



HUNTER'S HILL COUNCIL POLICY REGISTER

POLICY NO.	CORP.S-Pol.23
POLICY TITLE	COMMITTEES – TERMS OF REFERENCE POLICY
STATUS	EXTERNAL
BUSINESS PROGRAM	MANAGEMENT & COUNCIL SUPPORT
FILE	200/12 : 205/01

PURPOSE

The purpose of this policy is to outline Council's committee structure. The policy ensures clear functions, responsibilities and lines of accountability for each committee. The policy also sets out the particular Council policies that committees and their members must follow.

APPLICABILITY

This policy applies to all members of Council committees and working groups and delegates of Council.

SCOPE

This policy applies in situations where Council establishes a committee or seeks to disband a Council Committee. It also applies to the running of Council committees.

BACKGROUND

Hunter's Hill Council actively involves the community and people with particular expertise in the planning and performance of municipal activities, works and services. This has been done through a system of Committees and working parties comprising of members of the Council, senior staff and appointed citizens. The committee systems are important to ensure that decisions of Council are made in an effective and efficient manner. It is often impractical and inefficient for all matters requiring consideration by Council to be submitted directly to a full meeting of Council. The committee structure

Under Clause 260 of the Local Government (General) Regulation 2005, a council may establish committees as it considers necessary. Under Section 355 of the *Local Government Act 1993*, functions of Council may be exercised by committees. A committee can only exercise Council's regulatory functions if all of its members are either Councillors or Council employees (Section 379(1)) of the Act. Committees established under Section 355 have the authority to make decisions without Council's consent.

Committees which are not established under Section 355 may provide advice and make recommendations to Council, but may not exercise Council's regulatory functions.



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DEFINITIONS

Advisory Committees	Committees appointed to provide advice and recommendations to Council as the need arises, for a specific purpose. An advisory committee may end once it has completed its investigation and submitted a final report, or it may have an ongoing role.
External Committees	Committees administered by an external party. Council may elect a delegate to represent the Council at such committees.
Internal Committees	Committees whose function is concerned with the procedures and responsibilities of Council administration. These committees are usually comprised entirely by Council staff members.
Joint committees	Committees that draw membership from Hunter's Hill Council and other councils in NSW.
Standing Committees	Committees appointed for the duration of the Council term and usually re-established in successive terms. They have a continuing role.
Statutory Committees	Committees established by Act of Parliament, that is, by statute.
Working Parties	More informal than Council committees, working parties normally do not have a formal charter but instead have a set of tasks to undertake. They may be established to carry out certain activities, evaluate Council programs or investigate a particular issue. Working parties may be re-formed at any time.

POLICY GUIDELINES

1. ESTABLISHING A COMMITTEE

All Council committees must be established through a resolution of Council. The adoption of a committee must be accompanied by specific terms of reference for the committee.

The terms of reference adopted for a committee must including the following details:

- (a) The name of the committee.
- (b) The type of committee being established eg. advisory, statutory etc.



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- (c) The function/s of the committee.
- (d) Membership guidelines for the committee. If the committee requires its members to have particular qualifications, the membership details should be included in this specification.
- (e) Quorum for the committee.
- (f) Reporting guidelines for the committee.
- (g) The business unit responsible for administering the committee.
- (h) Any other additional information that is required or appropriate.

2. CURRENT COUNCIL COMMITTEES

2.1 Standing Committees

1. General Purpose Committee
2. Hunters Hill Local Area Traffic Committee
3. Sustainability & Biodiversity Advisory Committee
4. Art & Craft Committee
5. Gladesville Road Community Centre Management Committee
6. Children's Services Committee
7. Hunter's Hill Council Event Committee

2.2 Advisory Committees (Specific Purposes)

1. Hunters Hill Access Advisory Committee
2. Conservation Advisory Panel
3. Public Transport & Traffic Advisory Committee
4. Crime Prevention Advisory Committee
5. Financial & Strategic Planning Advisory Committee
6. Joint Library Advisory Committee
7. Seniors Advisory Committee

2.3 Working Parties (Specific Purposes)

1. Bushland Regeneration Committee
2. Gladesville Shopping Centre Master Plan Working Party
3. Woolwich Village Working Party

2.4 Working Parties (Specific Events)

1. Young-In-Art
2. Youth Week
3. Heritage Week

3. NOMINATIONS FOR COMMITTEE MEMBERSHIP

- 3.1** Nominations for community representative membership of committees must be made in writing. Members of the community who are seeking membership of a committee must complete and submit a Nomination Form (see APPENDIX A).



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- 3.2 Where an applicant has not previously been a member of the committee for which they are nominating, they must complete the section of the form indicating areas of knowledge or expertise that they may bring to the committee.
- 3.3 Where Council receives more nominations than there are positions available on a Committee, Advisory Committee or Working Party, the written nomination and its information about the nominee's areas of knowledge and/or expertise will be used to differentiate between nominees and select the best-qualified nominees for committee membership.
- 3.4 It is good administrative practice to place advertisements in local newspapers seeking community members for committees, including the requirement that nominations must be made in writing.

4. GENERAL CONDUCT OF COMMITTEES

- 4.1 Standing Committees and Advisory Committees meet on a regular basis and are appointed for the four-year term of Council. They are supported by a full committee structure and Council's administration and report regularly to Council.
- 4.2 Working Parties are for specific purposes or events and activities that occur only once, or a few times each year, or activities that have a sunset limitation. They do not need to be supported by a full committee structure as the events have a short lead-in time and volunteers are drawn from specific interest groups, as and when required.
- 4.3 All members of Standing Committees, Advisory Committees and Working Parties, whether they are elected representatives or community representatives, are bound to conduct meetings and behave in accordance with the relevant adopted Council policies and the *Local Government Act 1993*.
- 4.4 All committee members should be familiar with and behave in accordance with Council's Code of Conduct and Council's Code of Administrative Good Conduct.
- 4.5 All committee meetings should be conducted in accordance with Council's Code of Meeting Practice. Section 11 (titled 'Committees') is of particular relevance; however, the whole of the Code is applicable to Committee meetings.
- 4.6 Meetings that are held by committees will be supported by a formal agenda.
- 4.7 Minutes of meetings will be kept and tabled for Council's information.
- 4.8 Members of committees, other than committees which are wholly advisory, must disclose pecuniary and non-pecuniary interests in accordance with Section 451 of the Act and the terms laid out in Council's Code of Meeting Practice.
- 4.9 The Mayor is an ex-officio member of all committees and Working Parties and is an additional member when attending meetings, unless Council has previously resolved that the Mayor is one of the agreed Councillor representatives on the committee or Working Party.



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- 4.10** Councillors may attend and speak at any committee or Working Party meeting but may not vote at a committee or Working Party of which they are not a member as resolved by Council.

5. REPORTING DUTIES

It is necessary for Council to maintain clear channels of communication with each committee to ensure that current and important information is conveyed to Council and the public on a regular basis.

All Council committees must report the minutes of their meetings to Council. The particular reporting guidelines for each committee should be included in the Terms of Reference set out when the committee is established by resolution of Council, and be recorded in the Register of Committees.

Working parties have less stringent reporting guidelines than committees of Council. They may report minutes of their meeting if they wish, but in all circumstances they must file their minutes to the appropriate council file.

6. RECORD KEEPING

Committees must keep a full and accurate record of business conducted including minutes of meetings, decisions made, correspondence and actions taken.

Each Council committee or working party must file the records of their activities to the file number assigned to them in the Register of Committees and any other relevant council file.

7. DISBANDING A COMMITTEE

If a committee is to be disbanded, a report should be submitted to Council for consideration. After a Council resolution has been made to disband the Committee, the Register of Committees must be updated and the decision recorded on the Council file.

A Working Party, however, does not need a resolution of Council to disband. Working Parties may also recommence after period of stagnation without a resolution of Council.

RELATED POLICIES

Hunter's Hill Council Register of Committees
Hunter's Hill Council Code of Conduct (CORP.S-Pol.03)
Hunter's Hill Council Code of Administrative Good Conduct (CORP.S-Pol.06)
Hunter's Hill Council Code of Meeting Practice (CORP.S-Pol.04)

POLICY AUTHORITY

The policy authority is the General Manager.

GETTING HELP



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For interpretations, resolution of problems and special situations please contact either the General Manager or the Council officer on the relevant committee.

TO BE REVIEWED

This policy should be reviewed in 2012 at the beginning of the new Council Term.

VERSION CONTROL

Date	Version	Res. No.	Key Changes	Author
27.11.1989	1.0	1213/89	Adoption of policy	GM
8.07.1996	1.1	2653/96	Revision & amendments of committee structures	GM
25.09.2006	1.2	418/06	Amendment of committee appointment	B. Smith
23.11.2009	1.3	380/09	Review & appointment of committees	B. Smith



APPENDIX A

COMMITTEE MEMBERSHIP NOMINATION FORM

NAME OF COMMITTEE:

I have previously been a member of the Committee from/..../.... to
..../..../.... and wish to be appointed to the Committee.

OR

I have not previously been a member of the Committee, however, I believe
that I have knowledge, skills or experience that will be of value to the
Committee and its functions.

Please provide a brief outline of your relevant knowledge, skills and/or experience.



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Please provide any other information you feel is relevant to your nomination.

Name:

Street address:

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Suburb:

Telephone:

Email:

Signature: