

## **1. PURPOSE**

To establish guiding principles and a framework for the operation of Committees established by Horsham Rural City Council (HRCC) to clearly articulate their strategic objectives and to define the different types of Committees, their purpose and the level of responsibility for each type.

## **2. INTRODUCTION**

The *Local Government Act 2020* identifies two formal types of committees recognised by the Act:

- Community Asset Committees for the purpose of managing a community asset and;
- Delegated Committees where specific powers of Council are delegated to the committee

The *Local Government Act 2020* is silent on the establishment of Advisory Committees which historically have been used to provide advice and feedback to Council. Council can determine other types of committees as detailed in this policy.

This policy provides the guiding principles and framework for the classification of all Council committees.

## **3. SCOPE**

This policy applies to all Committees established by Horsham Rural City Council.

## **4. PRINCIPLES**

Committees with community and stakeholder representation provide community-development opportunities including:

- Developing leadership skills
- Providing a sense of community ownership
- Building community resilience/connectedness
- Empowering the community

An effective Committee Framework will:

- Inform decision making
- Support responsible management structures that protect the common good over vested interests
- Operate in accordance with Council's meeting procedures
- Define the level of engagement, participation and decision making of each committee type utilising the IAP2 Spectrum of Participation

A sustainable Committee Framework will:

- Ensure efficient use of Council volunteer time as a means to reduce volunteer fatigue
- Ensure efficient use of Council resources and staff time
- Ensure currency of membership and Committee Terms of References
- Provide a finite and defined timeframe for Committees

The Horsham Rural City Council Committee Framework will:

- Provide overarching criteria with regard to the type of Committee and responsibilities for each
- Link the role of the committee with the objectives of Council and its decision-making processes
- Establish cohesive interrelationships between Committees to help co-ordinate strategic direction

#### **4.1 Community Asset Committees (CACs)**

- 4.1.1. IAP2 level of participation – Collaborate and Empower
- 4.1.2. Facility managers – operational
- 4.1.3. Responsibility for spending Council funds (delegated by CEO)
- 4.1.4. Authority and delegation to raise income to support upkeep and running of the asset
- 4.1.5. Responsibility for maintaining assets (in accordance with established standards and level of responsibility delegated by CEO)
  - Signed agreements (licence) specifying level of responsibility and maintenance standards for both Council and Manager in accordance with the Building Maintenance Schedule
  - Any building maintenance will happen in accordance with Council processes
- 4.1.6 Formal reporting responsibility (at least annually) to Council established through delegation
- 4.1.7 Annual Auditing of CAC accounts by Council
- 4.1.8 Meeting procedures to comply with established Terms of Reference
- 4.1.9 Staff are ex-officio members with secretariat responsibility

#### **4.2 Delegated committees**

- 4.2.1 IAP2 level of participation – as required by legislation
- 4.2.2 Specific statutory powers are delegated to the Committee by the Council

#### **4.3 Regulatory Committees**

- 4.3.1 Responsibilities established and defined by separate legislation

#### **4.4 Advisory committees**

- 4.4.1 IAP2 level of participation – Involve
- 4.4.2 Advisory committees have a strategic policy focus.
- 4.4.3 They are community wide by sector or are a major economic operation
- 4.4.4 Representatives are skill based and/or are representing a key stakeholder
- 4.4.5 No decision-making responsibility (advisory only)
- 4.4.6 No operational or asset management responsibility
- 4.4.7 Financial management is the responsibility of Council
- 4.4.8 Meeting procedures to conform to Terms of Reference
- 4.4.9 Regular reports to Council in accordance with Terms of Reference
- 4.4.10 Staff are ex-officio members with secretariat responsibilities

#### **4.5 Project Committees (community reference groups)**

- 4.5.1 IAP2 level of participation -- Involve and Collaborate
- 4.5.2 Specific purpose with defined timeframe and work program
- 4.5.3 Representatives are skill based and/or representative of stakeholder groups
- 4.5.4 No decision-making responsibility (makes recommendations to Council)

- 4.5.5 Acts as a focus group to test consultant and Council recommendations before wider community engagement
- 4.5.6 Review community feedback and advise
- 4.5.7 Meeting procedures to conform to Terms of Reference
- 4.5.8 Reports to Council at key milestones for endorsement
- 4.5.9 Staff are ex-officio members with secretariat responsibilities

## 5. COMMUNICATION

This policy is available on Council’s website and will be provided to all community groups upon negotiation or renegotiation of their arrangements.

## 6. RESPONSIBILITY

**Policy Owner:** Director Corporate Services

This Policy will be reviewed every 2 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

## 7. DEFINITIONS

Term	Meaning
Advisory committee	An advisory committee provides expert advice and insights to a business, corporation or organisation. It does not have binding decision-making authority, executive function nor fiduciary duties and responsibilities.
Community asset committee	A committee established for the purpose of managing a community asset in the municipal district ( <i>Local Government Act 2020</i> , section 65)
Delegated committee	A committee established by Council which must include at least two Councillors and may include any other person appointed to the delegated committee by the Council who are entitled to vote ( <i>Local Government Act 2020</i> , section 63)

## 8. SUPPORTING DOCUMENTS

Document	Location
<i>Local Government Act 2020</i>	Internet

## 9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	13 December 2021	Council	<ul style="list-style-type: none"> <li>• New policy</li> </ul>	1 July 2023
02	27 May 2024	Council	<ul style="list-style-type: none"> <li>• Amendment</li> </ul>	27 May 2026

*It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter a Policy, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.*