



Hunter's Hill Council

COMMITTEE, ADVISORY GROUP & WORKING PARTY GUIDELINES

Conservation Advisory Panel

CHARTER

This adopted charter is attached

Updated April 2021

The Council Charter

- To exercise leadership.
- To exercise Council functions with due regard for the cultural and linguistic diversity of the Hunters Hill community.
- To properly manage, develop, protect, restore enhance and conserve the environment of the area.
- To have regard to the long term and cumulative effects of Council's decisions.
- To bear in mind that Council is the custodian and trustee of public assets and to effectively account for and manage those assets.
- To facilitate the involvement of Councillors, members of the public, users of facilities and services, and Council staff in the development, improvement and coordination of Hunters Hill.
- To raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants.
- To ensure that, in the exercise of its regulatory function, Council acts consistently and without bias, particularly when an activity of the Council is affected.
- To be a responsible employer.
- To keep the Hunters Hill community and the State Government (and through it, the wider community) informed about Council's activities.
- To provide directly or on behalf of other spheres of government, after due consultation, adequate, equitable and appropriate services and facilities for the community, and ensure that those services and facilities are managed efficiently and effectively.

Committee, Advisory Group or Working Party Membership

Councillors

Two Councillors for two (2) years appointed bi annually by Council.

1. Clr Ross Williams
2. Clr Jim Sanderson

Community Representatives

1. Representative of Hunter's Hill Trust – Ms Lucy Creagh
2. Representative Institute of Architects – Mr Peter Lonergan
3. Representative Institute of Architects (alternate) – Mr Bob Moore
4. Expert in Heritage Planning – Mr Brian McDonald
5. Mr Michael Lehany, Representative of Cultural Landscape Practitioners
6. Ms Bronwyn Doutreband, Community Representative
7. Ms Helen Temple-Berry, Community Representative
8. Mr Graham Atkins, Community Representative (Alternate)

Council Officers

1. Heritage Consultant
2. Director, Development & Regulatory Services

Quorum

Quorum, half plus 1

Meeting Cycle

Monthly, (3RD Wednesday, 5:30 pm)

DELEGATIONS OF AUTHORITY

The Committee/Working Party has no authority to make decisions.

The Committee/Working Party may make recommendations to Council.

ROLE OF INDIVIDUAL MEMBERS

In accordance with statutory requirements and in keeping with the adopted Code of Conduct, members have the following roles:

1. Discharge their duties in good faith and honestly in the best interests of the Council and community with the level of skill and care expected.
2. Use the powers of office for proper purpose, in the best interests of the Council and community as a whole.
3. Act with required care and diligence, demonstrating commercial reasonableness in their decisions.
4. Avoid conflicts of interest.
5. Not make improper use of information gained through their position of member.
6. Not allow personal interests, or the interest of any associated person, to conflict with the interests of the Council or community.

7. Make reasonable inquiries to ensure that the Council is operating efficiently, effectively and legally towards achieving its goals.

Rules for Committees, Advisory Groups and Working Parties

Committees and Advisory Groups meet on a regular basis and are appointed for a two (2) or four (4) year term of Council. They are supported by a committee structure, Councils administration and report regularly to Council.

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.

Meetings that are held will be supported by a formal agenda.

Minutes of all meetings will be kept and tabled for Council's information.

The Mayor

The Mayor is an ex-officio member of all Committees and Working Parties and is an additional Council 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.

Councillors

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.

Code of Meeting Practice and Code of Conduct

All Committee meetings and Working Party meetings are to be conducted under the auspices of the Councils adopted Code of Meeting Practice and Code of Conduct.

All members of Committees, Advisory Groups or Working Parties, whether they are elected representatives or community representatives are bound to conduct meetings and behave in accordance with relevant adopted Council policies AND the Local Government Act (1993).

Local Government Act (1993) and Meeting Regulations

Committees, Advisory Groups and Working Parties are governed by a Meeting Practice, which contains the following sections relating to Committees. The sections referred to are specific to the Local Government Act (1993) and the clauses are specific to the Meeting Regulations.

The following document is the procedure that governs committees; advisory groups or working parties as contained in Councils adopted Code of Meeting Practice.

Hunter's Hill Council

Code of Meeting Practice

11.0 COMMITTEES

11.1 Committees of Council (Sec. 373)

A Council may resolve itself into a Committee to consider any matter before the Council.

11.2 Committee of the Whole (Clause 28)

1. All the provisions of this Regulation relating to meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.
2. The General Manager or, in the absence of the General Manager, an employee designated by the General Manager, is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.
3. The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been moved and passed.

11.3 Appointment of Committees (Clause 29)

1. A Council may establish such Committees, as it considers necessary.
2. A Committee is to consist of the Mayor and other Councillors as are elected by the Councillors or appointed by the Council.
3. The quorum for a meeting of such a Committee is to be:
 - a) such number of members as the Council decides; or
 - (b) if the Council has not decided a number, a majority of the members of the Committee.

11.4 Functions of Committees (Clause 30)

A Council must specify the functions of each of its Committees when the Committee is appointed or elected, but may from time to time amend those functions.

11.5 Non-Member Entitled to Attend Committee Meetings (Clause 32)

1. A Councillor who is not a member of a Committee of Council is entitled to attend and speak at, but is not entitled to vote at, a meeting of the Committee.

2. Non-members are not entitled to give notice of business for inclusion in the agenda or to move or second a motion.
3. Should a Committee resolve to close a part of a Committee meeting, it must do so in accordance with Section 14.0 "Attendance at Meetings" of this Code of Practice.

11.6 Procedure in Committee (Clause 33)

1. Subject to Clause 9.4.1, each Committee of a Council may regulate its own procedure.
2. Without limiting sub-clause 1, a Committee of Council may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.
3. Each Committee of Council must ensure that full and accurate minutes of the proceedings of its meetings are kept.

In particular, the Committee must ensure that the following matters are recorded in the Minutes of Committee meetings:

- (a) Details of each motion moved at a Council meeting and of any amendments moved to it;
 - (b) The names of the mover and seconder of the motion or amendment;
 - (c) Whether the motion or amendment is passed or lost.
4. As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

11.7 Chairperson of Committee (Clause 34)

1. The Chairperson of each Committee of the Council, must be:
 - (a) The Mayor; or
 - (b) If the Mayor does not wish to be the Chairperson, a member of the Committee elected by the Council; or
 - (c) If the Council does not elect such a member, a member of the Committee elected by the Committee.
2. The Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson, the Committee may do so.

3. If neither the Chairperson nor the Deputy Chairperson of a Committee is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be the Acting Chairperson of the Committee and to preside at the meeting.
4. The Mayor is, by virtue of holding that office, a member of each Committee of the Council.

11.8 Absence from Committee Meetings (Clause 35)

1. A member ceases to be a member of a Committee if the member (other than the Mayor):
 - (a) Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the absence; or
 - (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year (being 1 July to 30th June), without having given to the Committee acceptable reasons for the member's absences.
2. Sub-clause 1 does not apply if all the members of the Council are members of the Committee.

11.9 Reports of Committees (Clause 36)

1. If distinct recommendations are made in a report of a Committee of the Council, the decision of the Council may be made separately on each recommendation.
2. The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.
3. If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or part of a meeting that is closed to the public, the Chairperson must:
 - (a) Make the resolution or recommendation public as soon as practicable after that part of the meeting closed to the public has ended; and
 - (b) Report the resolution or recommendation to the next meeting of the Council.