



Terms of Reference

House Advisory Committee

1. NAME

The name of the Committee shall be the Shire of Collie House Advisory Committee, appointed as an Advisory Committee to Council, in accordance with provisions of Section 5.8 of the Local Government Act 1995

2. AIMS AND OBJECTIVES

- 2.1 Planning and delivering efficiently and effectively civic receptions and other similar significant functions, including a Christmas Function.
- 2.2 Recognising significant community milestones and achievements with appropriate function/s.
- 2.3 Oversight of the efficient operation of Council Chambers and other facilities for Councillors, including the provision of refreshments and food for Council meetings and functions.

3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Committee is to comprise of Councillors and Officers.
- 3.3 Each member of the committee shall be eligible for re-appointment

4. MANAGEMENT

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- 4.2 The members of the Committee shall elect a Chairperson from amongst themselves. Such Chairperson shall be one of the Shire of Collie Councillors appointed to the Committee.

- 4.3 A Council Officer, not necessarily a Committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the Committee.
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the Committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in an outcome based framework.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Community members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.12 The Committee may call upon consultants or guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.13 Members shall act in the best interests of the Committee and Council

5. Delegation

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Last Updated: October 2015