
Cessnock City Council

Aboriginal and Torres Strait Islander Advisory Committee Charter

Date Adopted: **19/10/22** Revision: **1**

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PART A – INTRODUCTION

1. Principles

To ensure this Committee contributes to good public decision-making and increase Council's transparency and accountability to its community, Council is committed to running its Committee meetings to be:

- a) **Transparent** - Decisions are made in a way that is open and accountable;
- b) **Informed** - Decisions are made based on relevant, quality information;
- c) **Inclusive** - Decisions respect the diverse needs and interests of the local community;
- d) **Principled** - Decisions are informed by the principles prescribed under Chapter 3 of the Act;
- e) **Trusted** - The community has confidence that Members act ethically and make decisions in the interests of the whole community;
- f) **Respectful** – Members and attendees treat each other with respect;
- g) **Effective** - Meetings are well organised, effectively run and skilfully chaired; and
- h) **Orderly** – Members and attendees behave in a way that contributes to the orderly conduct of the meeting.

PART B – AUTHORITY AND PURPOSE

2. Committee Authority

- 2.1. In carrying out its responsibilities, the Committee must at all times recognise that the primary responsibility for the management of Council rests with the elected Council and the General Manager, as provided in the Act.
- 2.2. The Committee has no executive powers and cannot make decisions on behalf of Council. Furthermore, the Committee is not a committee with delegated authority therefore it cannot exercise powers under section 355 of the Act.
- 2.3. Neither the Committee nor any of its Members may direct any Council staff member in his or her duties.

3. Committee Dissolution

- 3.1. This Committee will remain in existence until one day prior to Council's next ordinary election or until it is otherwise dissolved by Council.

4. Role and Responsibilities of the Committee

4.1 The responsibilities of the Committee are as follows:

- 4.1.1. Consult with representatives from the Aboriginal and Torres Strait Islander community.
- 4.1.2. Advocate on issues affecting Aboriginal and Torres Strait Islander communities.

- 4.1.3. Encourage understanding and recognition of Aboriginal and Torres Strait Islander histories, heritage and cultures within Cessnock City Council and the community.
- 4.1.4. Provide Council with strategic advice and improve Council decision making in relation to policy, plans, programs and service delivery that impact Aboriginal and Torres Strait Islander communities.
- 4.1.5. Oversee the development, endorsement, implementation and evaluation of Council's reconciliation plan.

4.2. The Committee is advisory and does not have delegation to commit Council resources.

PART C – COMPOSITION OF THE COMMITTEE

5. Attendance and Membership

5.1. Attendance at any meeting of the Committee is limited to the following:

- 5.1.1. Members;
- 5.1.2. Informal advisors by invitation only; and
- 5.1.3. Attendees.

5.2. The Committee Coordinator, in consultation with the General Manager, is to:

- 5.2.1. determine requests from members of the community to observe Committee Meetings; and
- 5.2.2. determine requests from members of the community to participate in Committee Meetings as informal advisors.

5.3. Members, informal advisors and attendees cannot participate in a Committee Meeting unless they are personally present at the meeting. For the purposes of this clause, attendance via audio-visual means (such as Zoom, Microsoft Teams and other similar platforms) is accepted as personal attendance, however attendance via telephone is not.

Members

5.4. The Committee's membership comprises of:

- 5.4.1. three (3) Councillors, elected in accordance with clause 6.2
- 5.4.2. up to eight (8) Community Representatives appointed in accordance with clause 6.8 to 6.15

Informal Advisors

5.5. Informal advisors, including members of the community, can attend the Committee meetings to propose topical matters for consideration by the Committee, provide guidance and/or subject matter expert opinion on relevant issues being considered by the Committee.

Attendees

5.6. Attendees can be:

- 5.6.1. The General Manager;
- 5.6.2. Council's Directors;
- 5.6.3. The Committee Coordinator;
- 5.6.4. Councillors that are not already Members; and
- 5.6.5. The Minute Taker(s).
- 5.6.6. Council staff by invitation.
- 5.6.7. Informal Advisors by invitation.

Apologies and Leave of Absence

- 5.7. Where a Member cannot attend one or more Committee meetings, the Member should request that the Committee grant them a leave of absence from those meetings. This clause does not prevent a Member from making an apology if they are unable to attend a Committee meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Charter.
- 5.8. A Member's written request for leave of absence from Committee meetings should, if practicable identify (by date) the meetings from which the Member intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.9. The Committee must act reasonably when considering whether to grant a Member's request for a leave of absence.

Termination of Membership

- 5.10. Each Member shall remain a member of the Committee until:
 - 5.10.1. one day prior to Council's next ordinary election, or until the Committee is otherwise dissolved, pursuant to clause 3 of this Charter;
 - 5.10.2. the Member resigns;
- 5.11. Membership of any Member of the Committee may be terminated by resolution of the Committee due to:
 - 5.11.1. the Member's non-attendance at three consecutive Committee meetings without prior notification of their non-attendance and the granting of leave by resolution of the Committee; or
 - 5.11.2. the Member's conduct being inconsistent with this Charter or Council's Code of Conduct.
- 5.12. Councillor membership terminates immediately upon a Councillor Member ceasing to be a Councillor.
- 5.13. If the terminated Member was a:
 - 5.13.1. Community Representative, the Committee Coordinator, will determine a replacement Member pursuant to clause 6.12 where appropriate. If not applicable, the Committee Coordinator will commence a new selection process, pursuant to clause 6.8 to 6.15.

6. Election/Appointment of Members

Councillor Members

- 6.1. Council's Governance Team will arrange for a report to be provided to the elected Council calling for nominations for Councillor Members at the commencement of each Council term and as Councillor vacancies arise.
- 6.2. Council will elect Councillor Members by resolution.
- 6.3. A Councillor Member is to be addressed as 'Councillor [surname]'.

The Chairperson

- 6.4. The Chairperson of the Committee will be a Community Representative of the Committee, nominated by the Committee.
- 6.5. The Chairperson will be elected at each Committee Meeting.
- 6.6. Where there are more than two nominees for the Chairperson position, the nominee receiving the lowest number of votes will be eliminated and a further round of voting will take place to elect the Chairperson. This process will continue until a nominee is elected.

Appointment of Community Representatives

- 6.7. The appointment of Community Representatives to the Committee will:
 - 6.7.1. seek to achieve a mix of skills to facilitate the sound functioning of the Committee; and
 - 6.7.2. seek to represent the diversity within and interests of local Aboriginal and Torres Strait Islander communities.
- 6.8. Community Representatives will be appointed following a public Expressions of Interest (EOI) process at, before or after the commencement of the new Council term. Applications must be made via the Nomination Form or by a verbal interview with the Selection Panel.
- 6.9. To be eligible for membership, Community Representatives on the Committee must be an Aboriginal and/or Torres Strait Islander person, and
 - 6.9.1. live in the Cessnock Local Government Area (LGA), or
 - 6.9.2. work or be a student studying within the Cessnock LGA, or
 - 6.9.3. have a strong cultural association to the Cessnock LGA.
- 6.10. Nominee's must address the following selection criteria in their application:-
 - 6.11.1 Have an understanding of Aboriginal and/or Torres Strait Islander issues and communities within the Cessnock LGA.
 - 6.11.2 Have knowledge of local Aboriginal and/or Torres Strait Islander community groups and services.
 - 6.11.3 Have experience in developing and/or implementing Reconciliation Action Plans or similar.
 - 6.11.4 Have any other skills, experience, knowledge or understanding that will contribute to the work of the committee.
 - 6.11.5 Good oral communication skills;
 - 6.11.6 Commitment to participatory and consultative processes; and
 - 6.11.7 Demonstrated ability to be constructive and objective.

- 6.11. Applications will be assessed by the Selection Panel and selected:

- 6.11.1. On merit according to the criteria listed in clause 6.10 and 6.11, and
- 6.11.2. By way of a Council resolution.

- 6.12. If more than eight (8) applicants are deemed suitable for appointment as Community Representatives, offers of membership will be made to the eight (8) most meritorious nominees and the remainder placed on an eligibility list.
- 6.13. The name of each Community Representative will be recorded in the Committee's register, an excerpt of which can appear on Council's website.
- 6.14. Appointment of Community Representatives post the commencement of the Council term can only occur by way of a Council resolution, with the following being considered by the Selection Panel:
 - 6.14.1. Can the Committee continue with its functions if the Community Representative(s) are not replaced?
 - 6.14.2. Does the Charter allow for the additional appointment(s)?
 - 6.14.3. Are there any candidates from the eligibility list noted in clause 6.12 that would be a suitable replacement?

7. Responsibility of Members

- 7.1. Members are expected to
 - 7.1.1. Make reasonable efforts to attend Committee meetings;
 - 7.1.2. Provide an apology and request leave of absence whenever they cannot attend meetings;
 - 7.1.3. Understand where applicable to the Committee, the Code of Meeting Practice and Code of Conduct.
 - 7.1.4. Be able to contribute the time needed to understand the Committee's business papers before attending Committee meetings;
 - 7.1.5. Provide advice and feedback on matters brought before the Committee pursuant to clause 4 of the Charter; and
 - 7.1.6. Comply with clause 10, 11 and 12.

Conduct by Members

- 7.2. This Committee is not a 'Committee of the Council', as defined in Council's Code of Meeting Practice, because its membership is not constituted solely by Councillors. Consequently, Members are expected to abide by this Charter and Council's Code of Conduct.
- 7.3. Conflicts of interest must be declared and managed in accordance with Council's Code of Conduct. A record of a declared conflict of interest in the minutes is sufficient.
- 7.4. Pecuniary or significant, non-pecuniary conflicts of interest must be managed by the Member excluding themselves from the meeting during the discussion of the relevant agenda item. Such exclusion should be recorded in the minutes.

8. Responsibility and requirements of the Committee Coordinator

- 8.1. The Committee Coordinator will be Community and Cultural Development Manager and will undertake the following functions:

- 8.1.1. Oversee and be responsible for the functions of the Minute Taker;
 - 8.1.2. Accept or reject (in consultation with the General Manager) items of business;
 - 8.1.3. Ensure Members are familiar with this Charter and Council's Code of Conduct;
 - 8.1.4. Facilitate discussion at Committee meetings, provide input to meetings and actively contribute to the Committee's role and purpose;
 - 8.1.5. Focus the Committee on its responsibilities outlined in clause 4 of this Charter and the meeting agenda items, as outlined in the Advisory Committees Procedure;
 - 8.1.6. Act as the communication link between the Committee and the elected Council;
 - 8.1.7. Manage the resources available to the Committee;
 - 8.1.8. Manage the performance of the Committee;
 - 8.1.9. Where appropriate, liaise closely with the committee coordinators of Council's other committees to assist with the collaboration between committees, the sharing of information and the efficient and effective use of Council and committee resources; and
 - 8.1.10. Work closely with the Chairperson to administer the Committee and its meetings.
- 8.2. A Committee Coordinator may perform the duties of a Minute Taker in addition to performing the duties of a Committee Coordinator.

9. Responsibility and requirements of the Minute Taker

- 9.1. The Minute Taker will be a suitably qualified Council officer who undertakes the following functions, as outlined in the Advisory Committees Procedure:
- 9.1.1. Prepare agendas;
 - 9.1.2. Update the register of Members;
 - 9.1.3. Maintain a meeting attendance register;
 - 9.1.4. Take minutes at Committee meetings and prepare them for circulation (once approved by the Committee Coordinator);
 - 9.1.5. Collate Committee business papers prepared or submitted by Council officers, Committee Members, working parties and stakeholders;
 - 9.1.6. Publish non-confidential agendas, minutes and Committee business papers on Council's website;
 - 9.1.7. Book meeting venues and organise the provision of any necessary equipment; and
 - 9.1.8. Provide administrative assistance to the Committee Coordinator.
- 9.2. This position may be shared among a number of suitably qualified Council officers or be the same person.

PART D – BEFORE THE MEETING

10. Scheduling and Notifying of Committee Meetings

Meeting schedule

- 10.1** The Committee will meet at least four (4) times per year and where possible meet once every two months or as otherwise resolved by the Committee and at various locations across the Cessnock LGA.
- 10.2** Meeting dates will be agreed by the Committee and the preferred meeting day is Friday from 9:15am.
- 10.3** Additional meetings may be scheduled by the:
- 10.3.1 Chairperson;
 - 10.3.2 Committee by resolution;
 - 10.3.3 Elected Council; or
 - 10.3.4 General Manager.

Notice, Meeting agendas and Business Papers

- 10.4** The Committee Coordinator will ensure that notice of meetings, including the agenda and business papers, is given to the Committee at least five (5) business days prior to the day of the meeting. These may be transmitted electronically.
- 10.5** Notice of less than three (3) business days can be given to Members of an additional Committee meeting only in cases of emergency.
- 10.6** In consultation with the Committee Coordinator, all members may propose items of business they wish the Committee to consider at its next meeting, or withdraw such items, in accordance with the Advisory Committee Meetings Procedure, provided the business relates to the purpose for which the Committee is established. The Committee Coordinator, in consultation with the General Manager, is to determine whether the proposed items are to be included in the Committee agenda.
- 10.7** The Committee agenda must include:
- 10.7.1 election of Chairperson; and
 - 10.7.2 an Acknowledgement of Country; and
 - 10.7.3 all matters to be dealt with arising out of the proceedings of previous Committee meetings; and
 - 10.7.4 any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the Committee meeting; and
 - 10.7.5 all matters, including those that have been referred for consideration by the elected Council, Committee Members, that are the subject of staff reports or informal advisors, to be considered at the Committee meeting; and
 - 10.7.6 the requirement to declare conflicts of interests, apologies and leave of absences; and
 - 10.7.7 any business of which due notice has been given as per clause 10.4 and 10.5.
- 10.8** Except for the parts closed to the public, access to the agenda and associated business papers will be made available to the public one way free of charge.

Minutes

- 10.9** All Committee business will be properly minuted and recorded by the Minute Taker including when Members leave and return to the meeting. The minutes will be:
- 10.9.1 approved by the Committee Coordinator in draft;
 - 10.9.2 adopted by the Committee as final by way of a resolution.
 - 10.9.3 managed in accordance with Council's Records Management Policy; and
 - 10.9.4 published on Council's website (ensuring Council meets its privacy obligations).
- 10.10** Draft minutes will be distributed to the Committee for confirmation no later than 10 business days after the meeting.
- 10.11** Draft minutes of the previous meeting are to be adopted by resolution of the Committee at the following meeting.
- 10.12** Minutes of confidential and/or matters of a sensitive nature will be reported to the elected Council in a confidential session pursuant to the Advisory Committee Procedure.
- 10.13** Minutes for inquorate meetings will note the informality of the meetings and no recommendations are to be recorded. In other words, such minutes will be for informational purposes only.

Agenda Review Meetings

- 10.14** Prior to each Committee meeting, the General Manager may arrange a pre-meeting briefing session to brief Members, in the absence of the public, on business to be considered at the meeting.
- 10.15** The Mayor or General Manager, or a member of staff nominated by the Mayor or General Manager is to preside at agenda review meetings.

PART E – COMING TOGETHER

11 Committee Business

Quorum

- 11.1** A quorum is constituted by attendance of 5 members of the Committee including a minimum of one (1) Councillor and three (3) Community Representatives.
- 11.2** If a quorum is not achieved, an informal meeting may be conducted at the discretion of the Chairperson.

Voting

- 11.3** Voting is to occur by show of hands, including when attending via audio-visual platforms.
- 11.4** The Chairperson has a casting vote in the event of an equality of votes.
- 11.5** Each Member is entitled to vote.
- 11.6** Informal advisors and attendees cannot vote.

Business that can be dealt with at a Committee Meeting

- 11.7** The Committee may consider business at a Committee meeting:
- 11.7.1 for which notice has been given in accordance with clauses 10.4 and 10.5; or

11.7.2 the business is already before, or directly relates to, a matter that is already before the Committee; or

11.7.3 the business is the election of a chairperson to preside at a Committee meeting where the Mayor has renounced their right to be the Chairperson.

11.7.4 The Committee resolves to have the business considered at the meeting:

- a) when no prior notice was given, and
- b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Committee before the next scheduled Committee meeting.

Order of Business

11.8 The general order of business at a Committee meeting is fixed by a resolution of the Committee and may be altered for a particular Committee meeting if a motion to that effect is passed at that meeting. No seconder (see clause 12.1 for meaning of a seconder) is required to debate the alteration of a Committee's general order of business.

Closure of Committee Meetings

11.9 Matters can be deemed confidential and/or of a sensitive nature and thus close those parts of the Committee meetings only in the following circumstances:

11.9.1 Personnel matters concerning particular individuals; or

11.9.2 The personal hardship of any resident or ratepayer; or

11.9.3 Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; or

11.9.4 Commercial information of a confidential nature that would, if disclosed:

- i. prejudice the commercial position of the person who supplied it, or
- ii. confer a commercial advantage on a competitor of Council, or
- iii. reveal a trade secret;

11.9.5 Information that would, if disclosed, prejudice the maintenance of law; or

11.9.6 Matters affecting the security of Council, Councillors, Councils staff or Council property; or

11.9.7 Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege; or

11.9.8 Information concerning the nature and location of a place or an item of Aboriginal significance on community land; or

11.9.9 Alleged contraventions of the Council's Code of Conduct.

11.10 In such instances, only individuals that are absolutely necessary are to remain at the meeting during those closed sessions.

11.11 Members must return any documentation to the Committee Coordinator during closed Committee meetings, or parts thereof, following the end of such closures.

11.12 Acts of disobedience warrant for the Chairperson to expel such individuals from the Committee meeting, or contact the police for assistance if necessary.

12 Rules of Debate

Motions to be seconded

12.1 Proposed items of business to be considered by the Committee at a meeting cannot be debated unless or until it has been seconded.

Amendments to Motions

12.2 Motions can be amended, without requiring a seconder, at any time with the approval of the Chairperson and by a majority of the Committee.

13 Resolutions of the Committee

13.1 Resolutions of the Committee (the recommendations to Council adopted by the Committee) must be consistent with this Charter.

13.2 The General Manager (or their delegate) may action Committee resolutions as they deem appropriate in accordance with their individual delegations and authorisations.

13.3 A report to the elected Council for a decision will be required where resolutions fall outside the functions delegated to the General Manager.

Reports to Council

13.4 It is the responsibility of the Committee Coordinator to draft reports to the elected Council on Committee business. These reports can outline:

13.4.1 The finalised minutes of each Committee meeting for noting;

13.4.2 Resolutions proposed by the Committee where a Council resolution is required (NB: Committee resolutions are not automatically adopted by the elected Council by the noting of the Committee minutes – there must be specific resolutions as outlined in clause 13.5);

13.4.3 At least annually, which will include attendance records, performance reviews of Members and a summary of key items of business; and

13.4.4 If and when the Charter is to be adopted or due to a review in accordance with clause 16;

13.5 Where Committee minutes require the elected Council to resolve on a matter (*for example, where the General Manager does not have the relevant delegation/authorisation*) the report to the elected Council is to detail all resolutions of the Committee separately.

13.6 Committee recommendations to the elected Council are to be in the form of: *“That the Committee recommends the Council resolve to...”* and are to be worded the same as resolved by the Committee.

13.7 Where the recommendation(s) to the elected Council is not the same as resolved by the Committee, the Committee Coordinator is to outline within the Council report how and why the recommendation(s) to the elected Council is different to the resolution(s) by the Committee.

14 Performance of the Committee

- 14.1** The Committee Coordinator in consultation with the Committee must undertake a review of the Committee’s performance using the template at Appendix A and this review will occur after one (1) full year of the Committee’s term and will occur annually thereafter.
- 14.2** The completed performance review must be endorsed by the Committee before it is included in the Committee's annual report to the elected Council.
- 14.3** The Committee’s annual report, including the completed performance review, must be tabled preferably at the September Council meeting each year and the performance review of the Committee and reporting will commence after one (1) full year of the Committee’s term.

15 Public Comment

- 15.1** The Mayor/Administrator is the official spokesperson for Council, in accordance with Council’s Media Policy.
- 15.2** Committee Members, informal advisors or attendees must not speak to the media or members of the public on behalf of Council or the Committee.

16 Review of Charter

- 16.1** This Charter will be reviewed, other than administratively, at the commencement of each Council term or as otherwise determined by the elected Council, and may be amended only by a Council resolution.
- 16.2** The General Manager or their delegate can make administrative amendments to this charter without needing Committee endorsement nor a Council resolution. An administrative amendment is amending:
- 16.2.1 the name and titles of Members, provided there is a Council resolution supporting such an amendment;
- 16.2.2 layout, numbering, grammar and syntax, spelling and the Administration part of this Charter (Part F).

PART F - ADMINISTRATION

17 Charter Definitions

Act	means the <i>Local Government Act 1993</i> (NSW).
Chairperson	means Community Representative pursuant to clauses 6.4-6.6.
Committee	means the Aboriginal and Torres Strait Islander Advisory Committee.
Committee Coordinator	means the Community and Cultural Development Manager responsible for the tasks set out in clause 8.
Community Representative	means the individual(s) appointed to the Committee pursuant to clauses 6.8-6.15.

Council	means Cessnock City Council and where appropriate includes its administration or any successor council.
emergency	Means natural disasters, pandemics, or circumstances which would <u>negatively impact</u> Council's interests if the committee business had to wait to be presented at the next Committee meeting.
Member	means each of the individuals described in clause 6.
Minute Taker	means a Council staff member appointed to fulfil the tasks set out in clause 9.
Selection Panel	means at least two officers, including the Committee Coordinator.

18 Charter Administration

Committee type:	Advisory	Charter's latest review Date:	Each Council term or as required
Date Committee formed:	11 July 2022	Council resolution:	9 February 2022, Report CC4/2022, Motion 5
Committee Coordinator	Community and Cultural Development Manager	Document number:	DOC2022/048008
Relevant strategic direction and/or objectives within Council's Community Strategic Plan:	Objective 1.1 Promoting Social Connections		Membership includes Mayor Suvaal, Councillor Watton, Councillor Grine, Councillor Burke (alternate) and up to eight (8) Community Representatives.
Related Policies / Protocols / Procedures / Documents:	<ul style="list-style-type: none"> ▪ Code of Conduct (DOC2018/086716) ▪ Committee Register (DOC2022/037211) ▪ Advisory Committees Procedure (DOC2017/025652) ▪ Undertaking(s) templates (DOC2019/013515 and DOC2019/013512) ▪ Attendance sheet template (DOC2019/013444) ▪ Nomination sheet template (DOC2019/013510) ▪ Consultation Protocol for the Referral of Matters to the Cessnock City Council Aboriginal and Torres Strait Islander Advisory Committee (DOC2020/043185) 	Minute Taker	Council staff member appointed to fulfil the tasks set out in clause 9.
Dissolution date	One day prior to Council's next ordinary election (September 2024), unless otherwise resolved by Council.		

19 Charter History

Revision	Date Approved / Authority	Description of Changes
1	19/10/22	New charter adopted
2		Periodic review

20 Appendices

- 1.1. Appendix A: TEMPLATE - Report to Committee of Committee's performance
- 1.2. Appendix B: [Council's Code of Conduct](#)

APPENDIX A – TEMPLATE Report to Committee of Committee’s performance

REPORT TO [COMMITTEE NAME]

SUBJECT: REVIEW OF [COMMITTEE NAME] PERFORMANCE

REPORT BY: [COMMITTEE COORDINATOR]

DATE: [DATE]

PURPOSE

This performance review is presented to the [Committee Name] Committee (**Committee**) in accordance with clause 14 of the Committee Charter.

RECOMMENDATION

That:

1. The [Committee Name] Committee adopts the performance review at **Attachment A**.
2. The Committee notes the Committee Coordinator will include the performance review report in the annual report to the elected Council.

BACKGROUND

1. It is important that Council committees operate effectively and in accordance with their Charters.
2. Committee performance reviews are a mechanism for monitoring effective performance, instilling good governance and thus promoting openness and transparency.

Attachment A - Performance of the [Committee Name] Committee

*[Note: Committee performance is based on the previous year
- eg. review carried out in 2019 on Committee's performance in 2018]*

1. Did the [Committee Name] Committee (**Committee**) report to the elected Council as required by its Charter? (the report should detail the dates of each report/s to the elected Council)
2. Detail the number of meetings required to be held per calendar year as provided for in the Charter.
3. Detail the number of meetings held in [insert year], that were quorate.
4. The Committee Charter requires members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest? (yes/no)
5. Do Business papers of meetings:
 - a. Include relevant background information necessary to enable Members to make informed decisions (Yes/No).
 - b. Are distributed to Members in accordance with the timeframe set out in the Charter (Yes/No).
6. Do minutes of meetings:
 - a. Contain a summary of the decisions (Yes/No).
 - b. Are adopted by the Committee at a subsequent meeting (Yes/No).
 - c. Are distributed to Members in the timeframe set out in the Charter (yes/no – if no list details of reasons for delay).
7. Attach annual attendance details.
8. Have all Community Representatives attended induction? (Yes/No)

Approval

Committee Coordinator

Name:

Signature:

Date:

Governance

Name:

Signature:

Date: