

## CR 8– Advisory Committees

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### 1 Objectives

The objectives of this policy:

- To support Council in ensuring sound governance and management of Advisory Committees
- To ensure consistency in the formation and operation of all of Council's Advisory Committees.
- To provide a clear pathway for community to provide advice and recommendations to Council
- To outline roles and responsibilities of Advisory Committee members and Shire officers.

### 2 Scope

This policy applies to all of Council's Advisory Committees, Councillors while remaining members of an Advisory Committee, and employees responsible for Advisory Committees. The policy is also relevant to all staff and community members who may interact from time to time with an Advisory Committee.

### 3 Definitions

- 3.1 The Act** – the Local Government Act 1995.
- 3.2 Advisory Committee** – means an Advisory Committee established under this policy. in this policy a reference to advisory committee is a reference to an advisory committee of the Shire of Bridgetown-Greenbushes.
- 3.3 Committee Member** – an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.
- 3.4 Member Organisation** – an organisation/community group that is appointed as a Committee Member represented by a delegated person who has authority to represent the organisation/community group in decision making. The organisation/community group must be based in the shire of Bridgetown-Greenbushes.
- 3.5 Member Organisation Representative** – a person representing a Member Organisation with delegated authority to represent the organisation in decision making.
- 3.6 Responsible Officer** – a Shire staff member that is nominated by the CEO to provide administrative and governance support to an advisory committee.
- 3.7 Advisory Committee Meeting** – a Meeting of an Advisory Committee.
- 3.8 Councillor** – a current elected Councillor of Council.
- 3.9 Instrument of Appointment and Delegation** – a document which outlines the scope, purpose, authority and protocols of a Committee.
- 3.10 Quorum** – at least 50% of the number of offices whether vacant or not; a Quorum is required to hold a formal meeting of an Advisory Committee where recommendations to Council can be made.

## 4 Policy

### 4.1 Formation of an Advisory Committee

Advisory Committees must be formed (and rescinded) by Council Resolution, and the Instrument of Appointment and Delegation, and membership must also be decided by Council.

### 4.2 Powers and Functions of an Advisory Committee

Advisory Committees do not have any executive, financial or delegated powers.

Advisory Committees do not have the power to sub-delegate or form sub-committees. The role of an Advisory Committee generally is to provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council.

An Advisory Committee can offer specialised advice and assistance with research on issues of interest to Council and the Community.

### 4.3 Membership

4.3.1 All Advisory Committees that have community members must have a minimum of five members, comprising of:

- A minimum of one Councillor; and
- A minimum of four community members.

4.3.2 Other than the Bush fire Advisory Committee and Local Emergency Management Committee Advisory Committee memberships will be capped at ten, including:

- a minimum of one Councillor, and a maximum of three councillors;
- a minimum of four and a maximum of nine independent members, where a Committee has two Councillor Representatives, up to eight independent members can be appointed, but where a Committee has three Councillor Representatives, up to seven independent members can be appointed.

4.3.3 The Bush Fires Advisory Committee (BFAC) membership is to consist of up to 2 councillors, the Chief Fire Control Officer, all Deputy Chief Fire Control Officers and the Fire Control Officer (or his/her representative) from each of the Shire's bush fire brigades. A number of government agency representatives also attend BFAC meetings but are not classified as members.

4.3.4 The Local Emergency Management Committee (LEMC) is to consist of up to 3 councillors, and representatives from the Shire, government agencies and community organisations.

4.3.5 Any Committees currently in existence that exceed this membership limit may continue to operate, but as members vacate the positions, they will not be replaced to allow the Committee to transition to the recommended membership.

4.3.6 Any community member may become a member of an Advisory Committee if appointed by Council, and any such member will have the same entitlement to participate as the Councillor Representative/s. Weight will be given to ensuring diversity of membership and skills on an Advisory Committee.

- 4.3.7 All Advisory Committees other than the Bush Fires Advisory Committee must have an elected Chairperson, who must be a Councillor, and will, where necessary, have the casting vote.
- 4.3.8 Advisory Committee members must adhere to the same standards of conduct as elected members, as defined in the Code of Conduct (Members and Staff).
- 4.3.9 Advisory committee meetings will be included in the Councillors Calendar. Any Councillor is able to attend a meeting of any advisory committee. Only Councillors who are appointed to the committee may vote.
- 4.3.10 Training will be provided to first time Advisory Committee Members prior to the first formal meeting of the committee after it is formed and/or reviewed at the commencement of each Council Term.

#### 4.4 Advisory Committee Governance

Advisory Committees are subject to an Instrument of Appointment and Delegation (IoA). There is a standard IoA attached to this policy, and the IoA may be amended slightly, but must be adopted at the time the Committee is formed and/or reviewed at the commencement of each Council Term.

Advisory Committees are assigned a responsible officer by the CEO, to provide administrative support, ensure that the objectives of the IoA are met and to provide support and advice to the Chair in relation to governance. The Officer has no delegated power and is not a voting member of the committee.

Committees are subject to the Shire of Bridgetown-Greenbushes Standing Orders. These Standing orders apply generally to the proceedings of committees, with the exception of;

- a) Clause 9.1 in respect of the requirement of rise;
- b) Clause 9.5 limitation of the number of speeches

#### 4.5 Officer Responsibilities

The nominated responsible officer will;

- Prepare agendas and distribute not less than 3 days before each meeting
- Compile the draft minutes and distribute them to committee members no less than 14 days after the meeting and no less than 7 day prior to the next meeting.
- Compile Council agenda reports outlining all recommendation of the advisory committee to be considered by Council.
- Provide reasonable support to the Advisory Committee through research to assist the Committee with its deliberations. However, work undertaken on behalf of the Advisory Committee will be balanced with other duties assigned to the officer. Where there is insufficient capacity to undertake work on behalf of the Committee, this matter will be referred to the officer's manager for determination of workload priorities.
- Provide the Chair with support and guidance on governance.

#### 4.6 Committee Recommendations

- All actions/proposals made by an Advisory Committee will be taken to Council as recommendations for consideration or to the CEO if the matter can be dealt with under delegated authority or is of an operational nature.

## 5 Applicable Legislation and Documents

Act	Division 2 — Council meetings, committees and their meetings and electors' meetings Subdivision 2 Committees and their meetings of the Local Government Act 1995,
Regulation	Part 2 Council and committee meetings of the Local government (Administration) Regulations 1996
Local Law	Standing Orders Local Law
Shire Policies	M.12 Code of Conduct (Members and Staff) M.13 Anti-Discrimination, Sexual Harassment and Bullying M.20 Establishment of Council Committees M.21 Community Engagement/Consultation Policy A.16 Records Management Policy
Related Documents	Advisory Committee Standard Instrument of Appointment and Delegation
Related Procedure	

## 6 Administration

Original Adoption Date	24 November 2022
Last Reviewed	30 March 2023
Scheduled Reviewed Date	30 November 2023

## 7 Standard instrument of Appointment and Delegation



### **BRIDGETOWN-GREENBUSHES STANDARD ADVISORY COMMITTEE (20XX-20XX)**

#### **INSTRUMENT OF APPOINTMENT & DELEGATION**

**(Excluding Bush Fire Advisory Committee and Local Emergency Management Committee)**

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes (*Name*) (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the (*Name*)

3. Objectives

The objectives and role of the Committee are:

- 3.1 To advise Council on;
- 3.2 To advise Council on ways to develop and implement (*Document/s*) strategy.

4. Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members number of being:
- 4.3 One CEO appointed shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee’s term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.
7. Quorum  
Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.
8. Delegated Powers  
The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.
9. Termination of Committee  
Termination of the Committee shall be as at 21 October 2023 or as otherwise specified in the Local Government Act 1995.
10. Amendment to the Instrument of Appointment and Delegation  
This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.
11. Committee Decisions  
Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.