated by organisations external to the City of Greater Geraldton (CGG) are not subject to this policy even if they have as members, elected members or officers appointed to represent the interests of the City of Greater Geraldton.</p>	<p>OBJECTIVE</p> <p>No change proposed</p>	
<p>POLICY STATEMENT</p> <p>This policy applies to all committees established by Council.</p>	<p>POLICY STATEMENT</p> <p>No change</p>	
<p>POLICY DETAILS</p> <p>1. Number of Committees</p> <p>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.</p>	<p>POLICY DETAILS</p> <p>No change</p>	
<p>2. Creating New Committees</p> <p>Committees of Councils are Advisory Committees. Any recommendations from Committee's are to be determined by Council (see 8.3)</p> <p>When compiling a report/recommendation for establishment of a new committee, the following information is to be included:</p> <ul style="list-style-type: none"> 2.1 The terms of reference of the committee; 2.2 The number of council members, officers and other persons to be appointed to the committee; 2.3 The names or titles of the council members and officers to be appointed to the committee; 2.4 The names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments. 2.5 Details of the delegation of any powers or duties to the committee under section 5.16 of the Act. 2.6 Details of a funding source for operation of the committee. 2.7 Details of those City of Greater Geraldton staff members responsible for providing assistance to the committee, for example: <ul style="list-style-type: none"> • Director/Support staff • Technical/professional guidance 	<p>*NEW* Committees of Council are Advisory Committees. Any recommendations from Committees are to be determined by Council (see 8.3)</p> <p>*NEW* 2.1 The purpose of the committee <i>Numbering would subsequently change for other items.</i></p> <p>Moved 2.6 to 2.8</p>	<p>New paragraph added noting that any recommendations from committees are to be brought up to Council for determination.</p> <p>New 2.1 To keep in line with the Committee Book standard.</p> <p>Tidied up the order</p>

<ul style="list-style-type: none"> • Secretarial support/minute taking <p><i>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.</i></p>		
<p>3. Membership – Current Membership Records</p> <p>3.1. Support staff are to ensure records of the members of committees are current, and include relevant contact details.</p> <p>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.</p>	<p>*NEW* 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, unless otherwise specified.</p>	<p>Noting that other persons, are to be endorsed by council and noting their term on the committee.</p>
<p>4. Code of Conduct – Committee Members</p> <p>4.1. Committee members, employees and other person, including representatives from organisations, are subject to the same rules concerning confidentiality, public statements and conflict of interest as member of Council pursuant to the <i>Local Government (Rules of Conduct) Regulations 2007</i>.</p>	<p>4 Code of Conduct – Committee Members</p> <p>*NEW* 4.2 / 4.3 / 4.4</p> <p>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 and are to follow the same rules as per 4.1 above. This will also apply to Individual Representatives from Organisations. This is required explicitly for Committees.</p> <p>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.</p> <p>4.4 The Presiding member is to refer to these documents when chairing a meeting.</p>	<p>New 4.2; 4.3 and 4.4</p> <p>Added that this Policy includes 'employees and other persons' and that Other Persons are to be provided with relevant documentation on meeting procedures and conduct. This will also apply to representatives from organisations.</p>
<p>5. Appointment of Presiding Member</p> <p>5.1 The Presiding Member is to be elected by the members of the committee at its inaugural meeting. [Section 5.12(1) of the Local Government Act 1995]</p>	<p>Changed:</p> <p>5.1 An Elected Member is to be appointed as the Presiding Member (Chair) of each Council Committee.</p>	<p>Updated wording to note that members of the committee are to appoint a Chair from amongst the Elected Members on the committee.</p>
<p>6. Convening Meeting (Agenda Preparation)</p> <p>6.1 Members and proxies are to be invited to Committee Meetings using the elected member's meetings diary.</p> <p>6.2 At least once each year local public notice is to be given of times, dates and the place at which Committee Meetings, required under the Act 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.</p> <p>6.3 Committee agendas and minutes are to be in the authorised City of Greater Geraldton format.</p> <p>6.4 Support staff are to ensure agendas for meetings are prepared and delivered to</p>	<p>Updated 6.1</p> <p>6.1 Members and proxies are to be invited to Committee Meetings using the elected member's meetings diary. Any late changes to meeting dates members are to be notified by phone with follow up update to diary invitation.</p> <p>*NEW* 6.2 / 6.3</p> <p>6.2 Support staff are to advise the Presiding Member if there is no quorum for a Committee Meetings– S.5.19 of the Act. <i>The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant</i></p>	<p>Updated to ensure that Members are notified of any late changes to meeting dates.</p> <p>Added new 6.2 that a quorum is required to make decisions at a Committee Meeting.</p>

<p>members of the committee at least 72 hours before the meeting – not including the day of the meeting.</p>	<p><i>or not) of member of the council or the committee.</i></p> <p>Without a quorum no decisions can be made at the meeting, but the committee can still meet if a quorum is not determined until the meeting.</p> <p>6.3 An Elected Member can attend a committee meeting of which they are not a member, as a non-voting observer.</p> <p><i>*Numbers change accordingly to existing clauses.</i></p> <p>*NEW* 6.6 / 6.7 / 6.9</p> <p>6.6 Support staff to call for Agenda Items two weeks prior to the meeting, to be approved by the Presiding Member for listing.</p> <p>Added:</p> <p>6.7. Members are to provide full details of an item for discussion, including general business discussions. Where a member seeks any decision by the committee, likely to result in formal recommendations to be put to full Council, then they must provide a written submission with recommendations, in order for support staff to undertake any research if required within the specified time frame.</p> <p>Added:</p> <p>6.9 Late Items are to be approved by the Presiding Member prior to being tabled at a meeting. If tabled as a late item, the committee must then resolve whether the late item is to be discussed at the current meeting, or deferred for deliberation at the next meeting of the committee.</p>	<p>Added new 6.3 for Elected members attending meetings as observers.</p> <p>New 6.6 and 6.7</p> <p>To be clear on when Agenda items are required for the Presiding Member to review and that members are to provide full details of items for consideration.</p> <p>NEW 6.9 Accepting of late items and who is to approve them.</p>
<p>7. Conducting Meetings and Recording Minutes</p> <p>7.1 Meeting Procedures Local Law 2011 is to be used by the Presiding Member as a tool for the conduct of the meeting.</p> <p>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.</p> <p>7.3 Minutes are to be prepared and referred to the Presiding Member of the committee for approval before being distributed to committee members.</p> <p>7.4 Copies of meeting minutes (approved by the Presiding Member) are to be distributed within ten (10) days of the meeting date, to:</p> <ul style="list-style-type: none"> • All committee members; and • Director of the team overseeing the committee. 	<p>*NEW* 7.4 / 7.5 / 7.6</p> <p>7.4 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.</p> <p>7.5 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.</p> <p>7.6 Records of all committee decisions and actions required are to be in the Committee Minutes.</p> <p>Current 7.4 to become 7.7</p>	<p>New 7.4 and 7.5 to note the one vote per person/organisation and that proxies are observers, unless at the meeting representing the member.</p> <p>New 7.6 - To keep a log of all decisions and action requirements.</p>

<p>8. Action Following Meeting</p> <p>8.1 Following a meeting, the support staff of the committee are to <u>immediately</u> advise the Director of any 'action' required of staff arising from the minutes of a meeting and are not to proceed with such action(s) unless the Director first gives their authorisation to proceed.</p> <p>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.</p> <p>8.3 The committee's support staff are to ensure that all recommendations listed in the committee's minutes are referred to Council (together with a report or comment) within twenty-eight (28) days of the committee meeting for Council determination.</p> <p>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 and each Councillor, and to the CEO and Directors, such distribution to be via digital channels rather than hardcopy. Unconfirmed and confirmed minutes are to be recorded in accordance with the City's Information management practices.</p>	<p>Updated</p> <p>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.</p> <p>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, and each Councilor, and to the CEO and Directors. Such distribution to be via digital channels rather than hardcopy within ten (10) days of the meeting. Unconfirmed and confirmed minutes are to be recorded in accordance with the City's Information management practices.</p>	<p>8.3 Update to Reinforce that all recommendations are to come to council for consideration</p> <p>8.4 Update to wording to be clear on timeline for publication of minutes on the Councillors Portal.</p>
<p>9. Roles of Elected Members & Officers Appointed to Committees, Management Boards & Regional Councils</p> <p>9.1 Advisory Committees Appointed by the Council</p> <p>9.1.1 Role of a Committee Member</p> <ul style="list-style-type: none"> • Attend meeting and act in accordance with <i>Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members.</i> • Consider only those matters that are within the committee's adopted <i>Terms of Reference.</i> • 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 <i>Local Government Act 1995</i> and Meeting Procedures Local Law 2011 and these are to be recorded in the minutes. <p>9.1.2 Roles of a Presiding Member</p> <p><i>(Essentially the same as the role for a Committee Member, except for the following points).</i></p> <ul style="list-style-type: none"> • 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. • Check and sign-off meeting minutes. • Liaise with the support staff. <p>9.1.3 Role of the Support staff</p>		

<ul style="list-style-type: none"> • 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. • Regularly lodge copies of the committee's minutes for noting by elected members at council meetings. • Refer recommendations of the committee for inclusion in a council meeting agenda to obtain a formal council decision on the issue. • Expend budgeted funds (if authorised to do so). <p>9.1.4 Role of the Council of the City of Greater Geraldton</p> <ul style="list-style-type: none"> • 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 an annual review of the committee's Terms of Reference [and Delegation(s) of Authority if applicable] to determine whether they are relevant and whether the committee is still required. 	<p>Regularly lodge copies of the committee's minutes for noting by elected members at council meetings.</p>	<p>Remove wording – as this is covered in 8.4 above <i>Minutes are now distributed via the Portal</i></p>
<p>9.2 Committees Appointed (And Reporting To) External Bodies</p> <p>9.2.1 Role of Elected Members Appointed to External Groups as Representatives of the City of Greater Geraldton</p> <ul style="list-style-type: none"> • 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 of Greater Geraldton. • Report to elected members at Council Meetings on the activities of the committee/group if requested. <p>9.2.2 Role of Support staff</p> <ul style="list-style-type: none"> • Act as a point between the coordinator of the committee/group and any CGG 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. 		
<p>9.3 Management Boards (Appointed By Legal Agreement) & Regional Councils</p>		

<p>9.3.1. Role of Elected Members Appointed to the Board to Represent the City of Greater Geraldton</p> <ul style="list-style-type: none"> • 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. <p>9.3.2. Role of the Support Staff</p> <ul style="list-style-type: none"> • Act as a point of contact between the Chair/Secretary of the Board and any CGG elected members that have been appointed to the Board to represent the interests of the City of Greater Geraldton • 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 <i>(And where the Board receives Council funding):</i> • Make application for appropriate funding on the annual budget each year on behalf of the Board. 		
	<p>*NEW*</p> <p>10. Disbanding a Committee</p> <p>10.1 Council may determine at any time that a committee is no longer required and is to be disbanded.</p> <p>10.2 A record is to be kept of disbanded committees.</p>	<p>New section added</p>
	<p>*NEW*</p> <p>11. Dissolving of Council Committees</p> <p>11.1. After the Local Government Elections, which occur every two years, (October) all Council Committees are to be dissolved.</p> <p>11.2. Representation of Council on External Committees may remain unless there is a change in Elected Member. New appointments will require a Council Resolution.</p> <p>11.3. Support Staff are to advise external committees where there is a change to Council representation.</p> <p>11.4. No meetings are to be scheduled or held while Council Committees are dissolved.</p> <p>11.5. At the November Ordinary Meeting of Council after an Election, Elected Members are to be appointed to committees by Council Resolution.</p> <p>11.6. Individuals are to be appointed by Council resolution</p>	<p>New Section added to note when committees dissolve and the process when they dissolve.</p>

		after Committees are re-established (Ref 3.3.)													
KEY TERM DEFINITIONS		KEY TERM DEFINITIONS													
Enter text here		Committee Members: Elected Members, Employees and Other Person	Added definition to include other person as defined in s.5.9 (1) Local Government Act 1995												
ROLES AND RESPONSIBILITIES The Chief Executive Officer is responsible for administering this Policy.		ROLES AND RESPONSIBILITIES No change.													
WORKPLACE INFORMATION Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007 City of Greater Geraldton Meeting Procedures Local Law 2011		WORKPLACE INFORMATION Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members	Reference to Code of conduct for Elected members added												
POLICY ADMINISTRATION		POLICY ADMINISTRATION													
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