

# Flinders Council Policy Manual

## G11-P

<b>SUBJECT:</b> Councillor Committee Representative Procedure	<b>FILE NO:</b>	ADM/0900
<b>ADOPTED BY COUNCIL ON:</b>	<b>MINUTE NO:</b>	
<b>AMENDED BY COUNCIL ON:</b>	<b>MINUTE NO:</b>	

### 1. Objectives

This procedure defines Council's expectations of councillor representatives on different types of committees and organisations in relation to expected meeting and reporting procedure, to keep fellow Councillors and the Council informed of committee activity and the process to follow to bring committee recommendations to Council for consideration.

### 2. Procedure

#### 2.1 Council Committees:

(For example - Ideas and Innovation Committee, General Manager's Performance Review Committee)

##### 2.1.1 Advance notice of meetings (legal requirement):

- The committee chair is to email notification of the date, time and place of the meeting to the Executive Officer in time to provide each councillor with notice in writing of the meeting, at least 4 days, but not more than 14 days, before a council committee meeting (Local Government (Meeting Procedures) Regulations 2015 S 7). The time frame does not include the day the notice is issued or the day of the meeting.
- The chair is to work with the General Manager in an agreed and timely manner to enable an agenda to be produced as required by the regulations.
- The chair is to prepare an agenda for each council committee meeting and provide the agenda and associated reports and documents to the General Manager via email for approval and distribution to each member of the committee at least 4 days before the council committee meeting (Local Government (Meeting Procedures) Regulations 2015 S 8). The time frame does not include the day the agenda becomes available or the day of the meeting.
- The agenda and associated reports and documents of each council committee meeting is to be available to the public at least 4 days prior to the committee meeting date (Local Government (Meeting Procedures) Regulations 2015 S 9).
- The chair of a council committee is to request members of the committee to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda (Local Government (Meeting Procedures) Regulations 2015 S 8).

##### 2.1.2 Unconfirmed Minutes

- Recommendations from the committee 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.

- The unconfirmed minutes as presented by the chair must be confirmed in writing by one other committee member present at the meeting prior to the recommendation being placed on a Council Meeting Agenda.
- The committee chair to email the unconfirmed minutes of the meeting to the Executive Officer for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the minutes. (Unconfirmed Minutes will be noted by Council and Confirmed Minutes will be accepted.)

### 2.2 Special Committees of Council:

(For example - Lady Barron Hall & Recreation, Furneaux (Emita) Hall and Recreational Grounds and Furneaux Community Health Special Committees)

#### 2.2.1 Meeting rules for Special Committees

- I. The appointed Chair of the Special Committee is to run all meetings. (If the appointed Chair is unavailable a person arranged by the appointed Chair is to Chair the meeting and ensure the appointed Chair receives a report of the meeting in writing.)
- II. The appointed Chair is to determine the day and time of a meeting, book an appropriate meeting place, prepare the Agenda for each meeting using the template provided and invite attendees.
- III. Minutes are required to be recorded for all Special Committee Meetings including Annual General Meetings, using the template provided. The minute taker must be indicated in the minutes.
- IV. Minutes must contain the following details:-
  - Date of meeting, time opened and place
  - Attendance and apologies to be recorded
  - Name of minute taker
  - Confirmation of previous minutes – this must be moved & seconded with names being recorded
  - Agenda items
  - Other Business
  - Time the meeting closed
- V. 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.
- VI. The unconfirmed minutes as presented by the chair must be confirmed in writing by one other committee member present at the meeting prior to the recommendation being placed on a Council Meeting Agenda.
- VII. ALL minutes are to be forwarded to the Executive Officer via email for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the minutes. (Unconfirmed Minutes will be noted by Council and Confirmed Minutes will be accepted.)

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## 2.3 Legislated Committees

(For example – Flinders Council Audit Panel, MEMC)

The minutes of legislated committee meetings are to be forwarded to the Executive Officer via email for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the minutes. (Unconfirmed Minutes will be noted by Council and Confirmed Minutes will be accepted.)

## 2.4 Community Committee Representation:

(For example - FITBA, FIDHS Association)

Council Representative to supply a brief summary report in a timely manner on meetings and activity as it relates to Council to the Executive Officer via email for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the report.

## 2.4 Other representation:

(For example - OTTER, TasWater, LGAT, NTD)

Council Representative to submit report in a timely manner on meetings and activity to the Executive Officer via email for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the report.