

Terms of Reference – Advisory Committees

Amended via Council Resolution on: 25 November 2014
Adopted by Council on: 16 July 2013

1.0 Establishment

Council's Advisory Committees are established under section 3F of the Local Government Act 1989. Refer to Schedule A for date of establishment.

2.0 PURPOSE

Refer to Schedule A – Purpose is specific to each committee.

3.0 OBJECTIVES

Refer to Schedule A – Objectives are specific to each committee.

4.0 COMPOSITION

Refer to Schedule A – Composition is specific to each committee.

5.0 Appointment of the committee

- 5.1 The Committee's Term of Office shall be for a period of four years, except in the first term, commencing as follows:
 - 5.1.1 Half of the Committee member's positions shall be appointed on the day of Council's Statutory Meeting in 2014. Expiring members are eligible for reappointment.
 - 5.1.2 The second half of the Committee member's positions shall be appointed on the day of Council's Statutory Meeting in 2016. Expiring members are eligible for reappointment.
 - 5.1.3 All positions shall be advertised prior to appointment.
- 5.2 The existing Committee's first term shall be as follows:
 - 5.2.1 Half of the Committee member's positions shall expire on the day of Council's Statutory Meeting in 2014. Expiring members are eligible for reappointment.
 - 5.2.2 The second half of the Committee member's positions shall expire on the day of Council's Statutory Meeting in 2016. Expiring members are eligible for reappointment.
 - 5.2.3 The Committee will advise Council by 30 September in the year of reappointment of the nominated members to the Committee for the following term commencing the day after Council's Statutory Meeting.
 - 5.2.4 Following Council resolution appointing members to the Committee, the Committee must elect a Chair. The term of this position is to be for a 12 month period, following which a new Chair may be elected.

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- 5.3 Following Council resolution appointing members to the Committee, the Committee must elect a Deputy Chair. It is suggested that the term of this position be for a 12 month period, following which a new Deputy Chair may be elected.
- 5.4 In the event of a vacancy arising during the Committees term of office, the Committee will advertise the vacancy and will make a recommendation to the Council for a replacement for the remainder of the Committee's term.

6.0 DELEGATIONS

- 6.1 The Advisory Committee has no delegated authority to borrow or expend monies or enter into contracts.
- 6.2 The Committee has no other delegated authority.
- 6.3 The Committee cannot speak on behalf of Council.

7.0 Meetings

- 7.1 Meeting shall be held at regular intervals as determined in Schedule A.
- 7.2 Meeting days and times shall be negotiated amongst the committee each year.
- 7.3 Conduct of meetings shall be governed by Indigo Shire Council Local Law No. 3 – Meeting Procedure.
- 7.4 All Advisory Committee meetings are closed to the public unless otherwise specified in Schedule A.
- 7.5 A quorum will be a majority of the Committee membership including:
Appointed community members;
Appointed Councillor members;
Ex-officio members when in attendance.
- 7.6 Appointed Councillors do not have voting rights on any of Council's Advisory Committees other than the Finance Committee
- 7.7 Should a committee member not attend three consecutive Committee meetings, without seeking prior approval for a leave of absence from the Committee, the member will automatically relinquish their position as a member of the committee. The Committee shall then fill the vacancy in accordance with section 5.6 of the terms of reference.
- 7.8 Conflicts of Interest must be declared and minuted at the commencement of the meeting by all Committee members (including Councillors). A member who has a conflict of interest must leave the meeting at the time the item is discussed.
- 7.9 The Chair of the Committee shall ratify the minutes of the meeting prior to Council receiving the minutes. Formal endorsement of the minutes will occur at the subsequent Committee meeting.

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- 7.10 An advisory committee meeting of Council is defined as an Assembly of Councillors providing that at least one Councillor is in attendance (in accordance with 76AA and 80A of the *Local Government Act 1989*). The Councillor and/or Secretary in attendance shall be responsible for identifying that the meeting is an Assembly of Councillors and advise all in attendance. The Secretary is responsible for ensuring that an Assembly of Councillors record is completed for the meeting.
- 7.11 Advisory Committees are not required to submit returns of pecuniary interest.

8.0 Reporting

- 8.1 The Secretary of the Committee (as detailed in Schedule A) will forward the minutes and Assembly of Councillors record to the Administration Officer – Governance and Risk for inclusion in the next practicable Ordinary Meeting of Council.
- 8.2 The Terms of Reference shall be reviewed by Council within 6 months of a general election of Council taking place or by the next 30 June, whichever occurs later. Council may review the Terms of Reference every 2 years thereafter if requested or required. Recommendations for change shall be presented to Council for adoption.
- 8.3 The Committee shall prepare a four year Plan within 6 months of a new Council being elected. This Plan shall be reviewed each year and submitted to Council no later than 28 February to allow for budget consideration.
- 8.4 The Committee shall provide a report annually to Council detailing updates of progress and completed projects of the 4 year Plan and shall be submitted to Council no later than 30 June each year.

9.0 Insurance

- 9.1 The Council shall arrange and maintain a portfolio of insurances to cover all reasonable committee risks, including Personal Accident and Indemnity Policies for the Committee members.

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