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| <b>Policy number</b>                | Policy 101                                                                                       |
| <b>Policy title</b>                 | Working groups and project teams                                                                 |
| <b>Strategic outcomes supported</b> | CL9 - Appropriate devolution of decision making and service provision to an empowered community. |

### **POLICY OBJECTIVE:**

To provide to the establishment of working groups and project teams and for the appointment of their members.

### **POLICY SCOPE:**

This policy applies across the Town.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

1. Council may, at such times and under such Terms of Reference as it deems fit, establish a Working Group or Project Team (a group) for the purpose of providing advice on a matter and appoint to that Group any elected member or members of the public whom Council, at its absolute discretion and by resolution, deems appropriate.
2. For the purpose of this policy a group may be established for the purpose of providing advice to Council on only such matter or matters that are specified in its Terms of Reference.
3. Invitations for nomination as a community representative on a council appointed group shall be by public advertisement in on the website and such other community channels as considered appropriate. Nominations are to be submitted in writing and signed by the nominee.
4. Unless Council has specifically resolved otherwise, a group shall have no delegated authority to make any decisions for or on behalf of the Council and no group, or individual member thereof, shall, in particular:
  - a. Expend, or authorise the expenditure of, any Council funds;
  - b. Correspond with any party;
  - c. Speak for or on behalf of the Council;
  - d. Issue any press release;
  - e. Issue any instruction to Town staff;

5. A group may however, make decisions as to the convening, conduct and operation of its meetings.
6. In the absence of any specific Council resolution to the contrary, the following procedures shall apply to an advisory group:
  - a. The number of representatives from the public on the advisory group shall not exceed five (5);
  - b. The number of elected members shall not exceed one-third of the total number of elected members holding office;
  - c. Meetings of groups will be limited to six (6) times per year;
  - d. The meetings will be held in a venue determined by the CEO;
  - e. All meetings shall be open to the public, as well as to any elected member of Council and any Town employee authorised by the CEO;
  - f. Administrative support to the group by way of agenda preparation and the taking of action notes will be provided by the Town;
  - g. All action notes, including any attachments, of a meeting a group will be circulated to the members of Council through the Councillor portal;
  - h. The Chairperson of a group will be the person consulted on the day-to-day operations of the group and the preparations, including the agenda, for its next meeting.
7. The term of appointment of members of the public to a group expires at the next ordinary Council election and the newly constituted Council after such election may or may not re-establish the group, nor necessarily re-appoint the previous members.
8. A member of the public appointed to a group who is absent, without obtaining leave of the group throughout 3 consecutive meetings shall be removed from office by Council. Where this occurs, the group shall provide details of the member's non-attendance record to Council in a report recommending that the member be removed from office.

### **Travel expenses of group members**

9. Community Members of committees working groups and project teams, established by Council, that are unable to drive a motor vehicle or whose primary mode of transportation is taxi, will be reimbursed for the cost of the incurred reasonable travel expenses to and from meetings.
10. To be eligible for reimbursement, a Community Member must provide evidence that they are a member of the Department of Transport's Taxi Users Subsidy Scheme.
11. If there are two or more Community Members attending the same meeting who require taxi transportation they should endeavour to share a taxi if it is cost effective and convenient for them to do so.

12. Community Members must seek prior approval from the responsible officer who will process the reimbursement if they are leaving from or going to a location that is likely to increase the cost of the fare in comparison to previous fares.
13. The maximum reimbursement for travel expenses for Community Members shall be the extent to which travel costs can be reimbursed as prescribed in the decisions of the Salaries and Allowances Tribunal.
14. Expenditure relating to reimbursement of travel expenses for community members of committees working groups and project teams in accordance with this policy must be presented to Council in its monthly schedule of accounts for authorisation.

**RELATED DOCUMENTS:**

[Local Government Act 1995](#)

