

Proposed Review Process for Section 24 Committees of Council.

Background

Committees of the Council and GTC-16 Special Committees Policy

The *Local Government Act 1993* directs that a Council may delegate some of its powers and responsibilities. One mechanism through which a Council may do this is the establishment of committees. There are two types of committees which a Council may establish. They are as follows:

- a) Section .23 Council Committee: A Council Committee can be established to assist the Council in the carrying out of its functions. It has delegated legislative authority as specified by the Council and within the constraints of the Act, consists of elected members appointed by the Council, and must operate according to the Local Government (Meeting Procedures) Regulations 2015.
- b) Section .24 Special Committee: A Special Committee is established for what purpose and on what terms a Council sees fit, consists of people appointed by Council, and its operations are according to its terms of reference that is approved by the Council. In practice they are generally advisory in nature and do not carry delegated legislative authority.

George Town Council adopted GTC-16 Special Committees Policy suite on 28th July 2020. GTC-16 sets out the parameters which Council will use when establishing, reviewing, and disestablishing Committees. The Policy suite was developed in accordance with Councils governance framework and consists of four documents:

- GTC-16 Special Committees Policy
- GTC-16-T1 Special Committee Needs Assessment/Review Template
- GTC-16-T2 Special Committee Terms of Reference Template

GTC-16 Seeks to meet the requirements of the Council governance framework by setting the conditions on which a committee will be established and how it is alignment with the Council Strategy, what need will be met, what tasks and purposes that committee will have, its performance requirements and measures of success, risk and financial considerations, the allocation of resources, and who will be invited to serve on the committee. It specifically addresses community participation and stakeholder engagement for committee membership.

The requirements established by the policy suite are that each committee be reviewed annually. A procedure is provided for how committees are to be reviewed and a template developed for use during the review process. In general, reviews should include at a minimum:

- a) An assessment of the continuing need for the Committee
- b) A review of the Terms of Reference,
- c) A review of the governance compliance of the committee,
- d) A review of strategy alignment
- e) A review of budgetary considerations,

- f) Recommendations to be considered by Council pertaining to any of the above review requirements.

To inform minimal review requirements a-e, the following methodology is proposed:

1. Provide committee members with a copy of the current terms of reference, a copy of policy GTC-16 and this procedure
2. Survey of current participants and where possible past participants
3. Review of minutes of committee to ascertain alignment with ToR and currency with regard to Council's Community Strategic Plan 2020-2030
4. Collation of actions and achievements of committee
5. Review of any budget implications
6. Undertake an environmental scan to assess duplication or crossover of objectives with existing community groups or bodies
7. Presentation of findings to Council

Appendix

George Town Community Safety Group Committee – Annual Review Survey

The format of the survey can be provided online or in hard copy and can be anonymous.

With the exception of the comments sections, participants are to respond to each question by selecting one of the following:

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

Community Safety Committee Aims

1. The Community Safety Committee achieves its aim of being a forum for information sharing and data collection.
2. The Community Safety Committee achieves its aim of being a forum for the discussion of safety issues within the municipal area to formulate advice to the Council.
3. The Community Safety Committee achieves its aim of being a forum to foster collaboration between community stakeholders to improve community safety.
4. The Community Safety Committee achieves its aim of fostering a culture of safe and responsible community behaviour.

Community Safety Committee Objectives

5. The Community Safety Committee has developed long and short term strategies to address local safety issues, focusing on prevention, education, and early intervention.
6. The Community Safety Committee actively engages the community and other key stakeholders on local community safety issues of concern.
7. The Community Safety Committee has improved dialogue and partnerships with non-government organisations, community organisations, and other key stakeholders.

8. The Community Safety Committee has identified new initiatives and capacity to source grant money to fund community safety initiatives.
9. The Community Safety Committee develops and disseminates community safety material among the local and business community as approved by Council.
10. The Community Safety Committee work collaboratively as a group and are actively involved in projects/activities identified by the Committee.

Community Safety Committee Roles and Responsibilities

11. Has Community Safety Committee submitted actions for Council consideration?
12. Have these actions been approved by Council?
13. In your opinion, has the Community Safety Committee members reflected on and presented on community related issues, rather than focusing on personal concerns or individual issues?
14. Has Council provided the Community Safety Committee with assistance with the governance of the Committee?
15. Has Council provided the Community Safety Committee with project management and implementation through an appointed Council Officer to undertake officer's responsibilities and powers as delegated and approved by the General Manager?
16. Final Comments

Placemaking Advisory Committee – Annual Review Survey

The format of the survey can be provided online or in hard copy and can be anonymous.

With the exception of the comments sections, participants are to respond to each question by selecting one of the following:

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

Placemaking Committee Aims

1. The Placemaking Committee achieves its aim to enhance public spaces
2. The Placemaking Committee achieves its aim to strengthen the connection between people and places within the George Town municipal area through advice and recommendations to the George Town Council
3. The Placemaking Committee achieves its aim of co-ordination and synergizing with other placemakers, and consultation with key stakeholders, in order to grow the sense of community pride, ownership, and spirit

Placemaking Committee Objectives

4. The Placemaking Committee worked collaboratively as a group to provide advice and recommendations to the George Town Council on placemaking projects and activities within the George Town Municipal Area, as well as the development of strategies and plans as requested by Council.
5. The Placemaking Committee engaged placemakers within the community in discussions and deliberations of the Committee in order to synergise placemaking efforts across the municipality.

6. The Placemaking Committee provided for the co-ordination and information sharing of placemaking efforts with the operational taskings of the General Manager and their staff.
7. The Placemaking Committee promoted projects to Council to be made 'shovel ready' in order to seek funding opportunities through eligible grants.
8. The Placemaking Committee engaged in consultation with the community to inform the recommendations and advice it gives to Council.

Placemaking Committee Roles and Responsibilities

9. The Placemaking Committee made recommendations to Council on matters relating to the enhancement of public spaces throughout the municipality?
10. Have these recommendations been endorsed by Council?
11. The Placemaking Committee adhered to the limitations as listed (below) in the Terms of Reference as adopted by Council
 - *The Committee does not have any delegated powers of authority.*
 - *The Committee does not have any delegated financial authority.*
 - *The Committee will communicate to the community through Council.*
 - *The Committee does not hold views independent of the George Town Council.*
 - *The Committee may consult with the Community on its own volition, in accordance with the George Town Council Consultation Framework and within the scope of the objectives of the Committee.*
 - *The Committee will not engage with media without the approval of the General Manager or the Mayor.*
 - *The Committee may not appoint any sub-committee/s.*
 - *The Committee may not provide direction to Council staff.*
 - *The Committee may not advertise for or appoint an employee.*
 - *Project management and implementation is to be undertaken through the appointed Council Officer within realm of officer's responsibilities and powers as delegated and approved by the General Manager.*
12. The Placemaking Committee members committed to attend meetings?
13. In your opinion, has the Placemaking Committee members reflected on and presented on community related issues, rather than focussing on personal concerns or individual issues?

14. Has Council provided the Placemaking Committee with assistance with the governance of the Committee?

15. Has Council provided the Placemaking Committee with project management and implementation through an appointed Council Officer to undertake officer's responsibilities and powers as delegated and approved by the General Manager?

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GTC-16 – T1 SECTION 24. SPECIAL COMMITTEE NEEDS ASSESSMENT/REVIEW TEMPLATE

Parent Policy:	GTC 16	Approved by:	GTC	
Version No:	V1	Approved on:		
Responsibility:	M-PPG	Review Date:	July 2023	
Document Control				
Rev No.	Date	Revision Details	Reviewer	Approver

Introduction

1. This template is to be completed when assessing the need for the establishment of a Section 24. Special Committee, or undertaking an annual review of a Section 24. Special Committee.

Please circle the appropriate box	Needs Assessment	Annual Review
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Proposed Name of Committee/Name of Committee	
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Proposed Date of Establishment/Date of Establishment	
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Purpose

2. Use the following boxes to identify the need for the committee and what purpose the committee will fill in meeting the identified need.

What community, governance, or economic need has been identified that requires the establishment of a Section 24. Special Committee:

What is the purpose of the Committee and how will/does it meet the needs identified:

Aims

Objectives

Membership

3. The following section is used to identify the membership of the Committee and identify any particular recruitment or membership needs.

Proposed/current membership size of committee	
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Are there specialist skill sets required for membership on this committee? If so, how will they be/are they met?	
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<p>How will/is a balance of stakeholders be achieved?</p>	
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<p>What are the/proposed Councillor participation or membership requirements of the Committee?</p>	
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<p>How will members be recruited? What is the length of service?</p>	
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Budgetary and Financial Considerations

4. The following section concerns the financial and budgetary matters required for the operation of the Committee:

<p>What is the proposed budgetary requirement for the establishment and operation of the Committee/ongoing operation of the Committee? And why?</p>	
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<p>If this is an annual review, has the Committee operated within its budget allocation? If not, why not?</p>	
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Will this Committee require financial delegations/Does this Committee have financial delegations?	Y/N
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What financial delegation is required?	Why?

Governance Requirements

5. The following section is to identify what governance requirements will be made upon the Section 24. Special Committee if it is to be established.

What administrative support will be required for the Committee?	
Is this support available from existing resources?	Y/N
If No, what further resources are required and has this factored into above budget requirements?	
Which Department will have primary responsibility for supporting the Committee?	

How often will meetings take place?	
What are the reporting requirements of the Committee?	

Risk Exposure

6. Complete the below risk assessment for the Council in creating, continuing, or disestablishing a section 24. Special Committee

IDENTIFIED RISK	LIKELIEHOOD	IMPACT	SCORE	HOW DOES THE PROPOSED ACTION MITIGATE THIS RISK?	LIKELIEHOOD	IMPACT	NEW SCORE
Continued duplication of effort between safety committee, and the operational and consultative work of the elected body and staff.							
Less information on roads and infrastructure if disestablished							

		Score				
Likelihood	Very Unlikely	1	1	1	1	2
	Unlikely	1	1	1	2	3
	Possible	1	1	2	2	3

	Likely	1	2	2	3	3
	Very Likely	1	2	2	3	3
		No Impact	Minor	Medium	Major	Extensive
Legend		Impact				
Green (1)	No action required					
Yellow (2)	Action required to mitigate. Can proceed with Caution					
Red (3)	Action should not take place unless mitigating action can reduce to Yellow					

Data Collection and Outputs

Survey Results

Review of minutes and actions

Achievements in last twelve months

Additional Comment:

Recommendation

7. Based on the above assessment it is recommended/not recommended that a Section 24. Special Committee be established/continued/disestablished.

Authoring Officer:

Position:

Signature:

Date:

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