

Advisory Committees Policy 2022

(incorporating Model Terms of Reference)

September 2023

1. PURPOSE

To provide guidance on the operation of Advisory Committees who assist the delivery of Council's strategic priorities.

2. COMMUNITY STRATEGIC PLAN OUTCOME

Our Future Willoughby 2032 identified five city outcomes guiding our community's future direction and aspiration, along with 33 community priorities.

This policy is applicable to:

Outcome 5 – A CITY THAT IS EFFECTIVE AND ACCOUNTABLE

Priority 5.5 – MAKE IT EASY FOR CITIZENS TO ENGAGE AND PARTICIPATE IN
DECISION MAKING

3. APPLICATION

This policy applies to all Council staff, Councillors and Advisory Committees.

4. POLICY PRINCIPLES

Advisory Committees play a role in the advancing key aspirations of the community through achieving Council's strategic priorities and monitoring their implementation.

Advisory Committees assist Council to achieve strategic priorities through the provision of local knowledge and technical advice.

Advisory Committees assist Council to raise awareness and promote behaviour change within the community.

Advisory Committees contribute to Council's strategic objectives through the provision of information and advice that Council may take into consideration in its decision making processes.

5. POLICY STATEMENT

Council is committed to complementing the skills and knowledge of staff, Councillors and consultants through Advisory Committees by seeking community input to assist the development and delivery of Council's strategic priorities.

6. RESPONSIBLE OFFICER

The Governance, Risk and Compliance Manager is the responsible officer for this policy.

7. MONITORING AND REVIEWS

The Governance, Risk and Compliance Manager is responsible for:

- providing advice in relation to the application of this policy
- maintaining, monitoring, reviewing and suggesting improvements to the policy.

The policy will be reviewed as required, or at a minimum with each new term of Council.

8. SUPPORTING INFORMATION

In order to guide the operation of Advisory Committees or associated Working Parties Model Terms of Reference have been developed and are contained in Annexure 1.

Related policies and other documents	<ul style="list-style-type: none"> ▪ Our Future Willoughby 2032 – Community Strategic Plan ▪ Delivery Program 2022-2026
Document History	<ul style="list-style-type: none"> ▪ 12 December 2022 ▪ Date amended ▪ Date ratified

Date Adopted / Approved	12 DECEMBER 2022
Next Review Date	DECEMBER 2024
Version	1
Responsible Position	Governance, Risk and Compliance Manager
Administration Reference	<Add the relevant ECM reference number, owner, subject, Pulse CSR details>

ANNEXURE 1

Model Terms of Reference for Advisory Committees

1. Advisory Committee

2. Purpose

2.1 Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.

2.2 This Committee will assist Council in achieving [insert theme](#) through:

2.2.1 Providing advice on strategic [insert theme](#) issues and policy development

2.2.2 Providing advice on the implementation of key projects and initiatives

2.2.3 Providing advice on how to raise awareness and promote behaviour change within the community on [insert theme](#).

Subjects in Scope: xxx

Key Strategies: xxx

Subjects out of scope: xxx Operational matters but not so as to exclude consideration of current projects or practices to suggest improvements, in accord with the review process for that project or initiative.

The Committee will need to agree to their priority focus and work plans, aligned to the Operational Plan.

2.3 The Advisory Committee will be successful if they:

- Focus on strategic initiatives that support the delivery or review of the identified strategic priorities including increased community uptake of relevant initiatives
- Are active and productive
- Are where members collaborate
- Promote self-initiative, resilience and empowerment of both members and the broader community
- Are representative of the community and community interests

3. Alignment to the Community Strategic Plan

3.1 The xxx Advisory Committee assists Council to achieve the following Community Strategic Plan objectives:

- [Insert Outcome and Priorities](#)

4. Alignment to the Delivery Program

4.1 The xxx Advisory Committee assists Council to achieve the following Delivery Program initiatives:

- [Insert initiative](#)

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents.

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- xxx

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting and advertised for the information of the public on Council's website.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is any number over 50% of its ordinary membership.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from suitable respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

17.3 An end of term report outlining the work and achievements of the committee during the term, be submitted to Council, prior to the caretaker period.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference will be in accord with a template approved by Council, effective from the time they are adopted by resolution of the Advisory Committee, but subject to disallowance by Council.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.