

## POLICY

<b>TITLE:</b>	Council Committee Terms of Reference/Policy		
<b>DIRECTORATE:</b>	Council		
<b>ADOPTED BY:</b>	Council Resolution: SCM-23/12		
<b>DATE OF ADOPTION:</b>	December 2023	<b>DATE OF REVIEW:</b>	December 2024
<b>POLICY NUMBER:</b>	A&G02		
<b>LEGISLATIVE REF:</b>	Local Government Act 2019 Part 5.2		

### 1. INTRODUCTION

Barkly Regional Council encourages input from the community about its services, operations, and facilities. Council Advisory Committees are one way for the community to provide input or advice to Council on a specific topic or the strategic management of a facility on an ongoing basis.

#### 1.1. Purpose

The purpose of this policy is to ensure consistency across the formation and operation of Council Advisory Committees.

#### 1.2. Scope

This policy applies to all elected members, employees and community members who are appointed to or involved in Council's Advisory Committees established from time to time by resolution of Council.

#### 1.3. Policy Objectives

This policy is intended to ensure consistent practice is followed for the establishment, operation, and administration of the Council Committees. The Committees are appointed to provide regular advice and information to Council on specific subjects of interest to the community and Council and to promote the awareness of a specific topic within Council and the community, advise Council on current and emerging issues, provide a process for input into the planning and provision of services and facilities and a process for feedback from Council to the community.

## 2. DEFINITIONS

**Advisory committee** means a group of suitably experienced people appointed to give considered advice, recommendations in connection with Council business, established by resolution in accordance with section 82 of the Local Government Act 2019.

**Committee member** means an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.

## 3. DETAILS

Council has adopted an Advisory Committee Terms of Reference/Policy to ensure that consistent practices are followed for the establishment, operation, and administration of Advisory Committees. Advisory Committees are appointed to provide regular advice and information to Council on specific subjects of interest to the community and Council. They promote the awareness of a specific topic within Council and the community, advise Council on current and emerging issues, provide a process for input into the planning and provision of services and facilities and a process for feedback from Council to the community.

## 4. ESTABLISHMENT OF ADVISORY COMMITTEES

Council may appoint an Advisory Committee to address a specific topic or the strategic management of a facility for a maximum term that is equal to the current term of Council.

An Advisory Committee must be appointed in accordance with Section 82 of the Local Government Act 2019 and:

- may only be appointed by Council resolution
- may include in its members persons who are not Councillors, and
- must have terms of reference, approved by council resolution, that set out its membership and functions.

Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.

## 5. ADVISORY COMMITTEE MEMBERSHIP

Committee members will be representative of the diversity of needs and issues relating to the specific topic of the Committee and will include Councillors and members of the community (both individual members and/or member organisations).

Members may also include representatives from relevant State or Commonwealth Government agencies, other Local Governments.

Organisations, agency, professional or industry bodies represented on the Advisory Committee must nominate one delegate from the organization to represent them in the Committee.

The Chairperson of the committee will be a person appointed by Council to be the chairperson of the committee.

- (1) Each year on the twelve-month anniversary of the establishment of an Advisory Committee, Council may resolve to provide the opportunity to rotate the existing members (including Councillor/s) of that Advisory Committee with other Councillor/s and members.
- (2) The membership of an Advisory Committee will be as stated in the Advisory Committee Terms of Reference.
- (3) The external membership selection process for an Advisory Committee will include an Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors, Chief Executive Officer, or relevant Director.
- (4) Committee members will be approved through a Council resolution at an Ordinary Meeting of Council.
- (5) The Committee may co-opt additional members on a temporary basis for specific matters

## 6. AUTHORITY

An Advisory Committee is a consultative Committee to Council that is designed to discuss key issues, engage with the community, and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.

An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility, but it does not hold decision making powers concerning the operations of Council, nor can it commit Council resources or be delegated any powers

## **7. MEMBERS ROLES AND RESPONSIBILITIES.**

The following roles and responsibilities are conferred to each member of an Advisory Committee:

All members are responsible for ensuring the Advisory Committee Terms of Reference and this Policy are adhered to, and

All members of an Advisory Committee must ensure there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to Council

A member of an Advisory Committee will not:

- improperly use information acquired as a member of the Advisory Committee to gain, directly or indirectly, a financial advantage for that person or someone else
- improperly use information acquired as a member of the Advisory Committee to damage Council's reputation
- release information that the member knows or should reasonably know is information that is confidential to Council
- release information that the member knows or should reasonably know is information that Council wishes to keep confidential
- make public or media comment on behalf of Council, unless the Member is authorised in accordance with Council's media policy

## **8. OPERATIONS AND ADMINISTRATION**

The Governance Manager, or nominee, will provide appropriate advice and administrative support to assist all Advisory Committees to meet their obligations. Meeting administration and protocols for an Advisory Committee will be in accordance with the requirements of the Local Government Act 2019 and as stated in the Terms of Reference for the Advisory Committee.

The following key meeting protocols must be adhered to for each Advisory Committee meeting:

- a quorum for an Advisory Committee meeting shall be half the number of members of the Committee plus one
- the Chairperson will preside at an Advisory Committee meeting. However, if the Chairperson is absent or unavailable to preside, a member of the Advisory

Committee chosen by the members present at the Advisory Committee meeting will preside

- a non-member may attend an Advisory Committee meeting as an observer only
- a member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council employees, who are not allowed to Move, Second or Vote on recommendations, and
- recommendations of Advisory Committees will be by majority voting of members only. An Advisory Committee must determine the dates, times, and places for its meetings, however, must meet a minimum of four (4) times per year or as otherwise deemed necessary.

Minutes of each Advisory Committee meeting will be submitted to the next Ordinary Meeting of Council and will be publicly available unless Council has exempted the Advisory Committee to keep minutes of its proceedings in accordance with Council's Privacy Policy or Confidential Information Policy.

If any committee member is absent for three (3) consecutive meetings without having obtained leave of absence from the Committee, the member's continued membership of that Committee will be referred to Council for determination.

## **9. REMUNERATION**

Eligible Advisory Committee Members may receive attendance of meeting allowance as determined by the Council resolution following the NTG Statutory bodies classified remuneration structure.

## **10. CALLING FOR NOMINATIONS**

Council will seek nominations by;

- a. Posting the call for nominations on Councils website,
- b. Posting notice on community notice board
- c. Writing to various organisations and Government bodies requesting them to nominate their representatives to the committee
- d. At the request of BRC Official Manager, elected members on suspension are encouraged to join advisory committees and continue to contribute towards the development of their communities.

**11. REVIEW**

This policy/terms of reference will be reviewed in 2024

**12. ASSOCIATED POLICIES**

Council Code of conduct Policy

Privacy Policy

Confidentiality Policy

**13. Approval**

This policy is approved

Ian Bodill

*Ian Bodill*

21.12.2023

**Chief Executive Officer**

Signature

Dated

END