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# City of Coffs Harbour Management of Committees Policy



## 1. Introduction

The City of Coffs Harbour (City) uses committees, and community members to access local expertise and help the City meet its objectives. By using community members, the City can actively work and connect with the community. The advice and management provided by committees is invaluable as a consultative and information mechanism.

The purpose of this policy is to document how City Committees are established and managed.

Note: Councillor appointments to external committees, boards and panels are not covered under this policy.

## 2. Types of Committees

The City has four committee types:

### 1. Legislated Committees

These are committees that have been established to meet the City's legislative obligations. An example includes:

- Audit, Risk and Improvement Committee

### 2. Delegated Committees

These committees provide advice and guidance to support the City in achieving various objectives and have a delegations (e.g. financial or media). Examples include:

- City Centre Masterplan Committee
- Destination Coffs Coast Committee

### 3. Facility Management Committees

These committees care for and manage City facilities such as community halls and may have a financial delegation. Whilst this policy applies to these Committees, further information is provided in a Facility Management Committees Handbook. Examples of Facility Management Committees include:

- Ayrshire Park Committee
- Toormina Community Centre Committee

### 4. Advisory Committees

These committees provide advice and guidance to support the City in achieving various objectives and outcomes for the community. They do not have delegations and do not make decisions. Examples include:

- Australia Day Committee
- Yandaarra Aboriginal Advisory Committee

## 3. Committee Terms of Reference

All Committees operating under this policy must comply with all relevant codes, policies and other others processes of the City. All Committees must have a Terms of Reference (ToR) which details the committee's powers and functions. A City's ToR must at a minimum include:

1. Purpose and objectives
2. Meeting arrangements, frequency and minimum number of meetings per year
3. Committee's quorum requirements
4. Membership and committee composition – including the required number of Councillor and other members to be appointed
5. Voting eligibility

6. Length of appointment
7. Delegations and expenditure (where relevant)
8. Member obligations

Terms of Reference for all Committees must be adopted by Council resolution. Committees have an obligation to abide by their ToR.

#### **4. Rules and responsibilities for Committee Members**

Committee members (including Councillors) must:

1. Read, understand and comply with the relevant ToR
2. Not represent themselves as a City staff member or obligate the City in any way
3. Comply with the City's Code of Conduct including maintaining confidentiality
4. Not use any information gained through the committee for their own personal benefit
5. Manage conflicts of interest in accordance with the City's Code of Conduct
6. Make every effort to attend all committee meetings
7. Be aware of, and comply with relevant City policies and procedures
8. Be willing to take part in a Committee induction and further training if required
9. Not publicly criticise the City or do things that brings the City into disrepute
10. Be open and honest in all communications ensuring respectful debate is maintained at all times, including where opinions may differ.

#### **5. Office bearers**

1. All committees are required to have a Chair and Deputy Chair (if required)
2. The Chair, and Deputy Chair if required, are to be appointed by majority committee vote, this must be by show of hands.
3. The Chair presides at all meetings unless they are absent, in which the Deputy (if appointed) will preside
4. Where the Chair, and Deputy Chair if appointed, are absent for a meeting, the committee must elect a Chair

#### **6. Vacancies on committees and appointing Committee Members**

##### **6.1 Vacancies on committees**

A vacancy on a committee may occur:

1. At the conclusion of a Councillor's electoral term or the end of a Committee member's term of appointment
2. On the resignation of a Councillor or other committee member from the committee
3. When a new committee is created
4. Upon the amendment of the ToR to allow for additional Councillor or other committee members
5. When an appointment is terminated as detailed in Section 12

##### **6.2 Appointing members**

1. Councillors are to be nominated to Committee at a Council Meeting and appointed by Council resolution
2. Members, other than a Councillor, can be recruited to a Committee by either:
  - a) Calling for expressions of interest, or
  - b) Seeking nominees by invitation
3. The method used to recruit members is at the sole discretion of the City
4. Nominees are to be presented at a Council Meeting and appointed by Council resolution
5. Individuals and agents (as representatives of a business, government agency etc.) can be appointed as Committee members.

Further information on the recruitment of Committee Members, other than a Councillor is detailed in the Committee Recruitment Procedure.

## **7. City Staff attendance**

Legislated, Delegated and Advisory committees must have at least one senior leader (e.g. Director or Group Leader) appointed by the General Manager to attend meetings to advise the Committee on City process and report to Executive Leadership Team and/or Council on recommendations or decisions (delegated committees) arising from Committee meetings.

## **8. Observers, Special guest and advisors**

1. Councillors not appointed to a Committee may be invited to attend as an observer by the Chair, however they cannot participate in the meeting.
2. Other observers can only attend at the invitation of the Chair and cannot participate in the meeting.
3. The Chair may invite special guests and/or advisors to provide one off presentation at a committee meeting where they have relevant expertise to assist the committee in meeting its purpose and/or objectives

## **9. Committee Meetings**

1. All meetings must be held in accordance with the City's adopted Code of Meeting Practice.
2. An agenda for each meeting is to be prepared by the City (as relevant) and circulated to all members prior to the meeting.
3. Minutes are to be a record of decisions, actions and/or final statement of agreed advice.
4. Minutes must not detail conversations and deliberations, defamatory statements, personal/private and/or confidential information.
5. Meeting minutes are public documents and will be made available to the Councillors and may be placed on the City's website.

## **10. Responsibilities of Committees with Delegations**

1. Any decisions that commit City resources, such as finances are required to be in accordance with the City's normal procurement requirements (see the Purchasing Policy)
2. The City staff representative will facilitate actioning decisions of delegated committees, such as expenditure and engagement of relevant consultants and contractors.
3. Where possible, the City will seek to use its own expertise and resources before engaging external parties to facilitate decisions

## **11. Review and wind up of Committees**

1. City Committees are to be reviewed at a minimum by the City within 12 months of an Ordinary Council Election
2. The review includes consideration of the Committee's achievements against its objectives, general attendance, any issues establishing a quorum, its ability to attract quality membership and whether the Committee is still required
3. If the City believes a Committee is no longer required or not functioning as needed, a report will be presented to Council seeking resolution to wind up the Committee
4. If a Committee fails to establish a quorum on three consecutive occasions when suitable notice of meetings has been provided, the City will review the Committee and may either wind up the Committee or seek new members

## **12. Ceasing as a Committee Member**

If a member chooses to resign from a committee, they are to advise the Committee representative as soon as possible.

## 12.1 Termination of a Committee Member

All Committee members must contribute to achieving meeting continuity, effectiveness and efficiency and the preservation of the City's image.

1. The City reserves the right to terminate a committee member's service in the following circumstances:
  - a) Breach the City's Policies, Procedures, Code of Conduct
  - b) Misconduct
  - c) Failure to meet the expectations required as part of the Committee
  - d) Theft or misuse of property or funds
  - e) Intoxication through alcohol or other substances when acting as a committee member
  - f) Bullying, harassing or discriminating behaviour towards anyone
  - g) Disclosure of confidential information regarding the City and/or clients
  - h) Malicious damage to City or community property
  - i) Breaching any other committee member responsibilities
  - j) Repeated poor attendance/engagement in the committee (i.e. a member fails to attend 3 consecutive committee meetings without reasonable excuse)
  - k) Wind up the committee or a membership refresh as detailed in Section 11
  - l) Making disparaging comments about the City in public space (e.g. on social media etc.)
2. Where the City decides to terminate a Committee member's service, the Committee member will be advised in writing.
3. Where the City cannot contact a member or the member does not seek to contact the City in regard to possible termination, the City will automatically revoke the person's membership and seek a new member.

## 12.2 Delegations relating to the termination of a Committee Member

The adoption of this policy provides delegation to the General Manager to terminate a Committee member for reasons as detailed in Section 11.1.

## 13. Definitions

N/A

## 14. References

- Code of Conduct
- Local Government Act 1993
- Procurement Policy
- Social Media Policy

## 15. Details of Approval and revision

- **Approval date:** 12/12/2024
- **Responsible Group:** Governance Services
- **Responsible Section:** N/A
- **Superseded policies/procedures:** N/A
- **Next review date:** 14/09/2028

### Table of amendments

Amendment	Authoriser	Approval ref	Date
New Policy	Council	2024/254	12/12/24