



Name	GOV20 Committees
Policy Type	Council
Responsible Officer	General Manager Business Excellence
Approval Date	16/08/2022
Review Date	18/08/2026

1. Purpose

The purpose of this policy is to provide a framework for the establishment of an advisory committee or other committee of Council to ensure compliance with the *Local Government Act 2019* and guide consistent practice in the way committees are formed and operate.

2. Scope

This policy applies to the establishment and management of committees (advisory in nature, council committees and/or working groups).

3. Definitions

For the purposes of this Policy, the following definitions apply:

Council committee	A committee established by resolution of Council under the Local Government Act (includes the Audit Committee).
Advisory committee	A committee established by resolution of Council, consisting of a group of suitably experienced people appointed to give considered advice and make recommendations (non-binding) to Council.
Steering committee	A committee established by resolution of Council as a group to provide strategic oversight of a specific council initiative or project. Members may include Council members, staff and members of the community. Also may be called a reference group.
Project Group	A group established by resolution of Council that considers matters specific to a project. A project group only exists for the lifespan of the project.
Committee member	An individual person who is appointed on a committee by resolution of Council.
Member organisation	An organisation or group that has membership of a committee and nominates its representative for appointment by Council.
Member organisation representative	The person representing a member organisation.

Working Group	A working group established by the CEO to provide advice and guidance on a specific Council project. Members will include Council staff and may also include external key stakeholders.
Council Leadership	A member of either the Executive Leadership Team or Senior Leadership Team.

4. Policy Statement

4.1. Advisory Committees

4.1.1. Council may appoint committees that are advisory in nature, to provide input and overview on a specific topic. Committees include Advisory Committees, Steering Committees or Project Group.

- 4.1.1.1. Committees are established in accordance with Section 82 *Council Committees* of the *Local Government Act 2019* (Act) and are therefore subject to appropriate meeting procedures (Chapter 9 *Meetings* of the Act).
- 4.1.1.2. Minutes and agendas will be placed on the Council website as per the Act.
- 4.1.1.3. Committees will report directly to Council or as determined by the committee Terms of Reference.
- 4.1.1.4. Committees will have a term of reference approved by Council resolution. The terms of reference will determine the purpose and scope of the committee, authority, roles, meeting frequency and cycles, membership conduct and compliance requirements.
- 4.1.1.5. The chair of a committee will be appointed by Council and can be a Council Member or member of the community. Staff are not permitted to be appointed as Chair or act as Chair.
- 4.1.1.6. Committees will be resourced by Council staff of the relevant Council department.
- 4.1.1.7. Membership of committees will be as stated in the terms of reference and may include Council Members, staff and members of the community.
- 4.1.1.8. A member organisation representative may nominate one or more delegates from the organisation they are representing, in accordance with relevant terms of reference.
- 4.1.1.9. Committee members will be selected based on skills or a knowledge base relevant to the committee.
- 4.1.1.10. External members may be called by a public expression of interest as determined by Council's Chief Executive Officer.

4.2. Working groups

4.2.1. The CEO may establish working groups, to provide expert advice and guidance on a specific Council project.

4.2.1.1. The Chair will be a member of the Council Leadership Team.

4.2.1.2. The working group will have a term of reference approved by the CEO. The terms of reference will determine the purpose and scope of the working group, authority, roles, meeting frequency and cycles, membership conduct and compliance requirements.

4.3. Other Council Committees

4.3.1. An Audit Committee is established and maintained in accordance with Section 86, of the Act and FIN09 Risk Management and Audit Committee policy.

4.3.2. An Administrative Review Committee is established and maintained in accordance with Section 324 of the Act.

4.3.3. Any other committee that the Act requires Council to establish and maintain will be done so in accordance with the Act.

5. Associated Documents

FIN09 Risk Management and Audit Committee.

EM06 Conflict of Interest.

6. References and Legislation

Northern Territory Local Government Act 2019.

Northern Territory Local Government Regulations 2021.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
16/08/2022	New Policy.