



NORTHERN MIDLANDS COUNCIL
MINUTES – ORDINARY MEETING
17 MAY 2021

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175/21 LOCAL DISTRICT COMMITTEES: REVIEW OF MEMORANDUM OF UNDERSTANDING

Responsible Officer: Des Jennings, General Manager
Report prepared by: Gail Eacher, Executive Assistant

1 PURPOSE OF REPORT

The purpose of this report is for Council to review the Memorandum of Understanding between it and its seven local district committees.

2 INTRODUCTION/BACKGROUND

The Northern Midlands Council has a local district committee for each major township in the municipality. They are:

- Avoca, Royal George & Rossarden Local District Committee (meeting bi-monthly);
- Campbell Town District Forum (meeting monthly);
- Cressy Local District Committee (meeting bi-monthly);
- Evandale Advisory Committee (meeting monthly);
- Longford Local District Committee (meeting monthly);
- Perth Local District Committee (meeting monthly); and
- Ross Local District Committee (meeting monthly).

Each committee is a special committee of Council created pursuant to section 24 of the *Local Government Act 1993*.

The purpose of the committees is to act as a communication channel between Council and the community, identifying local concern and opportunities; and providing feedback to Council.

The Committees are all of varying ages. Some have been in place since 1994, others have been formed in more recent years.

The relationship between the Northern Midlands Council and each committee is governed pursuant to a Memorandum of Understanding (MOU). The purpose of the MOU is to:

- set the purpose, roles and responsibilities of the committee; and
- provide guidelines in respect to membership and meeting procedures.

In April 2016 Council resolved to standardise the MOU's for the Local District Committees, and coordinate the terms of the committees so they all expire at the same time. The purpose behind this was to reduce the time and cost associated with advertising positions, holding AGMs and reporting to Council on membership.

The Memorandum of Understanding was reviewed in April 2018, Minute Reference 104/18, just prior to the commencement of the 2018-2020 term of office of members.

At the 20 July 2020 meeting (min. ref. 231/20) Council endorsed the extension of the membership terms of the Northern Midlands Council Local District Committees for the 2018-2020 term to 30 June 2021.

A review of the Memorandum of Understanding is considered necessary to clarify the role of the committees, assess suggested changes and address concerns raised, including:

- The role of the Committee surrounding receipt of and commenting on planning applications;
- The role of the Committee surrounding commenting on other strategic matters, for example, proposed amendments to the Northern Regional Land Use Strategy;



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- The provision of secretarial support; and
- Member attendance at meetings.

On 15 May 2020 Council wrote to the Chairs of all the Committees (and copied to the membership) advising as follows:

Councillors have over a period of time informally discussed the content of the current Memorandum of Understanding (MOU) that is to be endorsed by Local District Committees (LDC) at the commencement of each 2-year term.

The matters which have been raised, include the following:

- *The LDC's should be considered as consultative committees not advisory committees.*
- *The content in relation to the scope should be amended; and the roles and responsibilities be clearly identified.*
- *Concerns about absence without leave and the termination of membership due to absence in relation to the suggestion that terminated members be excluded from further appointment for a period of 6 months.*
- *Councillor representatives attend meetings to provide clarity on matters and are not in attendance as guests, but have no voting rights. The MOU needs to clarify that the Chair is not able to refuse the right of a Councillor to speak.*
- *Secretarial support only being provided for bi-monthly meetings held during office hours.*
In discussions, it was mentioned that place and time of meetings should be determined by the LDC and that membership should not be subject to the requirement that meetings be held during office hours.

Committees were requested to consider:

- *The provision of the \$2,500 in lieu of secretarial support. Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive.*
- *Timing and frequency of meetings.*
- *Whether it is considered necessary to include a conflict resolution provision within the MOU.*

Included in correspondence sent to the Chairs of the Committees (copies sent to the membership) on 23 July 2020 Council's General Manager, reiterated the content of previous correspondence regarding the review and sought comment by 30 August.

Comment/feedback was received from the Chairs of the Longford Local District Committee, Perth Local District Committee and Ross Local District Committee; comment in relation to Conflict Resolution provisions was received from 2 members of the Avoca, Royal George and Rossarden Local District Committee.

3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
 - Leaders with Impact
 - Core Strategies:
 - ◆ Communicate – Connect with the community
 - ◆ Lead – Councillors represent honestly with integrity
 - ◆ Manage – Management is efficient and responsive
- Progress –
 - Economic Development – Supporting Growth & Changes
 - ◆ Towns are enviable places to visit, live & work
- People –
 - Sense of Place – Sustain, Protect, Progress
 - Core Strategies:
 - ◆ Council nurtures and respects historical culture
 - ◆ Developments enhance existing cultural amenity
 - ◆ Public assets meet future lifestyle challenges
 - Lifestyle – Strong, Vibrant, Safe and Connected Communities
 - Core Strategies:
 - ◆ Living well – Valued lifestyles in vibrant, eclectic towns



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- ◆ Communicate – Communities speak & leaders listen
- ◆ Participate – Communities engage in future planning
- ◆ Connect – Improve sense of community ownership
- ◆ Caring, Healthy, Safe Communities – Awareness, education & service
- Place –
 - History – Preserve & Protect our Built Heritage for TomorrowCore Strategies:
 - ◆ Our heritage villages and towns are high value assets

4 POLICY IMPLICATIONS

No policy implications have been identified.

5 STATUTORY REQUIREMENTS

Each committee is formed as a special committee of Council pursuant to section 24 of the *Local Government Act 1993*. Pursuant to section 24(3) of the *Local Government Act 1993* the Council is to determine the procedures relating to meetings of a special committee.

6 FINANCIAL IMPLICATIONS

No financial implications have been identified in relation to this report.

7 RISK ISSUES

If the Memorandum of Understanding between Council and its special committees is not clear, there is a risk of

- confusion for committee members,
- members acting outside the scope of their role,
- not acting on matters referred for comment by Council.

8 CONSULTATION WITH STATE GOVERNMENT

Not applicable.

9 COMMUNITY CONSULTATION

Comment was sought from Local District Committees with a closing date of 30 August 2020.

A schedule of comments received from Committees and representative, as well as a suggested amended Longford Local District Committee Memorandum of Understanding is included in the attachments to this report.

Once determined, the proposed changes to the Memorandum of Understanding will be circulated to the local district committees for further review and comment.

10 OPTIONS FOR COUNCIL TO CONSIDER

10.1 To receive and consider the feedback from the Local District Committees;

and

10.2 (a) To accept the proposed changes to the Memorandum of Understanding and refer the document to the local district committees for comment,

or



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- (b) Consider/suggest alternative changes to the Memorandum of Understanding and refer the document to the local district committee for comment,

or

- (c) Make no changes to the Memorandum of Understanding.

11 OFFICER'S COMMENTS/CONCLUSION

11.1 Matters to be addressed

The purpose of this report and the proposed amendments to the Memorandum of Understanding is to clarify

- a) The purpose and terms, including:
- Identification of LDC's as consultative committees not advisory committees.
 - Clarify the term "absence without leave" and the termination of membership due to absence in relation to the suggestion that terminated members be excluded from further appointment for a period of 6 months.
 - Timing and frequency of meetings.
 - Whether it is considered necessary to include a conflict resolution provision within the MOU.
- b) The committee's role, including:
- Comment on planning applications;
 - Comment on strategic matters, for example, proposed amendments to the Northern Regional Land Use Strategy;
- c) Council's role, including
- Provision of secretarial support
 - on a monthly basis, during office hours (subject to officer availability); or
 - on a bi-monthly basis, for meetings out of office hours (subject to officer availability, commencing by 6.30pm), or
 - \$2,500 in lieu of secretarial support. (Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive).
 - The role of Councillor representatives at meetings (Chair is not able to refuse the right of a Councillor to speak, Councillor has no voting rights but is not a guest).
- d) The Current MOU makes the following provision in regard to vacancies:

Where applications for membership exceed the number of vacancies	<u>Council's executive will determine the successful applicants</u>
Where insufficient applications are received to fill the number of vacancies	<u>Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, the Examiner Newspaper (Northern Midlands page) and via social media.</u>
Membership vacancies on committees during the membership term	Applications to Committees with less than 10 members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term.

Concerns have been raised in regard to the appointment of members during the term of office without advertising having occurred. As detailed above, there is provision for applications for membership to be made and received at any time, without a requirement for vacancies to be advertised during a term.

To address this concern, Councillors may wish to include in the MOU a provision for the advertising of vacancies and membership appointments on a quarterly or bi-annual basis. However, the introduction of such a provision may unintentionally adversely affect committees as a minimum number of 5 members must

be maintained. If membership numbers fall below the required 5 members, the committee is to go into recess until such time as minimum membership numbers are met.

- e) The Current MOU makes the following provision in regard to termination of membership:

Members of the Committee will be deemed to vacate their position if they are absent without leave from three (3) consecutive meetings of the Committee.

Concerns have been raised in this regard. The following amendment is suggested:

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

11.2 Feedback/Comments Received

Comment/feedback was received from the Chairs of the Perth Local District Committee and Ross Local District Committee; comment in relation to Conflict Resolution provisions was received from 2 members of the Avoca, Royal George and Rossarden Local District Committee.

Longford Local District Committee provided feedback/comment in the form of an amended MOU (attached).

Feedback provided is summarised as follows; a detailed feedback/comments schedule is included in the attachments.

- 1) *The LDC's should be considered as consultative committees not advisory committees.*

Preference is to maintain status as advisory committee.

- 2) *The content in relation to the scope should be amended; and the roles and responsibilities be clearly identified.*

MOU lacks detail of reciprocal responsibility of Council and Council's "Duty of Care" to its volunteers

Responsibility as per Council's Volunteer Handbook to:

- Ensure volunteers are covered by adequate insurances;
- Provide orientation and necessary training;
- Establish clear lines of communication about complaints and conflict resolution procedures;
- Provide safe and healthy working conditions;
- Include volunteers in relevant decision making processes;
- Provide supervision and support;
- Provide emergency procedure guidelines;
- Provide required documentation relating to the volunteer work to be undertaken.

- 3) *Concerns about absence without leave and the termination of membership due to absence in relation to the suggestion that terminated members be excluded from further appointment for a period of 6 months.*

Voluntary committee rely heavily upon the interest (and availability) of keen individuals

Clarification of the term 'absent without leave' to clarify and/or spell out the significance of regular attendance.

Do not support the exclusion of a terminated member for a period of six months.

- 4) *Councillor representatives attend meetings to provide clarity on matters and are not in attendance as guests, but have no voting rights. The MOU needs to clarify that the Chair is not able to refuse the right of a Councillor to speak.*



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Support of Councillor participation in discussion and should not be refused the right to speak at LDC meetings.

- 5) *Secretarial support only being provided for bi-monthly meetings held during office hours, including: The provision of the \$2,500 in lieu of secretarial support. Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive. Timing and frequency of meetings.*

Bi-monthly meeting proposal not supported, with a mixed response regarding meeting times.

- 6) *Whether it is considered necessary to include a conflict resolution provision within the MOU.*

Policies already state that they apply to volunteers

Clarification is probably warranted for internal and external disputes & appropriate resolution processes

Simple code of conduct overlay the conflict resolution process. To deal with internal disputes between Committee members, and external disputes arising between Committee members and Councillors, Council Staff, and the general public

Additional concerns raised:

Appointment of Members

Clarify the selection and appointment process, i.e. the criteria used for selecting individual applicants; if applicants exceed vacancies is the full list provided to Councillors to approve at a Council meeting.

Meeting Conduct

Retain provisions in Section 6 in relation to the attendance of guests and presentations.

11.3 Proposed Amendments to Address the Concerns

As per the attached marked up Memorandum of Understanding.

12 ATTACHMENTS

- 12.1 Revised marked up Memorandum of Understanding.
- 12.2 Schedule of Local District Committee / Officer comments.
- 12.3 Correspondence received from Ross Local District Committee
- 12.4 Correspondence received from Perth Local District Committee
- 12.5 Suggested amended Longford Local District Committee MOU
- 12.6 Volunteer Handbook
- 12.7 Human Resources Policy – Employee Code of Conduct Policy

RECOMMENDATION

That Council

- A) endorse the draft changes to the Memorandum of Understanding and refer the document to the local district committees for comment.

OR

- B) endorse the draft changes to the Memorandum of Understanding and refer the document to the local district committees for comment, with the inclusion of the following additional amendments to the draft:
- i) 4. MEMBERSHIP

...

Members are to comprise of residents of XXXX and representatives of organisations based within those communities, with invitations to be extended to local business owners to join the Committees membership.



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ii) 4. MEMBERSHIP

...

Membership will be subject to the current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

iii) 6. MEETING PROCEDURES

...

A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

iv) 7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

...

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the XXX Local District Committee, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the XXX Local District Committee is to be sought from Council's General Manager.

DECISION

Cr Polley/Cr Calvert

That Council endorse the draft changes to the Memorandum of Understanding and refer the document to the local district committees for comment, with the inclusion of the following additional amendments to the draft:

i) 4. MEMBERSHIP

...

Members are to comprise of residents of XXXX and representatives of organisations based within those communities, with invitations to be extended to local business owners to join the Committees membership.

ii) 4. MEMBERSHIP

...

Membership will be subject to the current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

iii) 6. MEETING PROCEDURES

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A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

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v) 8. REVIEW AND EVALUATION

Reinstate the following wording which had been marked for deletion:
...suggest amendments to its content.

Carried unanimously

ROSS LOCAL DISTRICT COMMITTEE

MEMORANDUM OF UNDERSTANDING

1. SCOPE

The Ross Local District Committee was established as a special committee of the Northern Midlands Council (Council) on 2nd of April 1993 pursuant to section 24 of the *Local Government Act 1993*.

2. PURPOSE

The Ross Local District Committee is to act in an advisory capacity only.

For the purposes of this Memorandum of Understanding the term “advisory” means:

- having or consisting in the power to make recommendations but not to take action enforcing them.

The purpose of the Ross Local District Committee is to:

- Be a communication channel for information between Council and the community of Ross;
- Identify needs, concerns and expectations of the local community of Ross and advise Council of these needs;
- Consider and provide feedback to Council in respect to matters referred to the committee by Council.

3. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Ross Local District Committee.

4. MEMBERSHIP

Membership of the Ross Local District Committee shall comprise of a minimum of five (5) members and a maximum of ten (10) members.

Members are appointed for a term of two (2) years (term of membership). The term of membership is to commence in July and conclude in June.

Members are to comprise of residents of Ross and representatives of organisations based within those communities, with invitations to be extended to local business owners to join the Committees membership.

Membership of the Ross Local District Committee is to be advertised at least 6 weeks, but no more than 8 weeks prior to the expiration of a term of membership. Advertising is to occur:

- in the Northern Midlands Courier Newspaper; and
- on social media; and
- on Council’s website.

Should the number of applications for membership exceed the number of vacancies, Council’s Executive (comprising Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative/s to the Committee.

Committee membership is to be ratified by the Northern Midlands Council at the next ordinary Council meeting prior to the commencement of the membership term.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, on Council’s website and via social media.

Applications to Committees with less than 10 members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term.

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In the event that less than 5 applications for membership are received the Committee is to go into recess until a sufficient number of applications are received.

Membership will be subject to the current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

At the conclusion of their terms of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson
- Vice Chairperson

All officers shall be appointed at the General Meeting held at the commencement of a two-year term of appointment.

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

5. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of the Ross Local District Committee:

- To notify Council of matters of concern (which Council is directly responsible for, or, may have influence over) within the Ross district.
- To provide comment/advise on matters referred to it by Council.
- To liaise with the community and special interest groups to ascertain their views/opinions on local issues and projects, and notify Council of these.
- To receive communications from the local community and special interest groups and forward their letters/requests with appropriate comment/feedback to Council.
- To provide to Council in March each year a prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The following are the roles and responsibilities of the Council:

- To notify and communicate with the Committee on matters of interest or concern to the local community.
- To provide comment and advice on matters referred to it by the Committee.
- To receive and consider the prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The Committee's primary and priority focus is to work with the Council to make the Northern Midlands an enviable place to live, work and play.

6. MEETING PROCEDURES

Meetings are to be governed in accordance with the procedures stated above, and in the event, this Memorandum of Understanding is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter.

Meeting length is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Ross Local District Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

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A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

An agenda for the meeting is to be provided to the members of the Ross Local District Committee at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Ross Local District Committee current membership. For example, if the total number of members is 8, the quorum is 5.

A decision by the Ross Local District Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

Guests attending Ross Local District Committee meetings are to do so as observers only and may only participate on invitation by the Chair. Guests must abide by meeting protocol.

Guests wishing to make a presentation or to provide comment at a meeting are to seek consent from the Chair and/or Secretary prior to the meeting.

Unless otherwise agreed, such presentation or comment is limited to a maximum of 3 minutes.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 working days after the meeting.

If required, subgroup meetings will be arranged outside of ordinary meeting times, at a time convenient to the subgroup members.

7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint a Councillor representative to the Ross Local District Committee. The role of the Councillor is to:

- Provide information to the Committee from the Council.

The Councillor representative is an advisory role only and the Councillor is not entitled to move or vote on any decisions made by the committee. The Chair may not withhold from an attending Councillor the freedom to speak at a meeting.

Minutes of the meetings of the Ross Local District Committee are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Ross Local District Committee.

If the Ross Local District Committee wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration. The Secretary is to have listed in the next Council Meeting Agenda any motions reflected in the Committees minutes and report back to the Committee the outcome of the motions.

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the Ross Local District Committee, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Ross Local District Committee is to be sought from Council's General Manager.

8. REVIEW AND EVALUATION

Council retains the right to review this Memorandum of Understanding at any time.

At the Biennial General Meeting of the Ross Local District Committee held at the commencement of each term of appointment, the Ross Local District Committee is to review the provisions of this Memorandum of Understanding, execute the document and suggest amendments to its content.

9. SECRETARIAL SUPPORT & RESOURCES

Provision of secretarial support will be provided:

- on a monthly basis, during office hours (subject to officer availability); or
- on a bi-monthly basis, for meetings out of office hours (subject to officer availability, for meetings commencing at or before 6.30pm), or
- \$2,500 in lieu of secretarial support. (Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive).

The Committees appointed Council Secretary will provide secretarial support for a maximum of 11 meetings per annum.

Secretarial support will not be provided for subgroup meetings; however, some administration assistance may be provided for approved projects.

The Ross Local District Committee is to opt for one of the following resources to be provided by the Northern Midlands Council:

Secretarial assistance (meetings held in office hours) at scheduled monthly meetings, subject to availability.

OR

Secretarial assistance (meetings held out of office hours commencing at or before 6.30pm) at scheduled bi-monthly meetings, subject to availability.

OR

An annual budget allocation of \$2,500, in lieu of secretarial assistance, to be made available for projects, or secretarial support, as approved by Council.

ROSS LOCAL DISTRICT COMMITTEE

CHAIRPERSON

DATE: _____

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE: _____

WITNESS: _____

GENERAL MANAGER

DATE: _____

LONGFORD LOCAL DISTRICT COMMITTEE

MEMORANDUM OF UNDERSTANDING



1. SCOPE

The Longford Local District Committee was established as a special committee of the Northern Midlands Council (Council) on 21st of February 2011 (min. ref. 034/11) pursuant to section 24 of the *Local Government Act 1993*.

2. PURPOSE

The Longford Local District Committee is to act in an advisory capacity only.

For the purposes of this Memorandum of Understanding the term “advisory” means:

- having or consisting in the power to make recommendations but not to take action enforcing them.

The purpose of the Longford Local District Committee is to:

- Be a communication channel for information between Council and the community of Longford;
- Identify needs, concerns and expectations of the local community of Longford and advise Council of these needs;
- Consider and provide feedback to Council in respect to matters referred to the committee by Council.

3. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Longford Local District Committee.

4. MEMBERSHIP

Membership of the Longford Local District Committee shall comprise of a minimum of five (5) members and a maximum of ten (10) members.

Members are appointed for a term of two (2) years (term of membership). The term of membership is to commence in July and conclude in June.

Members are to comprise of residents of Longford and representatives of organisations based within those communities, with invitations to be extended to local business owners to join the Committees membership.

Membership of the Longford Local District Committee is to be advertised at least 6 weeks, but no more than 8 weeks prior to the expiration of a term of membership. Advertising is to occur:

- in the Northern Midlands Courier Newspaper; and
- on social media; and
- on Council’s website.

Should the number of applications for membership exceed the number of vacancies, Council’s Executive (comprising Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative/s to the Committee.

Committee membership is to be ratified by the Northern Midlands Council at the next ordinary Council meeting prior to the commencement of the membership term.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, on Council’s website and via social media.

Applications to Committees with less than 10 members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term.

In the event that less than 5 applications for membership are received the Committee is to go into recess until a sufficient number of applications are received.

Membership will be subject to the current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

At the conclusion of their terms of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson
- Vice Chairperson

All officers shall be appointed at the General Meeting held at the commencement of a two-year term of appointment.

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

5. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of the Longford Local District Committee:

- To notify Council of matters of concern (which Council is directly responsible for, or, may have influence over) within the Longford district.
- To provide comment/advise on matters referred to it by Council.
- To liaise with the community and special interest groups to ascertain their views/opinions on local issues and projects, and notify Council of these.
- To receive communications from the local community and special interest groups and forward their letters/requests with appropriate comment/feedback to Council.
- To provide to Council in March each year a prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The following are the roles and responsibilities of the Council:

- To notify and communicate with the Committee on matters of interest or concern to the local community.
- To provide comment and advice on matters referred to it by the Committee.
- To receive and consider the prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The Committee's primary and priority focus is to work with the Council to make the Northern Midlands an enviable place to live, work and play.

6. MEETING PROCEDURES

Meetings are to be governed in accordance with the procedures stated above, and in the event, this Memorandum of Understanding is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter.

Meeting length is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Longford Local District Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

An agenda for the meeting is to be provided to the members of the Longford Local District Committee at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Longford Local District Committee current membership. For example, if the total number of members is 8, the quorum is 5.

A decision by the Longford Local District Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

Guests attending Longford Local District Committee meetings are to do so as observers only and may only participate on invitation by the Chair. Guests must abide by meeting protocol.

Guests wishing to make a presentation or to provide comment at a meeting are to seek consent from the Chair and/or Secretary prior to the meeting.

Unless otherwise agreed, such presentation or comment is limited to a maximum of 3 minutes.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 working days after the meeting.

If required, subgroup meetings will be arranged outside of ordinary meeting times, at a time convenient to the subgroup members.

7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint a Councillor representative to the Longford Local District Committee. The role of the Councillor is to:

- Provide information to the Committee from the Council.

The Councillor representative is an advisory role only and the Councillor is not entitled to move or vote on any decisions made by the committee. The Chair may not withhold from an attending Councillor the freedom to speak at a meeting.

Minutes of the meetings of the Longford Local District Committee are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Longford Local District Committee.

If the Longford Local District Committee wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration. The Secretary is to have listed in the next Council Meeting Agenda any motions reflected in the Committees minutes and report back to the Committee the outcome of the motions.

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the Longford Local District Committee, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Longford Local District Committee is to be sought from Council's General Manager.

8. REVIEW AND EVALUATION

Council retains the right to review this Memorandum of Understanding at any time.

At the Biennial General Meeting of the Longford Local District Committee held at the commencement of each term of appointment, the Longford Local District Committee is to review the provisions of this Memorandum of Understanding, execute the document and suggest amendments to its content.

9. SECRETARIAL SUPPORT & RESOURCES

Provision of secretarial support will be provided :

- on a monthly basis, during office hours (subject to officer availability); or
- on a bi-monthly basis, for meetings out of office hours (subject to officer availability, for meetings commencing at or before 6.30pm), or
- \$2,500 in lieu of secretarial support. (Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive).

The Committees appointed Council Secretary will provide secretarial support for a maximum of 11 meetings per annum.

Secretarial support will not be provided for subgroup meetings; however, some administration assistance may be provided for approved projects.

The Longford Local District Committee is to opt for one of the following resources to be provided by the Northern Midlands Council:

Secretarial assistance (meetings held in office hours) at scheduled monthly meetings, subject to availability.

OR

Secretarial assistance (meetings held out of office hours commencing at or before 6.30pm) at scheduled bi-monthly meetings, subject to availability.

OR

An annual budget allocation of \$2,500, in lieu of secretarial assistance, to be made available for projects, or secretarial support, as approved by Council.

LONGFORD LOCAL DISTRICT COMMITTEE

CHAIRPERSON

DATE:

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE:

WITNESS:

GENERAL MANAGER

DATE:



2021 MAV Insurance LGAT Annual Conference



You are invited to attend the
2021 MAV Insurance LGAT Annual Conference

August 5-6 Wrest Point Convention Centre, Hobart

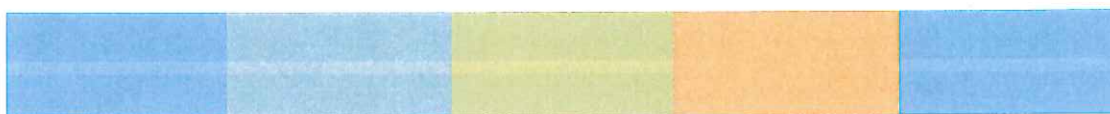
This year's Conference theme is
"local solutions for local communities"
recognising the importance of place and harnessing local opportunities
to support resilient communities.

PROGRAM

The Conference Program includes the following highlights:

- LGAT General Meeting
- Keynote presentation and plenary sessions
- Workshops
- Trade exhibition
- Refreshment breaks
- Networking lunches
- Spirit Super Women in Local Government Networking Event
- MAV Insurance Local Government Awards for Excellence
- Commonwealth Bank Conference Dinner

Full Program details and registration information is also available
on [the LGAT website](#)

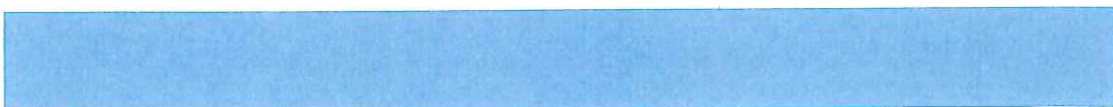


2021 MAV Insurance LGAT Annual Conference Day One - 5 August - Program	
8.30am	Registration on arrival
8.30am	JLT Public Sector Coffee Corner and Charge Bar
8.30am	MAV Insurance Welcome Morning Tea
9.30am	LGAT General Meeting
12.30-1.30pm	MAV Insurance Networking Lunch
2.00pm	Conference Welcome
2.10pm	Plenary Speaker - Dale Williams Carterton District Councillor, New Zealand Skills and labour shortages and solutions for your communities <i>Sponsored by Edge Legal</i>
3.10pm	Local Solutions Session Dr Verity Cleland & Dr Kim Jose University of Tasmania - Walkability in Rural Communities Owen Tilbury President Great Regional City Challenge Mobilising community at scale <i>Sponsored by Regional Development Australia</i>
4.15pm	MAV Insurance Networking Afternoon Tea
5.00pm	Conference Close Day 1
6.00-7.00pm	Spirit Super Women in Local Government Networking Event
7.15pm	Commonwealth Bank Conference Dinner





2021 MAV Insurance LGAT Annual Conference Day Two - 6 August - Program	
9.00am	Workshops Dr Kathy Alexander - Good governance and why it matters Dr Michelle Lucas - How can councils work with communities and create collective impact
10.30am	Networking Morning Tea
11.10am	Plenary Speaker - Todd Babiak Brand Tasmania <i>Sponsored by Brand Tasmania</i>
11.50am	Plenary Speaker - Linda Scott ALGA President <i>Sponsored by Simmons Wolfhagen Lawyers</i>
12.30- 1.30pm	Networking Lunch
1.30pm	MAV Insurance Local Government Awards for Excellence
2.30pm	Plenary Speaker - Professor David Adams University of Tasmania <i>Sponsored by Page Seager Lawyers</i>
3.20pm	Conference wrap up
3.30pm	Networking Session Afternoon Tea
4.30pm	Conference Close





Conference Registration

Please register online here at [Local Tickets](#) and choose from the following options:


Package	Inclusions	Price (inc GST)
Early Bird Special Full Member Registration	Book before 4 Friday 4 June General Meeting, all plenary sessions, workshops, refreshment breaks, MAV Insurance Awards for Excellence and the Commonwealth Bank Conference Dinner	\$780.00
Full Member Registration	General Meeting, all plenary sessions, workshops refreshment breaks, MAV Insurance Awards for Excellence and the Commonwealth Bank Conference Dinner	\$820.00
Day One Member Registration	Day One Program - including General Meeting, Plenary Speaker, Local Solutions Session, Refreshment breaks and the Commonwealth Bank Conference Dinner	\$450.00
Day Two Member Registration	Day Two Program - including Workshops, Plenary Speakers, Refreshment Breaks and MAV Insurance Awards for Excellence	\$450.00
LGAT Commonwealth Bank Conference Dinner	Dinner ticket	\$160.00
LGAT MAV Insurance Awards for Excellence	MAV Insurance LGAT Awards for Excellence	\$65
Additional Event	(Numbers are limited)	
Spirit Super Women in Local Government Networking Event – Supporting the role of women in local government	In addition to the Conference Program. You will need to register separately for this event at Local Tickets . This event will run for one hour prior to the Conference dinner.	\$75

*Note that all registration/ticket prices listed above include the booking fee from Local Tickets. When you first select tickets the price will originally appear as less as the amounts above. Once booking fees are added they will reach the prices specified.

*Talk to us about non-Member registration

Accommodation

Guests must book their own accommodation. LGAT has secured rooms at Wrest Point at a special rate. To view accommodation options and book [please click on this link](#).





With thanks to our sponsors
already on board

MA  V INSURANCE



BICYCLE ADVISORY COMMITTEE

TERMS OF REFERENCE



1. SCOPE

The Bicycle Advisory Committee was established as a special committee of the Northern Midlands Council on (min. ref.) pursuant to section 24 of the *Local Government Act 1993*.

2. PURPOSE

The Bicycle Advisory Committee ('the Committee') has been established to provide advice and recommendations on:

- Preparation of the Northern Midlands Council: Municipal Bicycle and Shared Path Plan; and
- Implementation of actions identified in the Northern Midlands Council: Municipal Bicycle and Shared Path Plan that include:
 - Planning for the development of bicycle pathways and routes which link key assets of our municipality;
 - Prioritisation of developments, ensuring changes are coordinated and reflect the needs of the community and users;
 - Improvements to the safety of users and community members accessing the bicycle pathways;
 - Opportunities to increase participation in cycling usage across the municipality.

3. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Bicycle Advisory Committee.

4. MEMBERSHIP

Membership of the Bicycle Advisory Committee shall comprise of a of eight (8) members.

Members are appointed for a term of two (2) years (term of membership).

Members are to comprise of:

- Two Northern Midlands Council Councillors;
- One Health Sector Representative;
- One Recreation Sector Representative;
- Three Community Members representing the Cycling Community;
- Works Manager or Delegate.

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint Councillor representatives to the Bicycle Advisory Committee.

The Works Manager will invite representatives of designated sectors (Health and Recreation) to be members of the Advisory Committee.

Community Members will be selected through an application process. Applications are to include details of: community involvement, previous experience of committee membership and connection to cycling and recreation.

Prior to the expiration of each membership term, membership is to be advertised at least 6 weeks, but no more than 8 weeks prior to expiration of the term, as follows: in the Northern Midlands Courier newspaper, on Council's website and via social media.

Should the number of applications for membership exceed the number of vacancies, Council's Executive (comprising

Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative/s to the Committee.

Membership is to be ratified by the Northern Midlands Council at an ordinary Council meeting prior to the commencement of the term of membership.

Community membership will be subject to current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, on Council's website and via social media.

Applications for the Committees with less than 3 community members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 4: Membership.

At the conclusion of the term of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson; and
- Vice Chairperson.

All officers shall be appointed at the Inaugural General Meeting and thereafter at the Biennial General Meeting held at the commencement of the two-year term.

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

Committee members who resign should submit their resignation in writing to the Chairperson.

5. ROLES AND RESPONSIBILITIES

The Bicycle Advisory Committee is an Advisory Committee of Council and has been established in accordance with section 24 of the *Local Government Act 1993*. The Committee is empowered to do the following:

- Recommend development of bicycle tracks and shared pathways;
- Provide feedback regarding suggested changes or modifications to bicycle tracks and shared pathways;
- Identify and report public risk issues relevant to bicycle tracks and shared pathways;
- Consult with users and the local community so that, where possible, funding allocations and improvements reflect the needs of bicycle tracks and shared pathways users;
- Disseminate information to user groups and interested parties relevant to bicycle tracks and shared pathways.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee. This includes recommendations regarding the expenditure of funds allocated to the Committee, if applicable.

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the minutes of the meetings of the Bicycle Advisory Committee are reported to the Northern Midlands Council as an information item to the next Council meeting and published on Council's website;
- Ensure, whenever possible, that a Council officer or delegate is present at all committee meetings;

- Advertise in the Northern Midlands Courier newspaper, on Council's website and via social media for nominations for community representatives;
- Notify the Committee of approved committee membership;
- Publicise on Council website the agreed schedule of meetings;
- Provide timely feedback (and if applicable, timelines) of Council's consideration of recommendations reflected in the Committees minutes and report back to the Committee the outcome of the motions;
- Assist with identifying funding opportunities;
- Provide additional support as required to ensure the effective operation of the Committee;
- The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, or earlier if required, review the function and purpose of the Committee and determine if the committee will continue.

6. MEETING PROCEDURES

Meetings are to be governed in accordance with the procedures stated below, and in the event, this Terms of Reference is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter.

Meetings are to be held during office hours and duration of the meeting is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Bicycle Advisory Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

An agenda for the meeting is to be provided to the members of the Bicycle Advisory Committee at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Bicycle Advisory Committee current membership. For example, if the total number of members is 8, the quorum is 5.

A decision by the Bicycle Advisory Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

Guests (individuals and groups) may be invited to attend Bicycle Advisory Committee meetings to provide specialist advice and may only participate on invitation by the Chair. Guests must not be involved in the decision-making process, cannot vote on any issue and must abide by meeting protocol.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 working days following the meeting.

7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

Councillor and Officer representatives will be participating members entitled to move and vote on any decisions made by the committee.

Minutes of the meetings of the Bicycle Advisory Committee are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Committee.

If the Bicycle Advisory Committee wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration. The Secretary is to have listed in the next Council Meeting Agenda any motions reflected in the Committees minutes and report back to the Committee the outcome of the motions.

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the Bicycle Advisory Committee, which has not been referred to the Committee by Council or

generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Bicycle Advisory Committee is to be sought from Council's General Manager.

8. REVIEW AND EVALUATION

Council retains the right to review this Terms of Reference at any time.

At the Inaugural General Meeting and thereafter at the Biennial General Meeting of the Bicycle Advisory Committee held at the commencement of each term of appointment, the Committee is to review the provisions of this Terms of Reference, execute the document and suggest amendments to its content.

9. RESOURCES

The following resources are provided by the Northern Midlands Council to the Bicycle Advisory Committee:

- Secretarial assistance at scheduled bi-monthly meetings, during normal office hours.

BICYCLE ADVISORY COMMITTEE

CHAIRPERSON

DATE:

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE:

WITNESS:

GENERAL MANAGER

DATE:

STRATEGIC PROPERTY COMMITTEE

TERMS OF REFERENCE



NORTHERN
MIDLANDS
COUNCIL

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1. SCOPE

The Strategic Property Committee was established as a special committee of the Northern Midlands Council on (min. ref.) pursuant to section 24 of the *Local Government Act 1993*, at which time these Terms of Reference were adopted.

2. PURPOSE

The Strategic Property Committee ('the Committee') has been established to provide advice and recommendations, including:

- to assist Council to investigate and make recommendations to Council on strategic opportunities for property acquisition or divestment to support the delivery of Council's Strategic Plan 2017-2027, including but not limited to:
 - Property held by Council
 - Sale of property held by Council
 - Development of property held by Council
 - Investment in property assets
 - Useful life of property held by Council
 - Property valuations
 - Land leased by Council or from Council
 - Public Land and Non Public Land

For purposes of the Committee's role, "property" may include civic buildings, open space, sport and recreation facilities, car parking, residential, industrial and commercial land and buildings.

"Public land" is land as defined and managed in accordance with section 177A of the *Local Government Act 1993*.

3. MEMBERSHIP

Membership of the Committee shall comprise of:

- 2 Northern Midlands Council Councillors;
- Officers as directed by the General Manager.

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint Councillor representatives to the Committee.

The term of appointment for Committee Members will be from the date of appointment until the end of the current term of Council.

Membership of the Committee continues for the term of appointment unless a member resigns.

Membership of the Committee is to comprise exclusively of elected members and Council officers.

The Committee shall have the power to appoint a Chairperson from within the Committee membership.

4. ROLES AND RESPONSIBILITIES

The Committee is an Advisory Committee of Council and has been established in accordance with section 24 of the *Local Government Act 1993*.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee. This includes recommendations regarding the expenditure of funds allocated to the Committee, if applicable.

The Council has not delegated any of its powers to the Committee. Accordingly, all decisions of the Committee constitute recommendations to the Council.

The Committee has no delegated authority to expend Council funds or contract external parties.

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the minutes of the meetings of the Committee are reported to the Northern Midlands Council as a Closed Council information item to the next Council meeting;
- Provide additional support as required to ensure the effective operation of the Committee;

5. MEETING PROCEDURES

Meetings of the Committee are confidential and recommendations are only to be made public through release by Council.

Meetings are to be governed in accordance with the procedures stated below, and in the event, that these Terms of Reference are silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter on an as needs basis.

Meetings are to be held in office hours and duration is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

A meeting quorum is a majority of the Committee current membership. For example, if the total number of members is 5, the quorum is 3.

A decision by the Committee is to be made by consensus (half the members present at a meeting, plus one).

Guests (individuals and groups) may be invited to attend Committee meetings to provide specialist advice and may only participate on invitation by the Chair. Guests must not be involved in the decision-making process, cannot vote on any issue and must abide by meeting protocol.

6. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

Minutes of the meetings of the Committee are to be reported to the Northern Midlands Council as an information item in the Closed Meeting to the next Council meeting after the meeting of the Committee.

7. REVIEW AND EVALUATION

Council retains the right to review this Terms of Reference at any time.

STRATEGIC PROPERTY COMMITTEE

CHAIRPERSON

DATE: _____

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE: _____

WITNESS: _____

GENERAL MANAGER

DATE: _____





NORTHERN MIDLANDS COUNCIL
POLICY MANUAL

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MEETING PROCEDURES

- Originated Date:** Adopted 23 September 2002 – Min. No: 379/02 (as Policy 32)
- Amended Date/s:** Revised 25 January 2010 – Min. No: 15/10 (388/06)
Amended 22 March 2010 – Min. No. 69/10
Amended 21 September 2015 and incorporating Recording of Meeting Policy (formerly Policy 51) – Min. No. 253/14
Amended 20 August 2018 – Min. No. 218/18
Amended 28 June 2021 – Min. No.
- Applicable Legislation:** *Local Government Act 1993*
Local Government (Meeting Procedures) Regulations 2015
COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020
- Objective** The objective of this policy is to set Council meeting procedures for the following:
 1. Public Question Time during Council meetings;
 2. Public representations on planning items during Council meetings
 3. Petition procedures during Council meetings;
 4. Recording of Council meetings; and
 5. Appointment of Council Representatives to Committees of Council, or a committee external to Council.
- Administration:** Governance
- Review Cycle/Date:** Every 2 4 years. Next review June 2025.

1 INTRODUCTION

The *Local Government Act 1993* and the *Local Government (Meeting Procedures) Regulations 2015* allow for Public Question Time, Public Representations on planning items, Petitions, Recording of Council meetings and the establishment of committees of Council. Whilst the legislation identifies how these processes can occur, there are some lower level procedures required to be set out by Council. This policy stipulates those guidelines.

2 PUBLIC QUESTION TIME

Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* relates to the provision of Public Question Time during a Council meeting. Regulation 31(7) of the Regulations stipulate that “a Council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.”

Public question time is to commence immediately after the meal break at approximately 6:45pm and is to be conducted in accordance with the following guidelines:

- At each Council Meeting up to 20 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked.
- Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days. Questions should preferably be in writing and provided to the



NORTHERN MIDLANDS COUNCIL

POLICY MANUAL

General Manager 7 days prior to the Council Meeting.

- A person is entitled to ask no more than 2 questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- Each speaker is limited to a maximum of 3 minutes.

3 REPRESENTATIONS ON PLANNING ITEMS

A maximum of 4 persons per item (2 for and 2 against) will be permitted to address Council on a planning item. After the representation has been made, Councillors are permitted to ask questions of the party who made the representation.

Each speaker is limited to a maximum of 3 minutes.

4 PETITIONS

Part 6, Division 1 of the *Local Government Act 1993* refers to the presentation of a petition to Council. Council is to treat any petition received in accordance with the provisions of the *Local Government Act 1993*.

5 RECORDING OF COUNCIL MEETINGS

Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* provides for the audio recording of Council meetings.

Regulation 33(4) provides that "a Council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

The purpose of recording meetings of Council is to assist Council officers in the preparation of minutes of proceedings.

As a result of the COVID-19 pandemic, Council meetings were closed to the general public for a period of time. During this time Council commenced uploading Council meeting recordings to the Council website in accordance with the provisions of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* and regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*. Council will continue with this practice until the COVID-19 emergency is declared at an end.

The provision of recording of Council meetings in this policy:

- only applies to formal Council meetings (ordinary meetings, special meetings and Annual General meetings);
- does not apply to closed sessions of Council;
- does not apply to Committees of Council;
- the recording will not replace written minutes and a transcript of the recording will not be prepared;
- the recording may be used by Council staff to assist with the preparation of the minutes and by Council during a subsequent meeting within the period that the recording is retained;
- the minutes of a meeting, once confirmed, prevail over the audio recording of the meeting;
- the recording of a Council meeting published on the Council website will be removed from the website after a period of 6 months;
- the official copy of the recording of a Council meeting is to be retained by Council for at least a period of 6 months from the date of a meeting and deleted after that period has expired;
- if requested, a recording of a Council meeting to be available to Councillors at no cost within 24 hours of the meeting;
- notices advising that
 - the proceedings of the meeting are to be audio recorded; and
 - the detail relating to the recording of meetings by members of the public are to be on display at each meeting.



NORTHERN MIDLANDS COUNCIL

POLICY MANUAL

A member of the public may only use an audio recorder, or any other recording and/or transmitting device, to record the proceedings of a meeting of Council with the written permission of the General Manager for the express purpose proposed. The Northern Midlands Council reserves the right to revoke such permission at any time.

Unless expressly stated otherwise, Northern Midlands Council claims copyright ownership of the content of recordings of Council meetings ("the Recordings").

The Recordings may not be uploaded, displayed, transcribed, may not be uploaded, display, print and/or reproduced without the written permission of the General Manager for the express purpose proposed.

The Northern Midlands Council reserves the right to revoke such permission at any time. Apart from uses permitted under the *Copyright Act 1968*, all other rights are reserved.

Requests for authorisations, including authorisations for the use of recordings, should be directed to the General Manager, 13 Smith Street, Longford TAS 7301.

6 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES OF COUNCIL AND OUTSIDE BODIES

Sections 23 and 24 of the *Local Government Act 1993* permit Council to establish council committees or special committees of Council. From time to time Councillors may be invited to represent Council on committees external to Council.

With the exception of appointments made by the Council under any enactment, all representative appointments of the Council to community committees and outside bodies expire at the first Council meeting following every ordinary Council election.

At the first ordinary meeting following a Council election Council is to appoint a Councillor representative to all Council Committees and Special Committees of Council in accordance with the following procedure:

- a list of all Council committees and special committees of Council is to be produced at the ordinary Council meeting;
- Councillors are to nominate which committee/s they wish to be a representative on;
- in the event two or more Councillors nominate for the same committee, all of those Councillors can be appointed as a representative to that committee, except where that committee specifies that there is to be only one Councillor representative, in which case the Councillors are to vote on which Councillor is to be appointed, with the nominee having the least number of votes to be eliminated and this process followed until there is one nominee remaining. In the event there is a tie, the Mayor is to have the casting vote.
- if there is a casual vacancy for a representative appointment made by Council, then the Council is to elect a replacement appointee to fill the vacancy at the earliest available meeting of the Council in accordance with the above procedure.

7 PUBLIC ATTENDANCE AT MEETINGS DURING THE COVID-19 DISEASE EMERGENCY

While COVID-19 restrictions remain in place, Council is mindful of the need to ensure community safety and compliance with regard to social distancing and limitations on the number of persons who may gather.

Attendance of the public at Council meetings will be restricted to those who wish to make representation or present a statement in person at the meeting. Preference is to be given to individuals making representations to planning applications which are subject to statutory timeframes (limit of 4 persons per item) and those making statements or representations on items listed in the Agenda for discussion (limited to 2 persons).

To ensure compliance with Council's COVID-19 Safety Plan, any person wishing to attend will be required to register their interest to attend, which is to be received by Council before 12 noon, 4 days preceding the meeting by emailing council@nmc.tas.gov.au or phoning Council on 6397 7303.



NORTHERN MIDLANDS COUNCIL POLICY MANUAL

On arrival attendees will:

- be required to complete the health declaration section of their registration form to support COVID-19 tracing (in the event that it is necessary); and
- receive direction from council officers (or Council’s delegate) in relation to their access to the meeting room.

Access to the Municipal Building will only be permitted until 6.45pm, at which time Public Question Time will commence.

Members of the public who would prefer not to attend the meeting, but would like to ask a question or make a representation to the Council that would normally be heard during Public Question Time, may forward their question/representation to council@nmc.tas.gov.au which is to be received by Council before 12 noon 4 days (i.e. usually the Friday) preceding the meeting. Any questions/representations received will be circulated to Councillors prior to the meeting, tabled at the meeting and recorded in the minutes of the meeting.

8 REVIEW

The policy will be reviewed every 4 2 years or more frequently, if dictated by operational demands or legislative changes.