

Council Policy CP 032 Establishment and Operation of Committees			
Officer	Manager Corporate Services	Owner	Director Corporate & Commercial Services
Review Frequency	Triennially	Next Review	May 2019
Agenda Item number	CCS178	Date	26 May 2016
Chief Executive Officer		Mayor	

OBJECTIVE

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 (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.

SCOPE

This policy applies to all committees established by Council.

DEFINITIONS

City means the City of Greater Geraldton.

Council means the Council of the City of Greater Geraldton.

Councillor means a person who holds the office of Councillor on the Council.

Mayor means the Mayor elected by electors of the district of the City of Greater Geraldton.

CEO means the Chief Executive Officer of the City.

Employee means a person employed by the City under section 5.36 of the LGA.

Act or **LGA** means the *Local Government Act 1995*.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

TRIM means the City's Electronic Data Records Management System.

POLICY

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

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

- 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:
 - 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.

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.

4. Code of Conduct – Committee Members

- 4.1 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*.

5. Appointment of Presiding Member

- 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]

6. Convening Meetings (Agenda Preparation)

- 6.1 Members and proxies are to be invited to Committee Meetings using the elected member's meetings diary.
- 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.
- 6.3 Committee agendas and minutes are to be in the authorised City of Greater Geraldton format.
- 6.4 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.

7. Conducting Meetings and Recording Minutes

- 7.1 *Meeting Procedures Local Law 2011* is to be used by the Presiding Member as a tool for the conduct of the meeting.
- 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 Minutes are to be prepared and referred to the Presiding Member of the committee for approval before being distributed to committee members.
- 7.4 Copies of meeting minutes (approved by the Presiding Member) are to be distributed within ten (10) days of the meeting date, to:
 - All committee members; and
 - Director of the team overseeing the committee.

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 of a meeting 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 (together with a report or comment) within twenty-eight (28) days of the committee meeting.

- 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.

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

9.1 Advisory Committees Appointed by the Council

9.1.1 Role of a Committee Member

- Attend meeting and act in accordance with *Council Policy CP015 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.

9.1.2 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.
- Check and sign-off meeting minutes.
- Liaise with the support staff.

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.
- 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).

9.1.4 Role of the Council of the City of Greater Geraldton

- 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.

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 of Greater Geraldton

- 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.

9.2.2 Role of Support staff

- 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.

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

9.3.3 Role of Elected Members Appointed to the Board to Represent the City of Greater Geraldton

- 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.

9.3.4 Role of the Support Staff

- 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
(And where the Board receives Council funding):
- Make application for appropriate funding on the annual budget each year on behalf of the Board.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for administering this Policy

WORKPLACE INFORMATION/REFERENCES

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