

S-G10 Special Committees of Council Policy

Purpose	To set out the purpose, functions and procedures for Council Special Committees, in line with section 24 of the <i>Local Government Act Tasmania (1993)</i> , as follows: 1. A council may establish, on such terms and for such purposes as it thinks fit, special committees. 2. A special committee consists of such persons appointed by the council, as the council thinks appropriate. 3. The council is to determine the procedures relating to meetings of a special committee.		
Department	Governance		
File No.	COU/0600		
Council Meeting Date	26 August 2026		
Minute Number	194.08.2026		
Next Review Date	Four (4) years from Council Resolution Date		
Review History	194.08.2026	26 August 2026	
	205.10.2020	20 October 2020	

1 Definitions

Chairperson	The person appointed by Council to chair and govern a Section 24 Special Committee, in accordance with the Terms of Reference.
Council	Flinders Council
Member	A person appointed to a Section 24 Special Committee.
Terms of Reference	The governing document authorised by the Council for the establishment of a Section 24 Special Committee

2 Objective

To provide a consistent and structured approach for Council when considering and identifying the need for the establishment of a section 24 Special Committee; and

Inform the establishment and operation of all Special Committees of Council to align with:

- the *Local Government Act Tasmania (1993)*;
- Council's needs; and
- this policy and its accompanying procedure.

3 Scope

This policy applies to all Special Committees of Council.

4 Policy

- 4.1 Council will establish a Special Committee of Council, as and when it sees fit, to assist with identified needs.
- 4.2 The process and conditions for electing members to the Special Committee will be specified in the Special Committee's Terms of Reference.

- 4.3 When Council establishes a new Special Committee of Council, Council will identify that committee's purpose and membership. The non-negotiable procedures, as detailed in the Special Committees of Council Procedure, will be included in the Terms of Reference of all Special Committees.
- 4.4 Once established, a Special Committee may, if necessary, identify further Terms of Reference, which must be approved by Council.
- 4.5 Council may identify a budget to enable a committee to achieve its purpose. If this is the case, the budget must be adhered to, unless Council specifies otherwise.
- 4.6 The Chair of each Special Committee will be a Councillor, appointed by Council.
- 4.7 Special Committees may make recommendations to Council, which should be presented as a Notice of Motion by the Special Committee Chair, or in the absence of the Chair delegated to the General Manager to present to Council.
- 4.8 Purpose, membership and Terms of Reference of each Special Committee will be reviewed by Council every (4) years, and in any event, such review may coincide with the local government elections for the Municipality.
- 4.9 A committee member, if unable to attend in person, may attend remotely.

5 Procedure

This Policy should be read in conjunction with the Special Committees of Council Procedure and the relevant Terms of Reference for each Special Committee.

6 Legislation

Section 24 of the *Local Government Act 1993*
Local Government (Meeting Procedures) Regulations 2025

7 Responsibility

The responsibility for this policy rests with the General Manager.