



**Guidelines for Advisory Committees
and Committees of Council
March 2023**

Adopted by Council on 24 February 2022

Amended 24 March 2022

Amended 26 May 2022

Amended 23 March 2023

Committee Constitution

1. INTRODUCTION

Councils can form Committees and determine their functions, powers, membership and voting rights. Membership of a Council Committee is not restricted to Councillors.

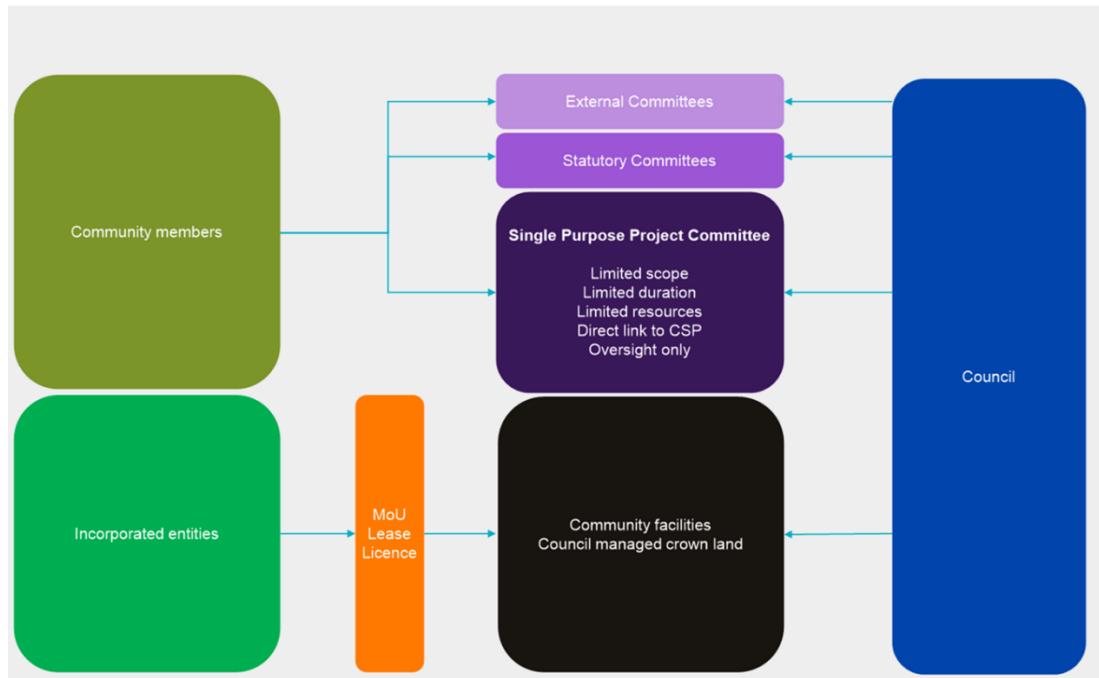
A Council Committee can be either:

- A Committee with decision-making powers as delegated by the Council. A Committee may exercise a Council function and a Council may delegate to the Committee any of its functions other than those outlined in s377 *Local Government Act 1993*. However, a Committee can exercise a Council’s regulatory functions under Chapter 7 of the Act only if all its members are either Councillors or Council employees, or
- A Committee which only has the capacity to ‘advise’ or ‘refer’ matters to Council for a decision. These Committees are common and only have the delegated authority to make recommendations but not to make decisions. Such Committees often consist of experts, professional persons, government employees, community representatives and Council staff. The recommendations of this sort of Committee can assist a Council in making informed decisions on complex matters. At Yass Valley Council, these Committees are referred to as ‘Advisory’ Committees.

All Yass Valley Council Committees, are advisory in nature making recommendations to Council. No Committee have delegated decision making responsibilities other than procedural decisions of the Committee (e.g. adopting minutes).

Council has adopted the following framework for its Committees

Simplified committee and facility management framework



Under this framework the Committees include:

1. **Committees of Council**
 - Internally focused

2. **Advisory Committees**
 - Provide advice to Council
 - Undertake projects as directed by Council or as endorsed by Council
 - Have an external focus
3. **Focus Groups**
 - Forums (generally annually) to provide feedback to Council and staff on priorities within their terms of reference
4. **Project Working Parties/Steering Committees**
 - Established to oversee a Council project
 - Operates only for the duration of the project
 - Provides guidance to the project at key milestones in accordance with the project brief to staff and/or consultants
5. **External/Statutory Committees**
 - External to Council
 - Established under separate legislation
 - Council provides a representative (and in some instances may be required to provide administrative support to the Committee)

The Office of Local Government have advised that these Advisory Committees should be provided with guidelines on how to conduct their meetings and related issues. This guide has been written to provide this guidance to Council's Committee members.

Council values the contributions of individuals and community representatives who become members of Advisory Committees. The primary purpose of these Committees is to advise Council on the needs or issues of a particular community and to inform Council's decision making relating to this community. Typically, the Committee will provide advice and recommendation to Council that relate to the particular community or issue that the Committee is concerned with.

This document provides a guideline on the responsibilities of Committee members in Advisory Committees at Yass Valley. The appointed Committee members are required to observe and adhere to these guidelines.

A list of Council's Advisory Committees, Focus Groups and Project Working Parties/Steering Committees are included in **Attachment 1**. External/Statutory Committee are not covered by these Guidelines.

Members of Committees who require clarification on any matter included in these guidelines should contact Council's Manager Governance on 6226 1477.

2. PURPOSE, OBJECTIVES AND SCOPE OF COMMITTEES

2.1 WHY DOES COUNCIL HAVE ADVISORY COMMITTEES?

Advisory Committees provide a mechanism by which interested residents and experts can play an active role in the formulation of Council policy, direction and practice. Advisory Committees are an important link in Council's *Communication Engagement Strategy* with the community and are supported via other community consultative methods.

Advisory Committees are established for the entire term of Council. The term of the Committee ends at the Council election.

Separate to Advisory Committees Council may establish a Project Working Party or Steering Committee for the duration of a project (e.g. Yass Valley Settlement Strategy). The Working Party or Steering Committee is disbanded at the completion of the project. These Working Parties or Steering Committees will have their own terms of reference which is generally aligned with the project brief. They will meet with the project consultants at key stages and provide general guidance. The Working Party or Steering Committee will not supervise the consultants. The input of the group will assist the consultant and Council staff in presenting the final outcomes for the project to Council for determination.

2.2 OBJECTIVES

Advisory Committees are established by Council to:

- Harness the views and expertise of the wider community
- Assist Council in its understanding of, and approach to, specific or localised issues, initiatives or community assets
- Provide a structured approach to the ongoing involvement of community members in Council affairs and the democratic process

2.3 SCOPE AND LIMITATION OF POWERS

The scope of each Advisory Committee is outlined in its charter. As Advisory Committees are established by Council – they do not have the authority to instruct staff or to make decisions on Council’s behalf.

The Advisory Committees will observe any rules and regulations made by the Council.

2.4 DELEGATION OF FUNCTIONS AND DECISION MAKING

Under the *Local Government Act 1993*, Council is able to delegate some of its functions to a Committee of Council. However, all of the Advisory Committees as outlined in this guideline have not been granted any delegated authority and therefore they serve to provide recommendations and advice for Council. In other words, Advisory Committees do not have the power to make a final determination on any matter referred to them.

2.5 HOW ARE ADVISORY COMMITTEES ESTABLISHED?

Advisory Committees are established by a Council resolution in accordance with clause 260 *Local Government (General) Regulation 2005*.

The Committees are established by Council following each Local Government election and remain in place until the next election.

Prior to establishing an Advisory Committee, Council will set out the following criteria:

- The terms of reference for the Committee
- The expertise or relevant background which community members should possess
- The size (minimum and maximum) of the Committee
- Quorum requirements
- Frequency of meetings (minimum and regularity)
- Any specific interest groups that are to be represented on the Committee (e.g. government departments, community organisations etc)
- Its term and tenure of members

This Guideline serves to address these elements.

2.6 TERMS OF REFERENCE

The Advisory Committee will be responsible for providing advice to Council in accordance with the Committee's terms of reference. Details of the terms of reference of each Committee are presented in **Attachment 2** of this guide.

2.7 CODE OF CONDUCT

Council has adopted a *Code of Conduct* that is applicable to all Council officials – that is Councillors, administrators, staff, members of Council Committees and delegates of the Council. This Code sets the minimum requirements of conduct for Council officials in carrying out their functions.

Breaches of the Code by Advisory Committee members may result in:

- Censure
- Requirement to apologise
- Prosecution
- Dismissal from Committee membership

As Council Committees are operating in conjunction with Council, it is important for Committee members to be aware of and comply with the contents of the Code. Your obligations as an Advisory Committee member are outlined in Part 3 of the *Code of Conduct*. Training on the Code will be provided as part of the induction process for all Advisory Committee members.

It is the responsibility of the Chair of the meeting to inform and take necessary action with respect to the members in relation to this Code.

2.8 COUNCIL OBLIGATIONS

In constituting an Advisory Committee, Council agrees to:

- Give due and proper consideration to all recommendations and suggestions put forward
- Give members feedback on how their recommendations have been used
- Encourage member participation and meeting attendance
- Respond within a reasonable timeframe to requests for relevant information
- Provide administrative resources to assist in the smooth operation of the Committee
- Accurately record and represent the views of the Committee.

2.9 MEMBER OBLIGATIONS

The obligations of Committee members are to:

- Attend meetings and participate in discussions
- Adequately review any agenda attachments or documents as required prior to meetings
- Report their views and, where known, those of the Yass Valley community
- Give feedback from meetings to the wider community where possible
- Allow all Committee members to present their views and opinions
- Suggest agenda items
- Make suggestions regarding improvements to reference and consultative Committees

- Work within the timeframe of the Committee charter and structure
- Clearly declare any conflict of interest regarding any issue under discussion
- Maintain confidentiality where appropriate
- Not speak publicly such as to the media on behalf of Council
- Only maintain membership to one Committee at any time

The obligations as a Council Committee member are outlined in the Office of Local Government's publication titled *Your obligations as a Council Committee member* dated March 2013.

3 MEMBERSHIP - ADVISORY COMMITTEES

The current Advisory Committees are details in **Attachment 1**. The terms of reference and membership details for the Advisory Committees are detailed in **Attachment 2**.

3.1 TERM

The term for Advisory Committees will typically be four years or until the end of the Council term.

Should the Chairperson wish to change the membership at any time, this would then be a matter for Council consideration and resolution.

At the time of the Local Government elections, all Advisory Committee members will cease to hold office.

3.2 COUNCILLOR MEMBERSHIP

Councillors will be appointed to Advisory Committees at a Council meeting following the Local Government elections.

Two Councillors (unless otherwise determined) are to be appointed to each of the Advisory Committees for the four-year term of office. This would also include a Chairperson for each Committee (with the exception of the Audit, Risk & Improvement Committee).

All other Councillors are able to attend Advisory Committee meetings in an observation only capacity.

3.3 COMMUNITY MEMBERSHIP

Community membership will vary according to the Committee and its terms of reference / charter. Representatives shall reflect areas such as the objectives and terms of reference of the charter such as expertise, experience, demographics, special interest groups that exist within or are able to contribute to the Committee and relevant government authorities.

Former Councillors and Council staff members may only apply to be appointed to a Committee after either a period of two years from their involvement with Council, or following the term of the current Council, whichever is greater.

Current staff members are not permitted to be appointed to Committees unless specified in Terms of Reference.

Council must appoint all Advisory Committee members. Appointment must take place prior to a member being conferred the responsibilities and rights as set out in this document.

Council may release individual members from the Committee at any time by a resolution of Council.

Council may also appoint any new members to a Committee at any time by a resolution of Council.

All nominations for appointment to Committees are formally submitted in writing to Council. Applicants will be reviewed against their expertise and experience and ability to contribute to the Committee in relation to its objectives and terms of reference.

3.4 DISSOLUTION OF COMMITTEE

The Council may dissolve a Committee at any time by a resolution of Council.

All Committee members are eligible for re-appointment. Council will advertise for and receive nominations, unless otherwise decided by Council.

3.5 VACATION OF OFFICE

Membership of the Committee will become vacant in the following circumstances:

- If the member resigns membership by notice in writing to the Committee
- If the member is absent for more than three consecutive meetings without prior leave of absence or an apology being accepted by the Committee, subject to confirmation by the elected Council of the resignation
- If the member ceases to be a member of the organisation which he/she represents
- Upon the death of the member
- If the member becomes a mentally incapacitated person
- If a member is found to be in breach of the Code of Conduct

Council shall advertise for nominations for vacancies, unless otherwise decided by Council.

3.6 CHAIRPERSON

There is only one formal position on Committees – Chairperson. This role is appointed by Council resolution for the four-year term.

The Chairperson is usually the spokesperson for the Committee and therefore needs to be certain that the Committee is running smoothly and achieving its aims and objectives.

If the Chairperson is not present at the time designated for the meeting or is not available to preside at a meeting, the Committee must elect a member of the Committee to act as the Chairperson for that meeting only in accordance with clause 267 Regulation (subject to Committee membership and quorum requirements).

3.6.1 RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties, which make up the major part of their responsibility:

- (i) Before a meeting:
 - To consult with the relevant Director or Manager for the preparation of an agenda setting out the terms of business to be considered
 - Ensures the meeting is properly convened in accordance with the organisation's rules, such as proper notice of meeting is given and that a quorum is present
- (ii) During the meeting:

- Chairs all meetings, opens meeting, welcomes and introduces members and guests keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensure adequate opportunity is given to members who wish to speak
 - Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.
 - Acts impartially and uses discretionary powers in the best interests of members and in accordance with the meeting practices
 - Ensures all statutory regulations and organisation's rules (such as Code of Conduct) are observed
 - Closes meetings after business at hand has been properly concluded.
- (iii) Other responsibilities:
- Be aware of certain issues and procedures and the importance of establish and maintaining a working relationship with the Council
 - Approve the meeting minutes prior to them being reported to Council
 - Advise and report to Council on the ongoing suitability of current and potential members
 - Speak on behalf of the Committee where appropriate

4 MEETING PROCEDURES FOR ADVISORY COMMITTEES

The Office of Local Government takes the view that Council Committees that have members who are not Councillors (that is Council staff and/or community representatives), the Committee's meeting procedures are to be determined by the Council. It may, but does not have to, follow the procedures outlined in the Regulation. Therefore, meeting procedures for Advisory Committees are not officially bound by the Regulation.

However, as the Regulation (in relation to meetings) contains many essential elements to what is considered good meeting practices, this guide to Committee meeting procedures therefore has used the Regulation as a basis for its development. Elements of the Regulation that have been included in this guide for the purpose of facilitating Committee meetings are:

- Due notice of meetings to Committee members
- Entitlement to attend meetings
- Voting
- Minutes
- Audio recording of meetings

Although not specifically bound by the Regulation in relation to meeting procedures, the Chair may find it useful to use the Regulation as a guide to good meeting practice.

4.1 NOTICE OF MEETINGS

Notice of Advisory Committee meetings will be provided to members, along with all Councillors, at least three days prior to the meeting. The notice will specify the time, place and date of the meeting and the business proposed to be transacted. Notice of less than three days may be given of a meeting in an emergency.

4.2 ATTENDANCE

Members of Advisory Committee must be either in attendance at the meeting to be eligible of vote or alternatively may participate in the meeting (including voting) via an on line meeting platform.

4.3 NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS

Councillors who are not members of the Advisory Committee are entitled to attend a Committee meeting. However, such Councillors are observers only and are not entitled to add items to the meeting agenda, move or second a motion or vote at the meeting.

Advisory Committees are also open meetings so members of the public may attend as observers.

4.4 QUORUM/STARTING TIME FOR MEETINGS

Meetings are to commence at the time designated for the meeting. The quorum for an Advisory Committee will be half plus one unless otherwise resolved by Council. The quorum will comprise of members present at the meeting venue and those via an online meeting platform. If a quorum is not present within 30 minutes of the designated commencement time, then the meeting must be adjourned.

Members who select to participate in the meeting remotely via an on line meeting platform will be included in the quorum.

4.5 AGENDA

The agenda is an organised list of the business, in order, that will be transacted at the meeting. A copy of the agenda will be distributed to all the Committee members at least three days before the commencement of the meeting.

Each item of business to be discussed at the meeting needs to be placed on the agenda. Committee members may request the Chairperson or the assigned staff member for a matter to be included in the agenda prior to its distribution.

Agenda items must relate to the Committee's terms of reference.

The Agenda Template is included in **Attachment 3**.

4.6 ANNUAL REPORT

At the end of each financial year the Advisory Committee is to prepare an Annual Report. The format for the Annual Report is included in **Attachment 4**.

4.7 CONDUCT OF BUSINESS

Advisory Committees are to be conducted more informal the Council meetings and will not strictly follow the meeting procedures in the *Local Government (General) Regulation 2005*. The Regulation will be used merely as a guide.

Each item of business is discussed in the order in which it appears on the agenda. Adequate time is to be allowed for discussion on important issues.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda to all members and Councillors.

While voting can be used as a mechanism for members to express their agreement or disagreement voting is only needed in circumstances in which consensus is not clear. The meeting minutes will record the mover and seconder for each decision / recommendation of the Committee.

A member who is present but who abstains from voting on a motion is counted as having voted against the motion. Members who are not present may not vote by proxy or any other means.

4.8 MINUTES OF MEETINGS

Minutes of the Committee meeting will only record the procedural decisions (e.g. adoption of minutes) and recommendations of the Committee to Council. The minutes are not a record of the debate / discussion at the meeting.

Committee minutes will be presented to the next available Council meeting for noting or consideration of any recommendations.

It will be the responsibility of Council staff attending the meeting to record the minutes of the meeting.

The minutes will be distributed to Committee members within five working days of the meeting.

The Minute Template is included in **Appendix 4**.

4.9 CHIEF EXECUTIVE OFFICER AND STAFF ATTENDANCE AT MEETINGS

The Chief Executive Officer is entitled to attend Advisory Committee meetings.

The Chief Executive Officer shall ensure that appropriate staff attend the meetings.

The role of staff attending will be to offer advice and to answer questions within their individual fields of expertise and experience. Council staff are not permitted to vote.

4.10 WORKING GROUPS

The Advisory Committee may appoint Working Groups to report to the Committee. The Working Group must include a member of the Advisory Committee, who will act as the Chair, however persons from outside the Committee may be invited to participate.

These Working Groups have no formal standing and must report any suggestions back to the Committee for its determination and/or ratification.

The Working Groups should take meeting notes of their discussions (rather than formal minutes) which can be the basis of a report to the Advisory Committee.

4.11 ABSENCE FROM COMMITTEE MEETINGS

All Advisory Committee members are required to advise the Chair when they are unable to attend Committee meetings. The absence of Committee members from the meeting is to be recorded in the minutes. A member (other than the Mayor) ceases to be a member of a Committee if the member:

- Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences, or
- Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

4.12 RECORDING OF COMMITTEE MEETINGS PROHIBITED WITHOUT PERMISSION

A person may use a recording device to record the proceedings of a meeting of a Committee only with the authority of the Committee.

A person may be expelled from a Committee meeting for using or having used a device to record the meeting in contravention of this clause.

5. MEETING PROCEDURES FOR COMMITTEES OF COUNCIL

Committees of Council comprise only of Councillors and staff (other than the Audit, Risk & Improvement Committee). These meetings will follow similar meeting procedures as Advisory Committees. These Committees are focused on internal matters.

The Audit, Risk & Improvement Committee currently comprises of independent community members as well as Councillors. There are separate guidelines for the establishment and conduct of this Committee.

6. MEETING PROCEDURES FOR FOCUS GROUPS

Focus Groups provide a forum for issues around a Council facility (e.g. Murrumbateman Recreation Grounds) or subject (e.g. Public Art).

Membership of Focus Groups for facilities will be the existing or prospective user groups.

Community membership of a Focus Group on a subject will be recruited similar to the process of recruiting members for Advisory Committees.

Focus Groups are not decision making forums.

Terms of Reference for Focus Groups are included in **Attachment B**.

Meeting notes of proceedings at a Focus Group meeting will be taken rather than formal minutes.

7. MEETING PROCEDURES FOR PROJECT WORKING PARTIES/STEERING COMMITTEES

Project Working Parties/Steering Committees will be established for key Council projects.

These will operate only for the duration of the project.

The Working Party or Steering Committee will provide guidance on the project, at key milestones, in accordance with the project brief to staff and/or contractors.

Community membership of a Project Working Parties/Steering Committees will be recruited similar to the process of recruiting members for Advisory Committees.

Terms of Reference for Project Working Parties/Steering Committees are included in **Attachment B**.

Meeting notes of proceedings at a Project Working Parties/Steering Committees meeting will be taken rather than formal minutes.

8. MISCELLANEOUS ISSUES

8.1 INSURANCE ISSUES

8.1.1 Public Liability

The Committee members are covered by the public liability policy of Council. This insurance does not preclude the Committee from due diligence and all Council policies must be adhered to.

8.1.2 Personal Accident

Committee members are covered by Council's personal accident policy when injured whilst undertaking actions authorised by Council relating to their role in the Committee.

8.1.3 Motor Vehicle

In the event that a Committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

8.2 LEGAL ISSUES

Committees do not have delegated decision making powers other than procedural matters for the Committee (e.g. adoption of minutes).

The Committee will make recommendations to Council in accordance with their terms of reference and it is up to Council to determine whether or not to accept the recommendations of the Committee.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not correct. Council has resolved to constitute the Advisory Committee and Council can dissolve the Committee at any time, if deemed necessary.

8.3 CONFLICT OF INTEREST

All Committee members are required to declare conflict of interests, including pecuniary interests, wherever applicable and then manage that conflict accordingly.

A conflict of interest exists where a reasonable and informed person could perceive that you could be influenced by a private interest when carrying out a public duty. Advisory Committee members must avoid, or appropriately manage, any conflict of interest. The onus is on the Committee member taking the most appropriate action to identify and manage the conflict of interest to ensure proper probity and good governance.

There are two types of interests – pecuniary and non-pecuniary.

Pecuniary interest may be defined as an interest that a Committee member has in a matter, as a member, or employee, of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other persons may include the spouse or de-facto partner or relative of the Committee member.

The proper procedure to be followed for the disclosure of pecuniary interests is for the Committee member to disclose to the meeting any agenda item(s) that the member has a pecuniary interest in as well as the nature of the interest. The Committee member must leave the meeting before discussion, debate and voting on that matter. The Chairperson must ensure that the minutes of the Committee meeting will record the disclosure of the interest and how it was managed.

Non-pecuniary interests are private or personal interests that do not amount to a pecuniary interest. These commonly arise from family, personal relationships, involvement in sporting, social or other cultural groups and associations. Non-pecuniary interests are managed according to their significance. The interest is classified as either significant or non-significant and there are different options to manage each category.

The proper procedure to be followed for the disclosure of non-pecuniary interests is for the Committee members to disclose to the meeting any agenda item(s) that a member has an interest in as well as the nature of that interest.

In the event of a pecuniary interest or significant, non-pecuniary interest, Councillors must leave the meeting before discussion, debate and voting on the matter. In the event of a non-significant, non-pecuniary interest the Councillors must provide an explanation of why the conflict of interest does not prevent them leaving the meeting or participating in the discussion.

For non-Councillor members of the Advisory Committee separate arrangements will apply. These members are often recruited because of their interests and expertise in the terms of reference. This is likely to lead to a potential or actual conflict of interest.

However, as the Committees are advisory only and not making decisions on behalf of Council, members may participate in the discussion and decision making despite the conflict. In considering any recommendations from an Advisory Committee, Council will take into account the nature of the conflicts declared.

The Chairperson must ensure that the minutes of the Committee meeting record the disclosure of all interests and how these were managed.

Advisory Committee members should familiarise themselves with the Office of Local Government's publication *Your obligations as a Council Committee member*, Council's adopted *Code of Conduct* and *Code of Meeting Practice* for further information relating to the proper identification, disclosure and subsequent management of conflicts of interest.

8.4 INDUCTION

All representatives will be required to participate in an induction process within 12 months of appointment to the Committee. The Chairperson of the Committee will coordinate with the Chief Executive Officer in relation to the induction process.

Attachment 1 – Council’s Committees

Committees have been grouped into the following categories i.e.

- Committees of Council
 - Internally focused
- Advisory Committees
 - Provide advice to Council
 - Undertake projects as directed by Council or as endorsed by Council
 - Have an external focus
- Focus Groups
 - Forums (generally annually) to provide feedback to Council and staff on priorities within their terms of reference
- Project Working Parties/Steering Committees
 - Established to oversee a Council project
 - Operates only for the duration of the project
 - Provides guidance to the project at key milestones in accordance with the project brief to staff and/or consultants
- External Committees
 - External to Council
 - Establish under separate legislation or guidelines
 - Council are invited to provide a representative(s)

A list of the current Committees under these categories are provided in the following table:

Committees of Council	Committees	External Committees
<ul style="list-style-type: none"> • Chief Executive Officer Performance Review Committee • Audit, Risk & Improvement Committee 	<p>Advisory Committees</p> <ul style="list-style-type: none"> • Economic Development Advisory Committee • Sustainability Advisory Committee • Aboriginal Consultative Committee • Yass Soldiers Memorial Hall Advisory Committee • Youth Council • Community Enhancement Funds Advisory Committees <ul style="list-style-type: none"> – Coppabella Wind Farm – Rye Park Wind Farm – Bango Wind Farm – Springdale Solar Farm • Murrumbateman Playground Project Committee <p>Focus Groups</p> <ul style="list-style-type: none"> • Public Arts Focus Group • Murrumbateman Recreation Grounds Focus Group • Sports Council <p>Project Working Parties / Steering Committees</p> <ul style="list-style-type: none"> • Open Space Strategy Project Committee • Yass Main Street Project Committee <p><i>Note: other committees will be formed as required</i></p>	<ul style="list-style-type: none"> • Canberra Region Joint Organisation • Joint Regional Planning Panel • Local Emergency Management Committee • Local Rescue Committee • Regional Emergency Management Committee • Local Traffic Committee • Ginninderry Conservation Trust • ACT & Region Catchment Management Coordination Group • Southern Tablelands Regional Arts • South East Australia Transport Strategy • South East Weight of Loads Group • South West Regional Waste Management Group • Community Consultative Committees <ul style="list-style-type: none"> – Coppabella Wind Farm – Rye Park Wind Farm – Bango Wind Farm

These guidelines only relate to Council Advisory Committees, Focus Groups and Project Working Parties/Steering Committees.

Committees of Council will continue to operate in accordance with the *Model Code of Meeting Practice*. Terms of reference for these Committees are included in these guidelines for convenience.

External Committees have their own procedures set by the organisation responsible for their operation and any applicable legislation.

Committee of Council

Chief Executive Officer’s Performance Review Committee

1	Name of Committee	Chief Executive Officer’s Performance Review Committee
2	Terms of Reference	<ul style="list-style-type: none"> • Review Chief Executive Officer’s performance • Recommend outcomes in relation to Performance Agreement and prepare minutes for Council records
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • Standard Employment Contract for Chief Executive Officers • Annual Performance Agreement
4	Maximum number for make-up of Committee members	All Councillors
5	Council employees	Chief Executive Officer
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	1

Committee of Council
Audit, Risk & Improvement Committee

1	Name of Committee	Audit, Risk & Improvement Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide independent assurance and assistance to Council on risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 3 Independent Members • Mayor • 1 Councillor
5	Council employees	<ul style="list-style-type: none"> • Chief Executive Officer • Executive Management Team • Manager Risk, Audit & Improvement
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	1

Note: In July 2021 Council agreed to participate in an independent ARIC and internal audit function established by the Canberra Region Joint Organisation (CRJO) to provide a services to member Councils noting the need:

- To mitigate key risks including by ensuring that any shared service arrangement does not result in degradation of Internal Audit Services to Council
- For a risk based internal audit plan to be maintained for Yass Valley Council
- All agreed governance and service arrangements are contractually enforceable

The current ARIC will continue to operate as a Committee of Council until such time as the CRJO service has been established.

Advisory Committee

Economic Development Advisory Committee

1	Name of Committee	Economic Development Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide advice and support to Council on long term sustainable economic growth within the context of generating, attracting and maintaining business activity and/or employment in Yass Valley • Provide advice on economic development strategy • Provide advice on tourism strategy • Provide a forum to engage with the local business community • Support, attract and grow local businesses • Projects to be determined by the Committee • To make recommendations consistent with the Community Strategic Plan in relation to economic development and tourism • Advise on future development of mainstreet incorporating the heritage aspects
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 2 Councillors • Up to 6 community members who have qualifications or experience in the key issues to be considered by the Committee • 1 representative each from: <ul style="list-style-type: none"> – Regional Development Australia Southern Inland (RDASI) – Yass Valley Business Chamber – Destination Southern NSW
5	Council employees	Director Corporate & Community Manager Tourism & Business Liaison
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	4

Advisory Committee
Sustainability Advisory Committee

1	Name of Committee	Sustainability Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To embed financial, environmental, social and cultural sustainability into Council's operations through the continuous review of policies, projects and services offered by Council • To take advice from all sectors of the community, and to research and propose new and innovative ways of bringing sustainability into all of Council's policies and operations • To make recommendations to Council on best-practice sustainability, consistent with the Community Strategic Plan
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 2 Councillors • No fewer than 7 and up to 10 community members who have qualifications or experience in the key issues to be considered by the Committee
5	Council employees	Appropriate staff members as relevant dependant on the issues to be discussed
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	4 (more frequently if required during the policy review period)

Advisory Committee

Youth Council

1	Name of Committee	Youth Council
2	Terms of Reference	<ul style="list-style-type: none"> • To provide a forum for Council to consult with and receive advice from representative youth in Yass Valley
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<p>1 Councillor</p> <p>Up to 12 youth representatives</p>
5	Council employees	Director Corporate & Community
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	<p>Quorum - 5 youth and one Councillor</p> <p>In the event of a casual vacancy the number necessary for a quorum be based on a simple majority of the remaining numbers (22 Nov 2017 Min 331)</p>
8	Minimum number of meetings per annum	4

Advisory Committee

Aboriginal Consultative Committee

1	Name of Committee	Aboriginal Consultative Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide a forum for support, communication and understanding between the Aboriginal community and Council • To consider and make recommendations to Council on Aboriginal issues
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 2 Councillors • Up to 8 Aboriginal residents of Yass Valley
5	Council employees	Director Planning & Environment
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	4

Advisory Committee

Yass Soldiers Memorial Hall Advisory Committee

1	Name of Committee	Yass Soldiers Memorial Hall Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To recommend priorities for maintenance and capital improvements of Yass Soldiers Memorial Hall
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	2 Councillor 1 Returned Soldiers League – Yass Sub Branch representative Representatives of user groups and prospective users
5	Council employees	Director Infrastructure & Assets Manager Facilities & Waste Assets
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	4

Advisory Committee

Coppabella Wind Farm Community Enhancement Fund Advisory Committee

1	Name of Committee	Coppabella Wind Farm Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To determine the form in which applications for funding for Local Projects from the Community Enhancement Fund are to be made • To recommend to the Council which applications for funding for Local Projects should be funded from the Community Enhancement Fund
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • Coppabella Wind Farm Voluntary Planning Agreement
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • Mayor or Councillor Delegate • Chief Executive Officer or delegate of the Council • Up to 2 community representatives with demonstrated skills and experience relating to the terms of reference who do not own any of the Coppabella Land or receive any payment from the operator • A representative appointed by the Company
5	Council employees	Director Planning & Environment
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	As per Voluntary Planning Agreement
8	Minimum number of meetings per annum	4

Note: Committee only becomes operational following commencement of wind farm operations

Advisory Committee

Rye Park Wind Farm Community Enhancement Fund Advisory Committee

1	Name of Committee	Rye Park Wind Farm Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To determine the form in which applications for funding for Local Projects from the Community Enhancement Fund are to be made • To recommend to the Council which applications for funding for Local Projects should be funded from the Community Enhancement Fund
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • Rye Park Wind Farm Voluntary Planning Agreement
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • Mayor or Councillor Delegate • Chief Executive Officer or delegate of the Council • Up to 2 community representatives with demonstrated skills and experience relating to the terms of reference who do not own any of the Rye Park Land or receive any payment from the operator • A representative appointed by the Company
5	Council employees	Director Planning & Environment
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	As per Voluntary Planning Agreement
8	Minimum number of meetings per annum	4

Note: Committee only becomes operational following commencement of wind farm operations

Advisory Committee

Bango Wind Farm Community Enhancement Fund Advisory Committee

1	Name of Committee	Bango Wind Farm Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To determine the form in which applications for funding for Local Projects from the Community Enhancement Fund are to be made • To recommend to the Council which applications for funding for Local Projects should be funded from the Community Enhancement Fund
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • Bango Wind Farm Voluntary Planning Agreement
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • Mayor or Councillor Delegate • Chief Executive Officer or delegate of the Council • Up to 2 community representatives with demonstrated skills and experience relating to the terms of reference who do not own any of the Bango Land or receive any payment from the operator • A representative appointed by the Company
5	Council employees	Director Planning & Environment
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	As per Voluntary Planning Agreement
8	Minimum number of meetings per annum	4

Note: Committee only becomes operational following commencement of wind farm operations

Advisory Committee

Springdale Solar Farm Community Enhancement Fund Advisory Committee

1	Name of Committee	Springdale Solar Farm Advisory Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To determine the form in which applications for funding for Local Projects from the Community Enhancement Fund are to be made • To recommend to the Council which applications for funding for Local Projects should be funded from the Community Enhancement Fund
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • Springdale Solar Farm Voluntary Planning Agreement
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • Mayor or Councillor Delegate • Chief Executive Officer or delegate of the Council • Up to 2 community representatives with demonstrated skills and experience relating to the terms of reference who do not own any of the Springdale Land or receive any payment from the operator • A representative appointed by the Company
5	Council employees	Director Planning & Environment
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	As per Voluntary Planning Agreement
8	Minimum number of meetings per annum	4

Note: Committee only becomes operational following commencement of solar farm operations

Advisory Committee

Murrumbateman Playground Project Committee

1	Name of Committee	Murrumbateman Playground Project Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide advice to Council on the location and development of the Murrumbateman Category 1 Playground from establishment phase until completion of a concept design. • To assist in drafting recommendations and actions for the implementation of the project. • To act as champions for the project within the broader community.
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Crown Land Management Act 2016</i> • NSW Everyone Can Play Guidelines • Yass Valley Local Environmental Plan 2013 • Draft Yass Valley Open Space Strategy • Yass Valley Park and Playground Strategy 2017
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 3 x Councillors • 3 x community members, to be comprised of: <ul style="list-style-type: none"> – Youth representative (Murrumbateman resident between ages of 15-24 years) – Murrumbateman Progress Association representative – Murrumbateman community member
5	Council employees	<ul style="list-style-type: none"> • Director Infrastructure & Assets • Director Planning & Environment • Manager Strategic Planning • Manager Recreational Assets
6	Area assigned to Committee and/or map	Murrumbateman
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	N/A
8	Minimum number of meetings per annum	As required

Focus Group

Public Art Focus Group

1	Name of Committee	Public Art Focus Group
2	Terms of Reference	<ul style="list-style-type: none"> • To apply the selection and evaluation process outlined in the <i>Public Art Policy</i> and make recommendations to Council regarding Public Art projects • Assess and advise on Public Art proposals and commissions in accordance with the <i>Public Art Policy</i> • Advise on decommissioning and relocation of Public Art works
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	<ul style="list-style-type: none"> • 2 Councillors • Southern Tablelands Arts representative • At least 3 arts/community representatives • Representative of the local Aboriginal Community • Other members may be co-opted to assist with assessment of proposals relating to particular communities, particular art forms or with technical issues
5	Council employees	Chief Executive Officer
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	As required

Focus Group

Murrumbateman Recreation Grounds Focus Group

1	Name of Committee	Murrumbateman Recreation Grounds Focus Group
2	Terms of Reference	<ul style="list-style-type: none"> • To identify maintenance priorities and standards • To identify priorities for new or upgraded facilities
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Crown Lands Management Act 2016</i> • <i>Murrumbateman Recreation Grounds Strategic Plan</i>
4	Maximum number for make-up of Committee members	2 Councillors All user groups and prospective user groups
5	Council employees	Director Infrastructure & Assets Manager Recreational Assets
6	Area assigned to Committee and/or map	Murrumbateman Recreation Grounds
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	1

Focus Group
Sports Council

1	Name of Committee	Sports Council
2	Terms of Reference	<ul style="list-style-type: none"> • To recommend priorities for maintenance and capital improvements and to advise on use of sporting facilities • Provide endorsement of Department of Sport & Recreation Grant applications from the local area
3	Policies and legislation the Committee is required to comply with	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
4	Maximum number for make-up of Committee members	1 Councillor Representatives of local sporting bodies
5	Council employees	Director Infrastructure & Assets Manager Recreational Assets
6	Area assigned to Committee and/or map	Yass Valley
7	Additional clauses or amendments to <i>Guidelines for Advisory Committees and Committees of Council</i>	Nil
8	Minimum number of meetings per annum	2

Project Working Parties / Steering Committees

Yass Valley Open Space Project Committee

1	Name of Committee	Yass Valley Open Space Project Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide input and advice to Council and staff on the development of the Yass Valley Open Space Strategy • To assist in determining recommendations and projects for the implementation of the strategy • To act as champions of the project within the broader community
3	Policies and legislation the committee is required to comply with in addition to those set out in clause 5.3 of the standard constitution	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Crown Land Management Act 2016</i> • NSW Everyone Can Play Guidelines • Yass Valley Local Environmental Plan 2013 • Yass Valley Flood Risk Management Studies & Plans
4	Maximum number and make-up of Committee members	<p>2 Councillors</p> <p>Up to 10 community members, to be comprised of:</p> <ul style="list-style-type: none"> • Sports Council/committee Representative • Yass Area Network of Landcare Representative • Youth Representative (Yass Valley Resident between ages of 15-24) • Murrumbateman Progress Association Representative • Wee Jasper Community Association Representative • Sutton & District Community Association Representative • Gundaroo Community Association Representative • Binalong Progress Association Representative • Bowning Community Association Representative • Bookham Community Representative
5	Council employees	<ul style="list-style-type: none"> • Director Infrastructure & Assets • Director Planning & Environment • Manager Strategic Planning
6	Area assigned to committee and/or map	Yass Valley LGA (excluding Parkwood- Ginninderry Development)
7	Additional clauses or amendments to Standard Constitution or Schedule. To be listed in full – body of constitution not to be altered	N/A
8	Minimum number of meetings per annum	Minimum 2 meetings (meeting to review Draft Strategy, and meeting to review submissions and draft prior to reporting to Council). Any other meetings as required during life of project.

Project Working Parties / Steering Committees

Yass Main Street Project Committee

1	Name of Committee	Yass Mains Street Project Committee
2	Terms of Reference	<ul style="list-style-type: none"> • To provide input and advice to Council and staff on the development of the Yass main street masterplan • To assist in determining recommendations and projects for the implementation of the masterplan • To act as champions of the project within the broader community
3	Policies and legislation the committee is required to comply with in addition to those set out in clause 5.3 of the standard constitution	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Roads Act 1993</i> • AS 1428 Australian Standard – Design for Access and Mobility • Yass Valley Local Environmental Plan 2013 • Yass Flood Risk Management Study & Plan 2021
4	Maximum number and make-up of Committee members	<ul style="list-style-type: none"> • 2 Councillors • 2 members, to be comprised of: <ul style="list-style-type: none"> – Yass Valley Business Chamber Representative • Yass and District Historical Society Representative • Up to 5 community members, to be comprised of: <ul style="list-style-type: none"> – 1 Yass Valley resident who has a lived experience with a physical disability and who can provide advice on access issues – 2 small business owners who have operated in Yass for at least 5 years – 2 residents who have lived in Yass Valley for at least 5 years <p>Nominations for the Community Member positions must state how they would fulfil the terms of reference.</p>
5	Council employees	<ul style="list-style-type: none"> • Director Infrastructure & Assets • Director Planning & Environment • Manager Strategic Planning
6	Area assigned to committee and/or map	Yass Main street area as defined within project brief
7	Additional clauses or amendments to Standard Constitution or Schedule. To be listed in full – body of constitution not to be altered	N/A
8	Minimum number of meetings per annum	<p>Minimum 3 meetings (preliminary consultation meeting, meeting to review Draft Masterplan, and meeting to review submissions.</p> <p>Any other meetings as required during life of project.</p>



<Name> Advisory Committee

<Day> <Date>

<Time>pm

<Venue>

<Address>

Zoom Meeting ID: <Number>

Password: <Number>

Terms of Reference:

- <Insert>
- <Insert>

Members:

Cr <Name>, Chair

Cr <Name>

<Name> <Organisation>

<Name> <Community Representative>

<NAME> ADVISORY COMMITTEE

NOTICE OF MEETING

A meeting of the <Name> Advisory Committee will be held in <Venue>, <Address>, Yass, on <Day> <Date>, commencing at <Time>pm

AGENDA

Page No.

Acknowledgement of Country

- 1. Apologies**
- 2. Declaration of Conflict of Interest**
- 3. Confirmation of Minutes**
Minutes of <Name> Advirory Committee held on <Date>
- 4. Presentation**
- 5. Reports**
 - 5.1 Action List Update3
 - 5.2 Working Party Reports4
 - 5.3 <Report Name>5
 - 5.4 <Report Name>6
- 6. Next Meeting**

Close of Meeting Time

Councillor <Name>

CHAIR

5.1 ACTION LIST UPDATE

SUMMARY

To provide the Committee with an update on the operational activities undertaken by staff.

RECOMMENDATION

That the Action List Update Report be noted

FINANCIAL IMPLICATIONS

Operational activities are included within the <Name> budget.

POLICY & LEGISLATION

Nil.

REPORT

1. Background:

<Insert>.

2. <Insert>:

2.1 <Heading>

<Insert>

2.2 <Heading>

<Insert>

3. Projects 2021/22:

3.1 <Project>

<Insert>

3.1 <Project>

<Insert>

ATTACHMENTS: Nil

5.2 WORKING GROUP UPDATE REPORTS

SUMMARY

To provide the Committee with an update on working being undertaken by Working Groups.

RECOMMENDATION

That the Working Group Update Reports be noted

FINANCIAL IMPLICATIONS

Operational activities are included within the <Name> budget.

POLICY & LEGISLATION

Nil.

REPORT

1. <Name> Working Group

<Insert>

2. <Name> Working Group

<Insert>

ATTACHMENTS: Nil

5.3 <REPORT>

SUMMARY

To present a report on <insert>.

RECOMMENDATION

That <insert>

FINANCIAL IMPLICATIONS

<Insert>

POLICY & LEGISLATION

- <Insert>

REPORT

<Insert>

ATTACHMENTS: Nil

5.4 <REPORT>

SUMMARY

To present a report on <insert>.

RECOMMENDATION

That <insert>

FINANCIAL IMPLICATIONS

<Insert>

POLICY & LEGISLATION

- <Insert>

REPORT

<Insert>



Minutes of the <Name> Advisory Committee

<Day> <Date>
<Time>pm
<Venue>
<Address>, Yass

Terms of Reference:

- <Insert>
- <Insert>

Members:

Cr <Name>, Chair

Cr <Name>

<Name> <Organisation>

<Name> <Community Representative>

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3. Confirmation of Minutes..... 2

4. Presentation..... 2

5. Reports..... 2

 5.1 Action List Update..... 2

 5.2 Working Group Update Reports 3

 5.3 <Title> 3

6. Next Meeting 3

Present

Cr <Name> (Chair), <Member Name>, <Member Name>, <Member Name>, <Member Name>.

Also Present

<Name> and <Name>

Absent

<Member Name>

1. Apologies

Apologies were received from <Member Name> and <Member Name>.

2. Declaration of Conflict of Interest

<Name> declared a pecuniary interest/non-pecuniary, non-significant/non-pecuniary, significant interest as <Reason>.

3. Confirmation of Minutes

COMMITTEE DECISION

That the minutes of the <Name> Advisory Committee held on <Date> be confirmed

(Mover/Seconder)

4. Presentation

4.1 <Subject>

<Insert presentation>

4.2 <Subject>

<Insert presentation>

5. Reports

5.1 ACTION LIST UPDATE

SUMMARY

To provide the Committee with an update on the operational activities undertaken by staff

COMMITTEE DECISION

That the Action List Update Report be noted

(Mover/Seconder)

ACTION:

<Insert>

5.2 WORKING GROUP UPDATE REPORTS

SUMMARY

To provide the Committee with an update on working being undertaken by Working Groups.

COMMITTEE DECISION

That the Working Group Update Reports be noted

(Mover/Seconder)

ACTION:

<Insert>

5.3 <TITLE>

SUMMARY

<Insert>

COMMITTEE DECISION / RECOMMENDATION

That:

- *<Insert>*
- *<Insert>*

(Mover/Seconder)

ACTION:

<Insert>

6. Next Meeting

Next meeting will be held on <Date>.

The meeting closed at <Time>pm



<NAME> Advisory Committee

Annual Report <Year>

Terms of Reference

1. <INSERT from Committee Guidelines>
2. <INSERT from Committee Guidelines>
3. <INSERT from Committee Guidelines>

Members

Member	Appointed	Resigned
<Name>	<Date>	<Date>

Meetings Attended

Member	<Date>	<Date>	<Date>	<Date>	<Date>
	✓	x	x	✓	x
	✓	✓	✓	✓	x
	✓	✓	✓	✓	✓
	✓	✓	x	✓	✓
	✓	✓	✓	✓	✓
	✓ **	✓ **	✓	✓	✓

* Extraordinary meeting

** Not a member

Committee Project Status

Project/Project Officer	Key Stages	Due Date	Status
	•	•	•
	•	•	•
	•	•	•
	•	•	•
	•	•	•