



**Bayside Council**

Serving Our Community

# **Generic Committees Terms of Reference**

**12 December 2024**





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Generic Committees Terms of Reference  
File: F17/1273 Document: 17/123664 (v5)  
Class of document: Terms of Reference

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# Contents

<b>1</b>	<b>Purpose</b> .....	<b>5</b>
<b>2</b>	<b>Interpretation</b> .....	<b>5</b>
<b>3</b>	<b>Status of Committee</b> .....	<b>5</b>
<b>4</b>	<b>Delegations</b> .....	<b>5</b>
<b>5</b>	<b>Membership</b> .....	<b>6</b>
5.1	Overview .....	6
5.2	Councillors .....	6
5.3	Chair and Deputy Chair .....	6
5.4	Quorum .....	6
5.5	Term of office .....	6
<b>6</b>	<b>Other attendance</b> .....	<b>6</b>
6.1	Community representation .....	6
6.2	Council staff .....	7
6.3	General public.....	7
<b>7</b>	<b>Support</b> .....	<b>7</b>
7.1	Sub-committees .....	7
7.2	<b>Specialist support</b> .....	7
7.3	<b>Administrative support</b> .....	7
<b>8</b>	<b>Meeting schedule</b> .....	<b>7</b>
<b>9</b>	<b>Meeting practices and procedures</b> .....	<b>8</b>
<b>10</b>	<b>Administrative Procedures</b> .....	<b>8</b>
<b>11</b>	<b>Document control</b> .....	<b>8</b>
11.1	Review .....	8
11.2	Version history .....	8

# 1 Purpose

To assist in meeting its role and responsibilities across the local government area, Bayside Council is supported by a committee framework in order to support the decision-making process.

Council Committees provide advice on strategic direction, priorities and policy principles related to the Committee function. They are to inform and monitor the development of the Delivery Program and the Operational Plans.

These terms of reference outline committees' function, structure, authority and reporting requirements. For consistency of approach and understanding, they are applicable to all committees established by Council, except any committee established with a specific set of terms of reference, charter, constitution or the like.

# 2 Interpretation

For the purpose of this document:

*Member* means a member of the Committee.

*Committee* means Committee.

*Council* means Bayside Council.

*Chairperson* means the chairperson of the Committee or Sub-Committee appointed by Council.

*Mayor* means the elected Mayor.

# 3 Status of Committee

Committees of Council are defined in Council's Code of Meeting Practice.

# 4 Delegations

Committees may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are to be accompanied by a report to Council from the appropriate Council officer.

The Committee's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Committee.

Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

## **5 Membership**

### **5.1 Overview**

A Committee comprises Councillors and is supported by Council officers.

### **5.2 Councillors**

Council appoints Councillors to be members of a Committee.

All other Councillors are welcome to attend meetings of a Committee as observers and contribute to discussions but are not entitled to vote.

### **5.3 Chair and Deputy Chair**

The Chairperson of any Committee is one of the Councillor members, and is appointed by Council.

In the absence of the Chairperson at a particular meeting the meeting elects a Chair of the meeting.

### **5.4 Quorum**

The quorum for a Committee is two Councillors participating in the meeting, with at least one being a member of the particular Committee.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote.

### **5.5 Term of office**

Unless otherwise stipulated by Council, Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

From time to time, Council may appoint other members to Committees and Sub-committees to suit the matters under consideration.

## **6 Other attendance**

### **6.1 Community representation**

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of a Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

## **6.2 Council staff**

Committees are supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

## **6.3 General public**

Committee meetings are not open to the public.

# **7 Support**

## **7.1 Sub-committees**

The Council may establish sub-committees, and appoint members and respective chairpersons to support the work of Committees.

## **7.2 Specialist support**

Council provides specialist information on the areas of interest of Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

## **7.3 Administrative support**

Council provides administrative support as determined by the General Manager to assist Committees in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

# **8 Meeting schedule**

Committees normally meet at least every three (3) months (except during the summer recess) in various locations across the local government area.

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.

## 9 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

Where possible, or otherwise approved, the meetings of Committees be held on on a weekday.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

## 10 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

## 11 Document control

### 11.1 Review

This Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

### 11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	08/11/2017	Bruce Cooke	New document
2.0	11/04/2018	Bruce Cooke	Quorum, meeting day amended
3.0	13/06/2018	Bruce Cooke	Meeting Schedule amended
4.0	10/10/2018	Bruce Cooke	General Manager added as member
5.0	12/12/2024	Lead Governance	Revised Wording