

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 resources and staff time
- Reduce volunteer fatigue
- 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. HRCC 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 Strategic Planning Committee

- 4.4.1 IAP2 level of participation – Involve and Collaborate
- 4.4.2 Overarching strategic planning advice for key themes linked to Council Plan
- 4.4.3 Skill-based membership
- 4.4.4 Support role that feeds into Council planning, including the annual Council Plan
- 4.4.5 A key purpose of the Committee is to engage with the broader community and relevant community groups, stakeholders and Council Committees
- 4.4.6 Staff are ex-officio members with secretariat responsibilities
- 4.4.7 Councillor representation

4.5 Advisory committees

- 4.5.1 IAP2 level of participation – Involve
- 4.5.2 Advisory committees have a strategic policy focus.
- 4.5.3 They are community wide by sector or are a major economic operation
- 4.5.4 Representatives are skill based and/or are representing a key stakeholder
- 4.5.5 No decision-making responsibility (advisory only)
- 4.5.6 No operational or asset management responsibility
- 4.5.7 Financial management is the responsibility of Council
- 4.5.8 Meeting procedures to conform to Terms of Reference
- 4.5.9 Regular reports to Council in accordance with Terms of Reference
- 4.5.10 Staff are ex-officio members with secretariat responsibilities

4.6 Project Committees (community reference groups)

- 4.6.1 IAP2 level of participation -- Involve and Collaborate
- 4.6.2 Specific purpose with defined timeframe and work program
- 4.6.3 Representatives are skill based and/or representative of stakeholder groups
- 4.6.4 No decision-making responsibility (makes recommendations to Council)
- 4.6.5 Acts as a focus group to test consultant and Council recommendations before wider community engagement

- 4.6.6 Review community feedback and advise
- 4.6.7 Meeting procedures to conform to Terms of Reference
- 4.6.8 Reports to Council at key milestones for endorsement
- 4.6.9 Staff are ex-officio members with secretariat responsibilities and also skills based members as required.

4.7 User Groups

- 4.7.1 IAP2 level of participation – Inform and Consult
- 4.7.2 Not a formal Council committee
- 4.7.3 There will be a minimum of one combined annual meeting with all User Groups organised by Council to discuss and confirm responsibilities of User Groups
- 4.7.4 Applies to collective users of a single facility (assets that are managed by Council) and/or a collective of community members who have a shared interest in a specific issue
- 4.7.5 Established to foster collaborative engagement between users
- 4.7.6 Will be identified and consulted as a key stakeholder in relevant Project Committees
- 4.7.7 No delegated responsibilities
- 4.7.8 Where appropriate User Groups comply with conditions of hire
- 4.7.9 No staff membership – this can be smaller group meetings without Council
- 4.7.10 Have nominated Council contact officer

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 of Corporate Services

7. DEFINITIONS

NIL

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	13 December 2021	Council	• New Policy	December 2022