



## **HORNSBY SHIRE COUNCIL ADVISORY COMMITTEES CORE TERMS OF REFERENCE**

### **1. Introduction**

- 1.1 These Core Terms of Reference (CTR) provide a framework for the operation of Council administered Advisory Committees:
- 1.2 In addition to the CTR, each of the Committees have their own Charter (approved by Council) which detail the Committee's primary purpose; membership; roles and responsibilities; and meeting frequency.
- 1.3 Where there is any inconsistency between the CTR and a Committee's Charter, the CTR will apply.

### **2. Primary Purpose of Advisory Committees**

- 2.1 To provide advice to Council as necessary and appropriate on the needs or issues related to the scope of the Committee's and to inform Council's decision making.

### **3. Roles and Responsibilities of Advisory Committees**

- 3.1 To provide advice, input and feedback on issues that affect communities in the Hornsby Shire Council local government area which are within the scope of the Committee and the responsibility of Council.

### **4. Membership of Advisory Committees**

- 4.1 Any Councillor appointed to a Committee has full membership and voting rights.
- 4.2 Any other person appointed to an Advisory Committee by Council must meet the requirements of membership as stated in the Charter for that Committee. Once appointed, the person has full membership and voting rights.

- 4.3 The following ex-officio members may attend meetings (with no voting rights):
- (i) Any Councillor who has not been appointed to the Committee
  - (ii) Council staff and/or other community stakeholders who the Committee have invited or co-opted to attend
  - (iii) Guest speakers as invited by the Committee
- 4.4 Appointed members of Committees are responsible for:
- (i) Attending and participating in a compulsory induction workshop which will include information on the role of the Committee; the role and responsibility of members and Council; Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers; Work Health and Safety; and other related policies and protocols
  - (ii) Attending and participating in meetings of the Committee
  - (iii) Working co-operatively with other Committee members in achieving the aims of the Committee
  - (iv) Contributing ideas and suggestions relating to items on the agenda
  - (v) Providing advice and recommendations to Council on items relating to the agenda
  - (vi) Actioning and following up on relevant tasks as requested by Council.
  - (vii) Reporting back to community networks they represent on the Committee's operation and Council's role and responsibilities
  - (viii) Using existing networks to remain informed regarding the views and interests of the community they represent

## **5. Membership of and Appointment to Committees**

- 5.1 Councillor appointments to a Committee will be made on an annual basis, generally at Council's September or October General Meeting.
- 5.2 Appointment of non-Councillors to a Committee will be for a period which coincides with the term of the elected Council.
- 5.3 At the conclusion of the Council term, positions on Committees will be declared vacant.
- 5.4 An incoming Council will undertake an Expression of Interest (EOI) process to recruit members of the public to continuing Committees and this will be advertised in the local media and promoted through Council and relevant community networks.
- 5.5 Applications by members of the public for membership of a Committee are to be made using the relevant EOI form which requires applicants to address the criteria for

membership as detailed in the Committee's Charter. Previous members of a Committee are entitled to apply for reappointment.

- 5.6 An interdivisional panel of three Council officers will assess EOI's against the stated criteria for membership of each Committee. The assessment will have regard to access and equity principles such that the proposed composition of a Committee will reflect a diversity of views and opinions, variations in, length and quality of related experience and gender balance.
- 5.7 Recommendations from the interdivisional panel for appointment of members to a Committee will be submitted for Council's consideration at an appropriate General Meeting.
- 5.8 Where a casual vacancy occurs on a Committee more than nine months prior to the end of the Council term, the EOI process described above will be undertaken to determine who will fill such vacancy.
- 5.8 Where a casual vacancy occurs on a Committee less than nine months prior to the end of the Council term, no action will be taken to fill such vacancy unless Council determines an appointment is necessary to ensure the successful operation of the Committee until the end of the Council term.

## **6. Chair/Deputy Chair**

- 6.1 Council will annually determine which members of the Committee will serve as the Chair/Deputy Chair of the Committee for the ensuing 12 months.
- 6.2 The Chair/Deputy Chair will be responsible as necessary and appropriate for:
  - (i) Chairing meetings of the Committee having regard to Council's Code of Conduct, these CTR and the Committee's Charter
  - (ii) Liaising with the Council officer responsible for the Committee to determine the agenda for each meeting
  - (iii) Facilitating the discussion of items on the agenda in a timely manner such that considered decisions can be made by the Committee
  - (iv) Ensuring all Committee members have the opportunity to participate in meetings
- 6.3 If the Chair and Deputy Chair are both absent from a meeting, the Committee members will determine a Chair for the meeting.

## **7. Attendance**

- 7.1 If a member of a Committee is absent for three consecutive meeting without an accepted apology then, subject to clause 7.2, their position on the Committee will be declared vacant.
- 7.2 Before the declaration of a vacancy in accordance with 7.1 is made, the Council officer responsible for the Committee shall, following the second absence of the Committee member without an apology, contact the Committee member to clarify whether or not they are still interested in continuing to be a member of the Committee.

## **8. Frequency of Meetings**

- 8.1 Committee meetings will generally occur on a quarterly basis in the months determined by the Committee in its Charter.
- 8.2 If further meetings of the Committee are required, these will be determined by the Chair in conjunction with the Council officer responsible for the Committee and that officer's Divisional Manager.
- 8.3 The Council officer responsible for the Committee and that officer's Divisional Manager may cancel a Committee meeting in conjunction with the Chair of the Committee if there are no agenda items to consider.

## **9. Quorum**

- 9.1 The quorum for a Committee meeting is a majority of the current membership of the Committee.
- 9.2 Where there is no quorum present, a Committee is not able to make any decisions although general discussion may occur as appropriate. Any decisions or actions must be held over to the next meeting where a quorum is present.

## **10. Secretariat/Council support**

- 10.1 Each Advisory Committee is convened by a Council officer appointed by the relevant Divisional Manager or their delegate.
- 10.2 The Council officer is responsible for developing each meeting's agenda with input from the Chair/Deputy Chair of the Committee. They are also responsible for attending Committee meetings; ensuring that meetings are conducted in accordance with Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers, these CTR and the Committee's Charter; liaising with

Committee members and other Council officers as appropriate to assist with the Committee's business; and finalising Committee reports and minutes as necessary.

10.3 If and as required, secretariat support will be organised by the Council officer for the purposes of taking draft minutes at Committee meetings and distributing minutes and the agenda to members prior to each Committee meeting.

## **11. Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers**

11.1 Members of Committees must abide by Council's Code of Conduct at all times.

11.2 All Committee members must attend and participate in a compulsory induction workshop which will include the dissemination of information about the Code of Conduct.

11.3 Parts 4 and 5 of Council's Code of Conduct deal with the need for Committee members to disclose (and take appropriate action) in respect of Pecuniary and Non-Pecuniary conflicts of interest when dealing with Committee business.

11.4 All declarations made, and actions taken by Committee members in respect of conflicts of interest, are to be recorded in the Minutes of the relevant Committee meeting.

11.5 Where Committee members are provided with confidential information as part of their Committee responsibilities, they must deal with it in accordance with clauses 7.2 and 7.3 of the Code of Conduct.

## **13. Changes to the Terms of Reference**

13.1 The CTR and each Committee's Charter will be subject to review at the end of each Council term.

13.2 Where changes to the CTR or Charter are proposed, they will be submitted for Council's consideration at the next available General Meeting.