



Title: Advisory committees

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Related legislation:

Related policies:

Related procedures: [Rules for advisory committees](#)

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1. Purpose

The purpose of this policy is to provide a generally consistent framework for the constitution and operation of Advisory Committees.

2. Objectives

The objectives of this policy are to:

- Provide guidance as to the purpose of advisory committees;
- Ensure advisory committees are constituted in a consistent manner;
- Ensure advisory committees are appropriately resourced;
- Ensure effective operation of advisory committees.

3. Scope

This policy applies to all members of advisory committees, including Councillors, members of staff and other representatives, and to all members of staff involved in the constitution of, support to and interaction with advisory committees.

4. Definitions

Advisory Committee a committee established by Council to facilitate participation by members of the community in the development and effective delivery of council's services, policies and programs in relation to specific terms of reference.

5. Principles

5.1 Establishment

5.1.1 Purpose

Council will constitute advisory committees as required by legislation, or as considered necessary to improve community life through enhanced local governance, and to promote the efficient and effective delivery of Council's services, policies and programs.

5.1.2 Committee Charter

Council will, for each advisory committee, prepare a Committee Charter that outlines a mandate for and membership of each committee. The mandate will include terms of reference and aims. Membership may include representation by members of the community, Councillors, and staff.

5.1.3 Membership

Council will ensure that the membership of advisory committees is appropriate to achieve the mandate.

5.2 Operations

5.2.1 Functions

The functions of advisory committees will be to:

Facilitate innovation

An advisory committee is to function as a means of facilitating the generation of new ideas and approaches to achieve the aims of the committee.

Facilitate communication

An advisory committee is to function as a means of sharing information amongst key stakeholders involved in the matters defined by the terms of reference of the committee.

Facilitate representation

An advisory committee is to function as a means of representation and advocacy on behalf of the community to Council by key stakeholders in relation to the matters defined by the terms of reference of the committee.

Facilitate participation

An advisory committee is to function as a means of providing effective opportunities for stakeholders, including residents and partner organisations, to participate in decisions of Council by providing advice and making recommendations within the terms of reference of the committee.

Facilitate evaluation

An advisory committee is to function as a means of contributing to the capacity of the organisation by evaluating the effective delivery of services, policies and programs in relation to the matters defined by the terms of reference of the committee.

5.2.2 Decisions

Decisions of advisory committees are recommendations which may or may not be adopted or amended by Council.

5.2.3 Support to advisory committees

The General Manager will ensure that adequate staff resources are made available and given responsibility to provide support to each constituted advisory committee.

5.2.4 Rules for advisory committees

Council will prepare rules for the proper functioning of advisory committees covering membership, meetings and other relevant procedures. All participants in Advisory Committees including committee members, staff and visitors are expected to make themselves aware of and adhere to the Rules for Advisory Committees.

5.2.5 Evaluation of committee effectiveness

Council will evaluate the effectiveness of advisory committees on a regular basis and revise the mandate and membership of each committee, or the rules for advisory committees as required.

5.2.6 Appropriate conduct

Members of advisory committees are expected to abide by Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.

5.3 Dissolution

An advisory committee may only be dissolved by resolution of Council.

6. Responsibilities

General Manager

The General Manager is responsible to ensure that appropriately qualified members of staff are made available and given responsibility to facilitate and support the role of the advisory committees.

Committee Members

Committee members are responsible to:

- make themselves aware of and adhere to the Rules for Advisory Committees and Council's Code of Conduct;
- ensure that their participation contributes to the effective functioning of the Advisory Committee;
- ensure that their participation contributes to achieving the aims of the Advisory Committee;
- ensure that the activities of the Advisory Committee remains within its terms of reference.

Support staff

Support staff are responsible to ensure effective support to and functioning of Advisory Committees by:

- ensuring committee members' participation contributes to effective functioning of and achieving the aims of Advisory Committee;
- ensuring that the activities of the Advisory Committee remains within its terms of reference.
- providing administrative support to the Advisory Committee, and ensuring that accurate records of Committee proceedings are kept.

7. Procedures

7.1 Establishment of an advisory committee

7.1.1 Resolution to establish

The establishment of an advisory committee is to be by a resolution of Council. Prior to the decision to establish an advisory committee, an appropriate Committee Charter is to be prepared using the attached template, outlining the proposed mandate and membership of the committee.

7.1.2 Nominations for membership

Once a resolution to establish an advisory committee has been made, nominations for membership are to be sought from persons eligible to be members of the committee (as outlined by the committee charter). Nominations for community representatives are to be sought by public advertisement and/or written invitation. Councillor representatives are to be nominated by Council, and staff representatives are to be nominated by the General Manager.

7.1.3 Approval of membership

Nominations for membership will be received and reviewed by support staff. Where there are more nominations received than positions available on the committee, the eligibility criteria are to be used to select the most suitable nominees as members. The support staff will then make recommendations for membership that are to be submitted to the General Manager for endorsement, and then to Council for approval.

7.2 Committee charter

The Committee Charter prepared for each advisory committee will comprise the components listed below. Each of these components is described in more detail in the following section.

1. Name
2. Mandate
 - 2.1. Terms of reference
 - 2.2. Aims
 - 2.3. Term
 - 2.4. Meeting frequency
3. Membership
 - 3.1. Community representation
 - 3.2. Councillor representation
 - 3.3. Council representation
 - 3.4. Support staff
 - 3.5. Chairperson and deputy
 - 3.6. Other office bearers

7.2.1 Mandate

Terms of reference

The terms of reference are to define the scope of matters to be dealt with by the committee. The terms of reference provide a means of focusing the activity of the committee.

Aims

Aims are to be general statements of what the committee intends to achieve in relation to improved community life within its terms of reference.

Term

The term is the period during which members of the committee are to hold membership. At the end of each term, all positions on the committee become vacant and new nominations for membership must be sought and approved by Council.

Meeting frequency

The committee charter is to propose a meeting frequency commensurate with the nature of the terms of reference, aims and proposed membership. Advisory committees should meet not less than quarterly and not more than monthly.

7.2.2 Membership

Community representation

This is to specify the number of committee members from the community and the eligibility criteria for membership of the committee.

Councillor representation

This is to specify the number of councillor representatives and the basis (if any) on which they are to be selected for membership of the committee.

Council representation

This is to specify the number of staff representatives and the basis (if any) on which they are to be selected for membership of the committee.

Support staff

This is to nominate the position title of the member of staff responsible for facilitating the effective functioning of the committee and the member of staff responsible for providing administrative support to the committee including the preparation of meeting agendas and minutes.

Chairperson and deputy

This is to specify the proposed chairperson and deputy chairperson of the committee, and the process by which these office bearers are selected.

Other office bearers

This is to specify any other office bearers (eg. Secretary or Treasurer) considered appropriate for the effective functioning of the committee, and the process by which these office bearers are selected.

7.3 Participation by other persons

7.3.1 Co-opted members

A committee may from time to time invite participation from persons on the basis of their contribution as needed, in a manner consistent with the rules for advisory committees.

7.4 Evaluation of committee effectiveness

7.4.1 Committee charter

Each committee¹ is to review its charter, including the terms of reference, aims, meeting frequency, and membership at the commencement of each term of Council. The review is to take account of the following issues:

- changing community needs and requirements;
- issues that have already been addressed by the work of the committee;
- the effectiveness of the committee in terms of achieving the purpose of an advisory committee and the aims of the committee;
- changes in community representation, Councillor representation and staff representation.

Any desirable changes to the committee charter identified as a result of the review are to be documented in a report to Council for consideration and determination.

7.4.2 Councillor representatives

The individual councillors appointed to be members of each advisory committee will be reviewed by Council each year at the ordinary meeting in September. This review is not a review of the number of councillors to be appointed as members of each advisory committee, but only an allocation of individual councillors to available membership positions.

¹ The review of the committee charter should be undertaken by the committee with guidance and support from Governance and Administration and the council support officer. Alternatively, Governance and Administration can undertake the review in consultation with the committee and council support officer.

As advisory committees cannot properly function without a quorum, the need for councillors to attend all meetings of the advisory committees to which they have been appointed will be emphasised at each annual review.

7.5 Rules for advisory committees

Rules for the proper functioning of advisory committee are attached.

Committee Charter Template

Advisory Committee Charter NAME

Mandate

Terms of reference	<i>Scope of matters to be dealt with by the committee.</i>
Aims	<i>General statements of what the committee intends to achieve in relation to improved community life within the terms of reference.</i>
Term	<i>Period during which members of the committee are to hold membership.</i>
Meetings	<i>Meeting frequency commensurate with terms of reference, aims and proposed membership. Not less than quarterly and not more than monthly.</i>

Membership

Community representation	<i>Number of committee members from the community and the eligibility criteria for membership of the committee.</i>
Councillor representation	<i>Number of councillor representatives and the basis (if any) on which they are to be selected for membership of the committee.</i>
Council staff representation	<i>Number of staff representatives and the basis (if any) on which they are to be selected for membership of the committee.</i>
Support staff	<i>Position of the member of staff responsible for facilitating the effective functioning of the committee. Position of the member of staff responsible for providing administrative support to the committee.</i>
Chairperson and deputy	<i>Chairperson and deputy chairperson of the committee, and the process by which these office bearers are selected.</i>
Other office bearers	<i>Any other office bearers (eg. Secretary or Treasurer) considered appropriate for the effective functioning of the committee, and the process by which these office bearers are selected.</i>

Advisory Committee Charter

Community Safety

Mandate

Terms of reference	Investigate and make recommendations to Council in relation to: <ul style="list-style-type: none"> • preventing the incidence and fear of crime in the community; • developing partnerships and leading local initiatives to address priority crime issues; • developing community programs that address crime issues and promote community safety and crime prevention.
Aims	Enhance the quality of life for people living and working in the City of Canterbury by: <ul style="list-style-type: none"> • taking action to prevent or reduce the incidence of crime in Canterbury City; • preventing and reducing the fear of crime in the community; • promoting community well being, participation, partnerships and mutual responsibility for community safety and crime prevention issues.
Term	Concurrent with each term of Council.
Meetings	Monthly.

Membership

Community representation	<ul style="list-style-type: none"> • Fire Brigade representative; • Police Area Command representatives; • Drug Action Team representative.
Councillor representation	Up to 3 councillors.
Council staff representation	General Manager or delegate (eg. Director Corporate Services or Operations Manager Corporate Services).
Support staff	Community Safety Officer Administration Officer – Corporate Support
Chairperson and deputy	The chairperson and deputy chairperson shall be Councillors determined by Council.
Other office bearers	None.

Advisory Committee Charter

Disability Access

Mandate

Terms of reference	Investigate and make recommendations to Council in relation to: <ul style="list-style-type: none"> • the access and service needs of people with disabilities; • advocacy and community education on behalf of people with disabilities.
Aims	Enhance quality of life for people with disabilities living and working in the City of Canterbury through: <ul style="list-style-type: none"> • improved range and quality of services; • improved access to services; • increased acceptance and support in the community.
Term	Concurrent with each term of Council.
Meetings	Every 2 months (5 times a year) (As per Committee's recommendation)

Membership

Community representation	Up to 13 members either <ul style="list-style-type: none"> • residents of the City of Canterbury; or • service providers to people with disabilities in the City of Canterbury.
Councillor representation	2 councillors.
Council staff representation	Up to two officers, including General Manager (or delegate) and one other officer nominated by the General Manager.
Support staff	Community Worker – Disability Services Administration Specialist (IHAP)
Chairperson and deputy	The chairperson shall be a Councillor determined by Council. The Committee shall elect a Deputy Chairperson who shall hold office for 12 months.
Other office bearers	None.

Advisory Committee Charter

Multicultural

Mandate

Terms of reference	Investigate and make recommendations to Council in relation to: <ul style="list-style-type: none"> • issues and matters of concern to people and communities from culturally and linguistically diverse backgrounds living or working in the City of Canterbury.
Aims	Enhance the quality of life for people and communities from culturally and linguistically diverse backgrounds through: <ul style="list-style-type: none"> • improved range and quality of services; • improved access to services; • opportunities for communication and discussion; • enhance community harmony.
Term	Concurrent with each term of Council.
Meetings	Quarterly.

Membership

Community representation	Up to 17 members nominated by migrant or generalist community organisations.
Councillor representation	Up to 3 councillors.
Council staff representation	General Manager or delegate (eg. Director Corporate Services or Operations Manager Corporate Services).
Support staff	Team Leader – Community Development Administration Specialist (IHAP)
Chairperson and deputy	The chairperson shall be a Councillor determined by Council. The Committee shall elect a Deputy Chairperson who shall hold office for 12 months.
Other office bearers	None.

Advisory Committee Charter

Senior Citizens

Mandate

Terms of reference	Investigate and make recommendations to Council in relation to: <ul style="list-style-type: none"> • issues and matters of concern to older people living or working in the City of Canterbury.
Aims	Enhance the quality of life for older people living or working in the City of Canterbury through: <ul style="list-style-type: none"> • improved range and quality of services; • improved access to services; • opportunities for communication and discussion.
Term	Concurrent with each term of Council.
Meetings	Quarterly.

Membership

Community representation	Up to 17 members comprising: <ul style="list-style-type: none"> • Older residents of the Canterbury area • Representatives of groups of older people active in the Canterbury area; • Representatives of agencies whose services assist older residents of Canterbury.
Councillor representation	Up to 3 councillors.
Council staff representation	General Manager or delegate (eg. Director Corporate Services or Operations Manager Corporate Services).
Support staff	Community Worker – Aged Services Administration Specialist (IHAP)
Chairperson and deputy	Chairperson and deputy chairperson elected from the floor at the beginning of each term.
Other office bearers	None.

Advisory Committee Charter

Youth Council

Mandate

Terms of reference	<p>Investigate and make recommendations to Council in relation to:</p> <ul style="list-style-type: none"> • identification of local youth needs and resources; • formulation of Council's specific youth policy; • Council's role in advocating to State and Commonwealth Governments for resources; • strategic planning for the provision of services and facilities with potential impact on young people including youth crime prevention initiatives;
Aims	<p>Enhance the quality of life for young people living and working in the City of Canterbury through:</p> <ul style="list-style-type: none"> • opportunities for communication, discussion and decision-making; • active interest in local affairs, and a sense of civic pride; • opportunities to undertake community service projects; • better understanding of the operation of local government administration • improved range and quality of facilities and resources; • increased acceptance and support in the community.
Term	Concurrent with each term of council.
Meetings	<p>Every 2 months (5 times a year) (As per Committee's recommendation)</p>

Membership

Community representation	<ul style="list-style-type: none"> • 15 residents of the City of Canterbury who are between 12 and 25 years of age; • A Police Youth Liaison officer;
Councillor representation	2 Councillors.
Council staff representation	General Manager or delegate (eg. Director Corporate Services or Operations Manager Corporate Services).
Support staff	<p>Team Leader – Youth Services Administration Specialist (IHAP)</p>

Youth Council Membership cont.

Chairperson and deputy	Chairperson and deputy chairperson elected from the floor at the beginning of each year (at AGM in September).
Other office bearers	Secretary and Treasurer elected from the floor at the beginning of each year. Any other office deemed appropriate from time to time. Minute secretaries appointed on rotational basis for each meeting.

Advisory Committee Charter

Economic Development

Mandate

Terms of reference	<p>Investigate and make recommendations to Council in relation to long term visions for and strategic issues associated with:</p> <ul style="list-style-type: none"> • the commercial, industrial and retail development of the City of Canterbury with emphasis on economic viability, user safety, crime prevention, access and community participation; • the commercial viability and amenity of Town Centres in the City; • the potential for the development of a Canterbury Central Business District; • sister city relationships; • activities or events associated with the sister city program.
Aims	<ul style="list-style-type: none"> • Facilitate economic growth and local employment opportunities in the City of Canterbury • Improve the commercial viability and amenity of Town Centres in the City of Canterbury. • Enhance cultural diversity, educational, and business opportunities in the City of Canterbury through establishing and developing connections with other state, national and international local communities of either similar population size and demographics, or already established links with our community.
Term	Concurrent with each term of Council.
Meetings	<p>Every 2 months (5 times a year) (As per Committee's recommendation)</p>

Membership

Community representation	<p>Up to 8 representatives from local businesses, town centres, local or regional chambers of commerce, or industry associations, as required, able to</p> <ul style="list-style-type: none"> • articulate the issues that are relevant to developing and promoting better shopping centres for users, and more commercially viable centres for business owners, • participate in strategic discussions to address local issues such as parking, street furniture, public art, heritage issues, promotional events and signage • participate in strategic discussions which take a broad long-term view of economic development across Canterbury City as a whole.
Councillor representation	<ul style="list-style-type: none"> • Mayor • One Councillor from each ward.

Economic Development Membership cont.

Council staff representation	<ul style="list-style-type: none">• Director City Planning or nominee;• Director of Corporate Services or nominee;• Director City Works or nominee;• Coordinator – Town Centres and Economic Development.• Other council staff as required.
Support staff	Coordinator – Town Centres and Economic Development Administration Officer – Corporate Support
Chairperson and deputy	The chairperson shall be a Councillor determined by Council. The Committee shall elect a Deputy Chairperson who shall hold office for 12 months.
Other office bearers	None.

Environmental & Sustainability

Mandate

Terms of reference	The Committee's role is to advise and make recommendations on environmental and sustainability issues as they relate to councils operations with a focus on the implementation of the Environmental Management Plan and the City Plan.
Aims	<ul style="list-style-type: none"> • Discuss, advise and make recommendations affecting the City of Canterbury in sustainable resource management, including water, stormwater, energy, biodiversity, pollution, land management and future directions for waterway management. • Coordinate community input with other key organisations with respect to environmental sustainability. • Assist with the monitoring and review of programs, projects and initiatives that lead to an improved environment and a sustainable City of Canterbury; in accordance with best practice; • Raise awareness in the community about matters relating to environmental sustainability; and • To take into consideration the cultural diversity of the area in relation to environmental and sustainability issues.
Term	Concurrent with each term of Council
Meetings	Every 2 months (Five times a year) (As per Committee's recommendation)

Membership

Community representation	<p>One representatives each from the Community, Business/Industry and Government, with an interest in environmental sustainability; and</p> <p>A maximum of three representatives from local environmental community organisations such as;</p> <ul style="list-style-type: none"> • Cooks River Valley Association (incorporating the Mudcrabs) • Wollie Creek Preservation Society • Local Bushcare or 'adopt a patch' programs
Councillor representation	<p>At least one councillor from each ward.</p> <p>The Mayor is an ex-officio member</p>
Council staff representation	General Manager or delegate; Director City Planning or delegate/Director City Works or delegate.

Environmental & Sustainability Membership cont.

Support staff

Team Leader- Environmental Issues
Administration Officer – Corporate Support
Other officers deemed necessary by the General Manager or Directors.

Chairperson and deputy

The Chairperson shall be a Councillor determined by council. The Committee shall elect a Deputy Chairperson who shall hold office for 1 year.



City of Canterbury

City of Cultural Diversity

Rules for Advisory Committees

City of Canterbury – Rules for Advisory Committees

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1. Preliminary

1.1. Citation

1.1.1 These rules may be cited as the Canterbury City Council Rules for Advisory Committees.

1.2. Objectives

1.2.1 The objectives of these rules are to provide for the proper functioning of advisory committees in relation to:

- a) membership privileges and responsibilities;
- b) orderly and proper conduct of meetings;
- c) procedures generally relevant to all advisory committees.

1.3. Amendment of Rules

1.3.1 These Rules may be amended by Council from time to time.

1.4. Interpretation

1.4.1 In these Rules, unless inconsistent with the context or subject matter:

- | | |
|--------------------|--|
| <i>chairperson</i> | means the chairperson of a committee or any meeting of a committee; |
| <i>committee</i> | means a committee specified in Schedule 1, being an informal or ad hoc committee within the overall operations of Council established by Council for some purpose, not being: <ul style="list-style-type: none">• A formally constituted committee of a council within the meaning of the Regulation; or• A committee established under clause 260 of the Regulation; or• The Council when it has resolved itself into a committee of the whole. |
| <i>Council</i> | means Canterbury City Council; |
| <i>Councillor</i> | means a Councillor of Canterbury City Council and includes the Mayor; |

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General Manager means the person for the time being occupying the position of General Manager of Council and includes, for the purpose of exercising any function conferred or imposed on the General Manager or as the delegate of the General Manager as well as any officer of Council duly authorised by the General Manager for the purpose of exercising any function conferred or imposed on the General Manager by these Rules;

Rules include Constitution;

the Act means the Local Government Act 1993 (NSW)

the Regulation means the Local Government (General) Regulation 2005 (NSW)

- 1.4.2 In interpreting these rules resort shall be had to the Interpretation Act 1987 (NSW) and that Act shall be taken to apply to these Rules as if these Rules were a statutory rule within the meaning of that Act.
- 1.4.3 Except in the case of a function that is expressly required by these Rules to be exercised by a resolution of Council, any reference in these Rules to the doing of any act or thing by Council or the making of any decision by Council is a reference to an act or thing done or decision made either by resolution of Council or pursuant to and by way of delegated authority.
- 1.4.4 A reference to a Schedule is a reference to a Schedule to these Rules.
- 1.4.5 The Schedules form part of these Rules.
- 1.4.6 Headings are for reference purpose only and do not form part of these Rules.

2. Mandate

2.1. Delegation

2.1.1 Subject to any delegation of powers to the contrary:

- a) A committee may act in an advisory capacity only;
- b) A committee does not have the power to incur expenditure or to bind Council but may expend any funds budgeted by Council for use in connection with the activities and role of the particular committee; and
- c) Recommendations or reports of committees shall not have effect unless and until adopted by Council

3. Membership

3.1. Period of tenure

3.1.1 A member of a committee shall hold membership of the committee for the term of office and shall be eligible for re-nomination and re-election or re-appointment as specified in the Committee Charter.

3.2. Co-opted members

3.2.1 A committee may from time to time invite participation in the committee from persons on the basis of their contribution as needed. Such members do not have voting rights.

3.3. Alternate delegates

3.3.1 Where an organisation has nominated a representative to the committee, that organisation may nominate an alternative delegate with full voting rights.

3.4. Presence at committee meetings

3.4.1 A member of a committee cannot participate in a meeting of a committee unless personally present at the meeting, except in the case of alternate delegates.

3.5. Vacation of office

3.5.1 A member of a committee vacates membership of the committee if the member:

- a) Dies; or
- b) Resigns his or her membership of the committee by writing addressed to the General Manager; or
- c) Is removed from his or her membership of the committee by the Council; or
- d) Without reasonable excuse does not attend a meeting of the committee in compliance with a call of the whole committee or is otherwise absent without prior leave of the committee from 3 consecutive meetings of the committee; or
- e) Fails after the passing of an expulsion motion, to leave the meeting place or fails to remain away for the period of the expulsion; or
- f) Becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit; or
- g) Becomes physically or mentally incapacitated to such an extent that he or she is unable to continue discharging the responsibilities of being a member of the committee; or
- h) Ceases to hold or is otherwise taken by Council by resolution to have vacated members of the committee for any other reason.

4. Meetings

4.1. Calls for committee meetings

4.1.1 The General Manager may make a call of all of the members of any committee to attend a meeting of that committee. Notice of any such call shall be sent to each member of the committee in the manner and time otherwise provided for in these Rules.

4.2. Notice of meetings

4.2.1 Notice of a meeting of a committee shall be sent to each member of the committee no later than 5 days before the meeting, subject to 2 days' notice being given of a meeting called in an emergency.

4.2.2 A notice of a meeting of a committee must include an agenda listing the items to be discussed at the meeting.

4.2.3 Failure to receive a notice on the part of any member of a committee shall not affect the validity of any meeting of the committee.

4.3. Quorum

4.3.1 The quorum for a meeting of a committee shall be a simple majority, excepting Disability Access which shall be greater than one-third, of the members of the committee who hold office as such for the time being and are not otherwise disentitled from voting for whatever reason.

4.3.2 A meeting of a committee must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the chairperson or, in his or her absence, by the majority of the members present (being a date within 1 month).

The committee's minutes must record the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the committee, together with the names of the members present.

4.4. Council officer present

4.4.1 Unless otherwise determined by Council, appropriate staff must be present at any meeting of a committee for the meeting to be valid, who

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shall, unless otherwise provided for by these Rules, act as secretary to the committee if so directed by the General Manager.

4.5. Presence at committee meetings

4.5.1 A member of a committee cannot participate in a meeting of a committee unless personally present at the meeting.

4.6. Exchange of information

4.6.1 A committee may request a member of staff to attend a meeting of the committee to provide advice and information to it. This may be done by a request to the General Manager or relevant Director.

4.7. Chairing of meetings

4.7.1 The chairperson or, in the absence of the chairperson, the deputy chairperson presides at meetings of a committee.

4.7.2 In the absence of the chairperson and the deputy chairperson, where appropriate a member of the committee elected to chair the meeting by the members present presides at a meeting of the committee.

4.7.3 It is the duty of the chairperson at a meeting of a committee to receive and put to the meeting any lawful motion that is brought before the meeting.

4.8. Conduct of business

4.8.1 Proceedings of any meeting of a committee shall be conducted with as little formality and technicality as proper consideration of the matters before the committee permit.

4.8.2 The committee must proceed with its business at a meeting in the order indicated on the agenda for the meeting. However, the committee may, by decision of the meeting, alter the order in which it proceeds with the business for a particular meeting.

4.8.3 Except as otherwise provided by or under these Rules, the procedure for the conduct of business of a committee is to be determined by the chairperson, subject to there being no procedural direction from the General Manager governing a particular matter. However, a committee may, by decision of the meeting, overrule a decision on a procedural question made by the chairperson.

4.8.4 Committee members wishing to have matters considered and discussed at a meeting must provide details of the matter and supporting

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information to Council at least 10 days prior to the meeting so that the matter can be placed on the agenda.

4.8.5 Unless ruled to the contrary by the chairperson, any issue raised in general business is to be deferred to the next committee meeting to allow committee members sufficient time to properly and fully consider the implications of the matter.

4.8.6 Where at a meeting of a committee matters arise which are in all cases not provided for in these Rules or in a procedural direction from the General Manager, resort shall be had to:

- a) Firstly the provisions of the Act, the Regulations and Council's Code of Meeting Practice as in force from time to time; and
- b) Secondly, to the extent (if any) necessary, the ordinary law and procedure of meetings;

so far as the same are relevantly applicable to proceedings of the committee and to the extent to which they are not otherwise modified or varied by or under these Rules.

4.9. Voting and voting entitlements

4.9.1 Each member of a committee is entitled to one vote, with no proxies being accepted.

4.9.2 However the person presiding at a meeting of the committee has, in the even of an equality of votes, a second or casting vote.

4.9.3 Except in the case of an election, voting at a meeting of a committee is to be by open means (such as on the voices or by show of hands).

4.9.4 A member of a committee who is present at a meeting of a committee but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

4.10. Decisions

4.10.1 A decision of an advisory committee is a recommendation to Council.

4.10.2 A decision supported by a simple majority of the votes at a meeting of a committee at which a quorum is present is a decision of the committee.

4.11. Minutes

4.11.1 A committee must ensure that full and accurate minutes are kept of its proceedings, recording:

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- The names of the members present at the meeting,
- The recommendations made, and
- The proceedings conducted at the meeting

4.11.2 Minutes of a meeting of a committee must include a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

4.11.3 Minutes of a meeting of a committee shall be reported to the first or otherwise next available ordinary meeting of Council for approval and adoption prior to implementation.

4.11.4 For the purpose of proper decision making by Council on recommendations made by advisory committees, copies of advisory committee agendas and business papers are to be provided to all Councillors at the same time they are issued to committee members.

4.11.5 Covering reports to council regarding minutes of advisory committee meetings shall highlight recommendations that have policy or financial implications.

4.12. Procedural directions

4.12.1 The General Manager may, by notice given to any committee, give procedural directions to the committee as to the conduct of meetings of and the procedure to be followed at meetings of the committee.

4.12.2 A procedural direction may provide that:

- a) Such provisions of these Rules as are specified in the notice:
 - are not to apply to the conduct of business by the committee;
 - are to apply to the conduct of business by the committee with such modifications as are specified in the notice.
- b) Such requirements as are specified in the notice are to apply to the conduct of business by the committee.

4.13. Acts of disorder by members of a committee

4.13.1 A member of a committee commits an act of disorder at a meeting of the committee if the member:

- a) Obstructs or interrupts the proper conduct of the meeting; or
- b) Uses indecent or offensive or insulting language; or

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- c) Makes a statement reflecting adversely on the reputation of Council or the committee; or
 - d) Makes an intemperate statement reflecting adversely on the character or motives of a Councillor, staff, member of the committee or member of the public; or
 - e) Engages in tedious repetition; or
 - f) Converses aloud or intentionally makes any noise or other disturbance whilst any other member is speaking; or
 - g) Refuses or wilfully fails to comply with a lawful direction given by the chairperson of the meeting;
 - h) Otherwise says or does anything that, if the member were a Councillor, would constitute an act of disorder within the meaning of the Regulation.
- 4.13.2 If a member of a committee has, in the chairperson's opinion, committed an act of disorder, the chairperson may direct the member to make a retraction or apologise without reservation.
- 4.13.3 If the member does not comply immediately with any such direction, the chairperson may immediately move a motion (an 'expulsion motion') that the member be expelled for the remainder of the meeting or a lesser time fixed by the chairperson.
- 4.13.4 If the chairperson moves an expulsion motion:
- a) The motion must be put to the vote immediately without discussion; and
 - b) If the motion is passed, the member must immediately leave the meeting place and must remain away for the period of the expulsion.
- 4.13.5 If after the passing of an expulsion motion, a member fails to leave the meeting place or fails to remain away for the period of the expulsion, the member vacates membership of the committee.
- 4.13.6 If a member is expelled from a meeting on more than one occasion, then the committee may submit a report to Council requesting further sanctions. Such sanctions may include suspension of the member from attendance at meetings for a period of time, or removal of membership.

5. Other procedures

5.1. Correspondence by committee

5.1.1 Except as otherwise permitted by the General Manager, a committee shall not correspond with any outside person or body except through the General Manager.

5.2. Subcommittees

5.2.1 A committee may form subcommittees and working parties as and when the need arises. The subcommittee will be constituted with a subcommittee charter in the same format as an advisory committee charter.

5.2.2 The General Manager may, by notice given to any committee, give directions to the committee with respect to any matter relating to subcommittees and working parties.

5.3. Finance

5.3.1 A committee may only expend funds that have been budgeted by Council for use in promoting the activities and role of the committee, eg. preparation of leaflets and pamphlets, other marketing and promotional activities, education and training costs, refreshment costs and other costs associated with meetings as required.

5.4. Rules of debate

5.4.1 Meetings of advisory committees generally operate on the basis of consensus. Where proceedings require debate such proceedings shall be conducted generally in accordance with the General Rules of Debate.

6. General rules of debate

6.1. Motions and business in order

6.1.1 Unless the meeting otherwise agrees, motions should be taken, and the business should otherwise be dealt with in the order in which they appear on the agenda.

6.2. Motions to be moved and seconded

6.2.1 Motions and amendments shall be formally moved and seconded. Except in the case of a closure motion, a motion or amendment must not be debated unless or until it has been seconded.

6.3. Withdrawal of motions

6.3.1 A motion before a meeting cannot be withdrawn without the consent of the meeting, and may only be withdrawn before it is put to the vote. If the motion has been seconded, the seconder should also consent to the withdrawal of the motion.

6.4. Motions to be relevant and within power

6.4.1 A motion must be relevant to the business under consideration, within the scope of the notice of meeting, and within the jurisdiction of the committee.

6.5. Amendments and subsequent amendments

6.5.1 A motion in respect of which an amendment has been moved is superseded once the amendment has been put to the vote and carried. The motion, in its amended form, must again be put to the vote as a substantive motion.

6.5.2 If an amendment has been negated, then a further amendment may be moved to the question to which the first mentioned amendment was moved, and so on. However, not more than one question and one proposed amendment in relation thereto may be before the meeting at any one time.

6.6. Order of speakers

6.6.1 The chairperson has the right to determine in which order intending speakers may address the meeting.

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6.7. Right to speak

6.7.1 Each member has the right to speak once to any motion or amendment. However, except in the case of a closure motion, the mover of a motion has the right of reply.

6.8. Formal motions

6.8.1 A member may at any time move a formal motion, ask a relevant question, raise a point of order or give a brief personal explanation at the discretion of the chairperson.

6.9. Closure motion

6.9.1 A member who has not moved, seconded or spoken to the original motion or an amendment to it (and only such a member) may, at any time during a discussion on the original motion, a substantive motion or an amendment, move closure motion (“That the question be now put”).

6.9.2 A closure motion, if accepted by the chairperson (in the exercise of his or her discretion), terminates discussion and puts the matter immediately to a vote. No seconder is required, nor is any discussion on the matter in order.

6.9.3 In exercising his or her discretion as to whether or not to accept a closure motion, the chairperson shall be guided by his or her view as to whether the intention of the closure motion is to impose the wishes of the majority on the meeting without regards to the rights of the minority. The chairperson’s decision on the matter is not open to dissent or challenge.

6.10. Mode of address

6.10.1 Speakers should address the chairperson when speaking on any matter.

6.11. Debate to be relevant

6.11.1 Debate must always be relevant to the subject under consideration and relate to business before the meeting in reference to a motion, amendment or point of order.

6.12. Points of order and rulings by the chairperson

6.12.1 The chairperson, without the intervention of any other member, may call any member of a committee to order whenever, in the opinion of the chairperson, it is necessary to do so.

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- 6.12.2 A member of a committee who claims that another member of that committee has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter, whose decision on the matter is binding, subject only to a motion of dissent being carried. Points of order may only be made to the chairperson.
- 6.12.3 The chairperson must rule on a point of order immediately after it is raised but, before doing so, may invite the opinion of the committee.
- 6.12.4 The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful. Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

6.13. Motions of dissent

- 6.13.1 A member of a committee can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 6.13.2 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 6.13.3 Only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.