

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

Council Meeting Date

Minute Number

Next Review Date

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 given directly to Council.
- 5.2. A Special Committee may fundraise, **if approved by Council.**
- 5.3. Special Committees may hold a bank account, **if approved by Council.**
- 5.4. Special Committees may apply for grants, under the auspices of Council, but only **if approved by Council.**
- 5.5. Special Committees that fundraise and hold a bank account **should be audited annually.**

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

7. Legislation

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2015

8. Responsibilities

It is the responsibility for this procedure rests with the General Manager.