



SPECIAL COMMITTEES

Policy No.:	GTC-16	Approved by:	Council	
Version No.:	V1	Approved on:	28 th July 2020 (110/20)	
Responsibility:	Governance	Review Date:	July 2023	
Document Control				
Rev No.	Date	Revision Details	Reviewer	Approver
1	28 July 20	Rewrite – Supersedes all previous special committee policies	Manager – PPG	Council

Sub-Documents	Approved on
GTC-16 – PR1 Procedures for the creation of review of a Section 24. Special Committee	28 July 2020
GTC-16-T1 Section 24. Special Committee Needs Assessment/Review Template	28 July 2020
GTC-16- T2 Section 24. Special Committee Terms of Reference Template	28 July 2020

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1. INTRODUCTION

1.1. Section 24 of the Local Government Act 1993 (the Act) empowers Councils to establish, on such terms and for such purposes as it thinks fit, special committees. This Policy directs the method by which Council will determine the need for and establishment of a Special Committee.

2. TYPE OF POLICY

2.1. This policy is a Council Policy in that it requires endorsement by Council and provides specific direction in relation to governance practices.

3. OBJECTIVE

3.1. The objective of this policy is to provide a more consistent and structured approach for Council when considering and identifying the need for the establishment of a section 24 Special Committee.

4. SCOPE

4.1. The scope of this policy includes the parameters for the establishment of Section 24 Special Committee's, direction on the drafting of Committee Terms of Reference, Governance of Committee's, Membership appointment and removal, and the creation of procedures and templates required for the successful governance of said committees.

5. DEFINITIONS

5.1. Council: Meaning the elected body of the George Town Council

5.2. Terms of Reference: The governing document authorized by the Council for the establishment of a Section 24 Special Committee.

5.3. Chairperson: The person appointed by Council to chair and govern a Section 24 Special Committee, in accordance with the Terms of Reference.

5.4. Member: A person appointed to a Section 24 Special Committee.

6. LINK TO STRATEGIC PLAN

6.1. This policy links to the following outcomes for the George Town Municipality Community Strategic Plan 2020-2030:

Future Direction 4: Leadership and Accountable Governance

- A culture of engagement and participation
- Leadership across the community

7. RELATED LEGISLATION

7.1. The Local Government Act 1993 (Tasmania)

7.2. Local Government (Meeting Procedures) Regulations 2015

8. RISK CONSIDERATIONS

8.1. This Policy aligns with the objectives of GTC-15 Risk Management, namely the following objective:

- Set performance standards and regular review, and improve practices and procedures.

9. POLICY

9.1. A procedure is to be established for identifying the need of a Section 24. Special Committee. This procedure is to include a requirement for initiating an assessment of need and by whom, the process and requirements of that assessment, and the time frames an assessment is to be complete. Upon completion of the assessment it is to be presented by the General Manager, or their delegate, to the Council for Consideration. The assessment procedure is to include the following:

- The need for the committee,
- The purpose of the proposed committee,
- Proposed membership of the committee and any of the following requirements,
 - The need for any specialist skills or knowledge,
 - The need for balanced representation of stakeholders and how that might be achieved,
 - The requirement of Councilor appointment to the Committee,
 - Recruitment methods for Committee membership,
- Budgetary considerations,
- Financial delegations of the Committee (if any),
- Administrative support requirements,
- Risk exposure,
- Regularity of Committee meetings, and
- Reporting requirements of the Committee.

9.2. A Terms of Reference Template is to be created. Terms of Reference are to be written in accordance with the recommendations of the Section 24. Special Committee needs assessment and the use of the Terms of Reference Template. The draft Terms of Reference are to be adopted in conjunction with the motion to establish the Committee in the first instance. Amendments to a Committee's Terms of Reference are to be by motion of the Council.

9.3. If Council is satisfied the requirements for need and governance are met, the Council may create a Section 24. Special Committee through adopting a motion creating the Committee and adopting its Terms of Reference.

9.4. Appointment of persons to a Section 24. Special Committee shall be by motion of the Council, with recruitment and recommendation as per the adopted Terms of Reference, with the exception of persons who are members of a committee by virtue of their position within Council or as a representative of a committee member organisation. Organisational membership of a Section 24. Special Committee shall be in accordance with the adopted Terms of Reference.

9.5. Resignation of persons from a Section 24. Special Committee shall be written notice to the Mayor with public notification in the minutes of the next Ordinary Meeting of Council. Organisations stepping down from membership of a committee shall give written notice by an authorized

representative to the Mayor with public notification in the minutes of the next Ordinary Meeting of Council.

9.6. Removal of a person or organization from a Section 24. Special Committee shall be by motion of the Council, upon the recommendation of the Chairperson of said committee or the committee as a whole. The Council is not bound to remove a person or organization upon recommendation. A person or organization recommended for removal from a committee by the Chair or committee is to be given written notice of the recommendation and be given the opportunity to provide a written response for consideration by the Council prior to making a determination. The motion may be considered in open or closed session at the discretion of the Council. The outcome of any motions made in closed session pertaining to the removal of persons or organisations from a Section 24. Special Committee are to be made public. A person removed from a committee by motion of the Council may apply to the Ombudsman for redress in accordance with the GTC-8 Customer Service Charter of Council and in accordance with statutory requirements for administrative appeal.

9.7. Section 24. Special Committees established by Council are to be reviewed annually. A procedure for review is to be established with the outcome presented to Council for consideration. The procedure is to include the following:

- A review of the continuing need of the committee,
- A review of the Terms of Reference,
- A review of governance compliance of the Committee, and
- A review of budgetary considerations.
- Recommendations to be considered by Council pertaining to any of the above review requirements.

9.8. A Section 24. Special Committee may be disestablished by a motion of the Council.

9.9. Section 24. Special Committees are dissolved by default at the end of a Council term.

10. IMPLEMENTATION & REVIEW OF POLICY

Implementation of this Policy rests with the General Manager. This Policy will be reviewed in July 2023 or in accordance with legislative requirements.

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Shane Power
GENERAL MANAGER