

DRAFT MODEL TERMS OF REFERENCE FOR ADVISORY COMMITTEE WORKING PARTIES



Terms of Reference

1. XXXX Working Party

2. Purpose

- 2.1 Working parties may be established to assist the **insert name** Advisory Committee in working through specific issues.
- 2.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.
- 2.3 This Working Party will assist the **insert name** Advisory Committee in achieving **insert theme** through:
 - 2.3.1 Providing advice on **insert theme (linked to AC)** issues
 - 2.3.2 Providing assistance to support the implementation of key projects and initiatives
 - 2.3.3 Working with stakeholders to raise awareness and promote behaviour change within the community on **insert theme (linked to AC)**.

Subjects In Scope: **insert from AC**
Key Strategies: **insert from AC**
Subjects Out of Scope: **insert from AC**

3. Chairperson

- 3.1 A member of the **insert name** Advisory Committee must Chair each working party, as selected by the Advisory Committee.
- 3.2 To report back any minutes / notes and recommendations to the next available Advisory Committee.

4. Membership

- 4.1 A minimum of four and maximum of six community representatives to be appointed to the working party. It is anticipated that the majority of Working Party members will be local residents, they do not need to be a member of the Advisory Committee.
- 4.2 Community representatives are required to have skills and knowledge and / or community experience relevant to the purpose of the Working Party, including:
 - a. **Please specify**
 - b. **Please specify**
 - c. **Please specify**
- 4.3 Willoughby City Council Councillors can attend any Working Party as observers.
- 4.4 Willoughby City Council staff are excluded from membership.
- 4.5 There is no payment for membership.

5. Meetings frequency and notice

- 5.1 Meetings will be held a minimum of one and maximum of three occasions per year. The number of meetings will be pre-determined by the Advisory Committee, based on the requirement to achieve the Working Party's specific purpose/issue.
- 5.2 All meetings will be conducted in Council owned facilities or via video conferencing. Council will provide a staff member to make room bookings and video conferencing equipment.
- 5.3 Working parties will be resourced by the **insert name** Advisory Committee (e.g. meeting arrangements, minutes).

6. Responsibilities of Members

- 6.1 All working party members are expected to abide by *Willoughby City Council's Code of Conduct 2020*.
- 6.2 Members are required to declare any conflicts of interest in accordance with *Willoughby City Council's Code of Conduct 2020*.
- 6.3 Members will be expected to work collaboratively with other working party members and contribute to the discussion of agenda items.
- 6.4 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Working Party will be reported to the Advisory Committee for consideration.

7. Term of Membership

- 7.1 Community representatives will be appointed by the Advisory Committee.
- 7.2 All members will be limited to serving for the duration of the purpose and scope of the Working Party, as determined by the Advisory Committee.
- 7.3 All working party members will cease at the completion of the purpose of the working group or, at commencement of the caretaker period associated with Local Government Elections, whichever is first.

8. Term of the Working Party

- 8.1 All Working Parties will be disbanded upon achievement of the purpose outlined in this Terms of Reference.
- 8.2 In the event that a Working Party is still in operation at the end of the term of Council, all Working Parties will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

9. Terms of Reference

- 9.1 Terms of Reference of the Working Party must be adopted by Council.
- 9.2 These Terms of Reference may only be amended by a resolution of Council.

Date Adopted / Approved	<Add approval date & the relevant approval authority, i.e. ELT, Director>
Next Review Date	[DD/MM/YYYY]
Version	1
Responsible Position	Governance, Risk and Compliance Manager
Administration Reference	<Add the relevant ECM reference number, owner, subject, Pulse CSR details>

ENDS.

DRAFT