

SUBJECT: <i>SPECIAL COMMITTEES OF COUNCIL</i>	FILE NO:	COU/0600
ADOPTED BY COUNCIL ON: 7 October 1999	MINUTE NO:	145.10.99
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AMENDED BY COUNCIL ON: 15 November 2012	MINUTE NO:	345.11.12
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Introduction

This policy ensures that Special Committees of Council know the procedures they need to follow to nominate a member of a special committee and to put committee recommendations to Council for formal consideration.

Objectives

This policy ensures that:-

- Council is involved with the selection of members for the Special Committees of Council; and
- Those Special Committees have a procedure in place to bring recommendations formally to full Council.

Procedure

It is the Policy of Council that:

- The procedure for nominating a person to be a member of a Special Committee of Council is formed pursuant to Section 24 of the *Local Government Act 1993*; and
- The procedure for filling a vacancy is:
 - Once a vacancy is known the Council shall advertise for nominations for the vacant position in the Island News.
 - Nominations received shall be considered by the Special Committee and a recommendation made to Council
 - The recommendation of the Special Committee shall be considered at an ordinary meeting of Council.
- Representatives of external organisations on Special Committees of Council, where entitled by the procedures of that Special Committee to appoint a proxy, shall name in writing, addressed to the General Manager, the full name and address of the proxy delegate. The proxy must be approved by Council prior to being able to act as the representative at any meeting.
- Should the Special Committees of Council wish to make recommendations to full Council for consideration, the confirmed/unconfirmed minutes must be accepted/noted at the same or a previous Ordinary Meeting of Council. The recommendations are to be moved and seconded by committee members and then presented to full Council by the relevant Committee Chair in the form of a Notice

of Motion. If the recommendation is from unconfirmed minutes, the unconfirmed minutes have to be confirmed in writing by one other committee member.

Council will provide each Committee with a standard set of Special Committee Meeting Rules to be recognised in each Committee's Terms of Reference.

Related Legislation, Regulations and Policies

Section 24 of the *Local Government Act 1993*

Responsibilities

The responsibility of this policy rests with the General Manager.