

G10-P Special Committees of Council Procedure

Purpose	To provide the guidelines by which the Special Committees of Council Policy will be implemented, in relation to the non-negotiable components of the Terms of Reference for all Special Committees of Council.
Department	Governance
File No.	COU/0600
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Review History	

1. Introduction

Flinders Council can establish a Special Committee of Council as and when it sees fit and determine the procedures relating to meetings of a Special Committee, as per section 24 of the *Local Government Act 1993 (Tas)*.

This procedure details the non-negotiable components to be included within the Terms of Reference of all Special Committees of Council.

2. Meetings, Agenda, Minutes, Membership, Quorum

- 2.1. The Special Committee is to meet at least 4 times per year.
- 2.2. Membership will include at least one elected member, as appointed by Council.
- 2.3. The Committee Chair will be an elected member, as appointed by Council.
- 2.4. Council may from time to time: vary the number of members; remove the chair or deputy chair; and appoint a chair.
- 2.5. Each committee shall appoint a deputy chair, a secretary to deal with minutes and correspondence, and a treasurer (if the committee has financial affairs).
- 2.6. A quorum for conducting a Meeting is one more than half of all members.
- 2.7. The Chair will ensure that an agenda is sent to members at least 7 days prior to each meeting.
- 2.8. The Chair is to ensure that minutes are recorded for each meeting. Minutes are to include: Confirmation of previous minutes; key points against each agenda item; all motions, their mover and seconder and their outcomes; date and time of meeting; names of attendees and of apologies; time the meeting closed and name of minute-taker.
- 2.9. The Chair is to ensure that minutes of each committee meeting are sent to Council's Executive Officer for inclusion in the Ordinary Council Meeting Agenda.

- 2.10. All recommendations are to be moved and seconded and recorded in the minutes. The Chair is to take all recommendations to Council for consideration via a Notice of Motion.

3. Vacancies

- 3.1. A committee vacancy is declared if a member:
 - 3.1.1. Tenders his / her resignation in writing to the Chairperson (in the case of resignation of the Chairperson, to the Deputy Chairperson);
 - 3.1.2. Dies;
 - 3.1.3. Is removed by Council; or
 - 3.1.4. Fails to attend 3 consecutive meetings without reasonable reason.
- 3.2. When a vacancy occurs, the Chair is to report this to Council's Executive Officer, who will deem the process for filling the vacancy.

4. Voting

- 4.1. Voting shall be by simple majority. An abstention is viewed as a vote against. A drawn vote is considered lost.
- 4.2. Observers at special committee meetings may be approved by a majority of members but may not vote.
- 4.3. The General Manager and / or the Mayor may attend Special Committee meetings in an ex officio capacity.

5. Financial

- 5.1. If a Special Committee collects fees of any kind, these should be deposited directly to Council.
- 5.2. A Special Committee may fundraise if permitted by the Terms of Reference.
- 5.3. Special Committees may hold a bank account, if permitted by the Terms of Reference.
- 5.4. Special Committees may apply for grants, under the auspices of Council, but only if approved by the General Manager.
- 5.5. Special Committees that fundraise and/or hold a bank account must be audited annually by council's auditors.

6. Other

- 6.1. Hall and Gym Special Committees, if maintenance is required to buildings and / or equipment, should aim to provide Council with a list of maintenance needs in advance and / or at least by May of each year.
- 6.2. All non-councillor committee members are viewed as volunteers of Council for the purposes of the *Work Health and Safety Act 2012 (Tas)*. All Members must be registered as a Council volunteer and are required to complete Volunteer Induction.

- 6.3. At each Special Committee meeting, the Chair is to request Councillor members to indicate if they have a pecuniary interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, as required by Part 2 of Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015.

7. Legislation

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2015

8. Responsibilities

The responsibility for this procedure rests with the General Manager.