



Willoughby City Council Policy Register

Short Title	Advisory Committees
Division:	Corporate Services
Category	Council & Councillors
Date adopted by Council	16 September 1996
Date ratified by Council	1 June 2009 25 August 2014

POLICY

1. Appointment/Membership

- i) That vacancies arising on Advisory Committees be dealt with in the following manner:
 - (a) In circumstances where a Committee has prescribed specific groups/organisations from which its membership may be drawn, the relevant organisation shall be consulted directly with a view to filling any vacancy which arises. That organisation should supply to Council the names of both a primary and alternative delegate for endorsement.

That organisation should endeavour to be represented at the committee meeting by either the primary or alternative nominee, however in the event that neither nominee is able to attend, the organisation is encouraged to send another representative to ensure continued input and information exchange. Such "further delegate" does not need to be ratified by Council by name.

The organisation should review its representatives on an annual basis and advise Council of its primary and alternative delegates.

- (b) In circumstances where membership of a Committee is drawn in full or in part from the general community, vacancies arising from the resignation of a community member shall be advertised in the local press.
- ii) That the following procedures be adhered to when implementing the policy:



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(a) Positions to be filled from pre-defined groups/organisations

Advice of Vacancy

Upon written advice from the Chairman or Secretary of a Committee that a vacancy has arisen, and a determination being made that the vacancy is to be filled by a representative of a pre-defined group or organisation, Council shall request that the relevant group/organisation formally submit a nominee for the position to the Committee within two (2) weeks.

Receipt and Consideration of Nominations

The Committee shall be responsible for receiving and considering nominations in the first instance. The Committee shall return written nominations together with recommendations to Council within one (1) month of the vacancy arising. Following receipt of the Committee's recommendations, Council shall be provided with a report outlining nominations received, recommendations submitted by the Committee and any other relevant comments.

Determination of Nominations

Council shall at all times retain the right to appoint persons to a Committee. Regard shall be given both to the recommendations of the Committee and any other matters considered relevant by Council.

Council shall also reserve the right not to fill a vacancy as it arises.

No Nominations Received

In the event that no nominations are received from the relevant group/organisation, the Committee shall advise Council of same and recommend alternative action (i.e. not filling the vacancy, or seeking to fill the vacancy from another source). On receipt of the Committee's recommendations in this regard, the matter shall be reported to Council and a determination made in respect of the vacant position. It shall be at Council's discretion as to what action is taken.



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(b) Positions to be filled from the general community

Advice of Vacancy

Upon written advice from the Chairman or Secretary of a Committee that a vacancy has arisen, and a determination being made that the vacancy is to be filled by a member of the general community, Council shall prepare an advertisement for the position, bearing in mind the current functions, responsibilities and membership of that Committee.

Placement of Advertisements

Advertisements for vacancies on Committees shall be placed at the earliest practicable date in the North Shore Times once only, with two weeks being allowed for receipt of applications.

Receipt of Applications

Council shall be the only body responsible for receipt and collation of applications. Any applications not received by Council by the specified date will not be considered.

Consideration of Applications

Once collated, Council shall refer all applications to the Committee concerned for consideration and recommendation. The Committee shall return all applications, together with recommendations, within two (2) weeks of receipt. Following consideration by the relevant Committee, the Council shall be provided with a report outlining the Applications received, any recommendations submitted by the Committee and any other relevant comments.

Determination of Applications

Council shall at all times retain the right to appoint persons to a Committee. Regard shall be given both to the recommendations of the Committee and any other matters considered relevant by Council.

Council shall also reserve the right not to fill a vacancy as it arises.



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No Applications Received

In the event that no applications are received in response to Council's advertisement, Council shall call upon the relevant Committee to nominate someone to the position. It shall be at Council's discretion whether or not to appoint the Committee's nominee.

2. Operations and Reporting

- i) Comprehensive minutes must be taken of each meeting and submitted to Council for information purposes.
- ii) The committee shall submit to Council, on an annual basis, a brief Chairman's report summarising the operations/achievements of the committee and proposed future activities.
- iii) Statements of Accounts or Statements of Income & Expenditure (unless the committee is a purely advisory body only) should be submitted by those committees who keep such accounts. It is left to the committee's Treasurer to report this financial information in a format most suitable to the committee's functions.
- iv) It should be noted that any recommendation requiring expenditure of Council funds shall not be put to Council without an additional report by a Council officer being submitted with such recommendation quantifying money involved, whether the expenditure was budgeted for and the merit of the proposal.

3. Meetings Procedure

- i) Each committee is permitted to set its own procedure provided such is not contrary to the provisions of the Local Government (Meetings) Regulations or Part 5 of Council's Code of Meeting Practice.
- ii) The committee shall have the discretion to set meeting dates, regularity and venue, bearing in mind that meetings of committees that involve Councillors who are required to work business hours shall be held after working hours, if possible.
- iii) A Chairman, Secretary and, if applicable, Treasurer should be appointed on an annual basis. The details, including contact numbers of such persons should be notified to Council.



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- iv) Members should be made aware of the provisions of S442 of the Local Government Act 1993 relating to the disclosure of pecuniary interest which generally prescribes that any committee member having a direct or indirect pecuniary (i.e. “a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated”).
- v) Schedule 3A, Local Government (General) Regulation provides that the Declaration must be completed before the commencement of the Council or Committee meeting in respect of which the disclosure is being made and must be written - block letters - or typed.

Disclosures of Interest must always be recorded in the minutes of the meeting.

- vi) Whilst the committee may be disposed to formulate its own Constitution or Terms of Reference, it must not impinge upon or expand the responsibilities as resolved by Council. In all instances, the Constitution or Terms of Reference should be endorsed by Council with Council having the discretion to amend same.

4. Life and Dissolution

- i) The committee is to be reviewed in the middle of Council's four year term.
- ii) The committee may be revoked at any time by Council. Similarly, Council may review and amend the functions of the committee at any given time.