

## Procedure – Assignment of Councillors to Committees

<b>Date created:</b>	June 2020
<b>Date of next review:</b>	June 2024
<b>Adopted by:</b>	Executive Leadership Team
<b>Date adopted:</b>	
<b>Responsible officer:</b>	EA to CEO and Councillors
<b>Relates to Policy:</b>	Governance Rules

### 1 PURPOSE AND SCOPE

The purpose of this procedure is to govern how Councillors are assigned to delegated and external committees and working groups.

This procedure applies to all Councillors of the Pyrenees Shire Council and staff members.

### 2 PROCEDURE

Each year at its Statutory Meeting, Council determines the Councillor representation on delegated and external committees and working groups as follows:

- The previous year's list of committees and working groups is discussed at a Councillor briefing, prior to the statutory meeting, to facilitate Councillor discussion and mutual agreement as to which Councillor will represent Council on each committee or working group.
- Following the briefing session, a report is presented to the Statutory Meeting for a decision, by the CEO or Director Corporate & Community Services.
- The Mayor is assigned as representative for the following:
  - Municipal Association of Victoria (MAV);
  - Central Highlands Councils Victoria (CHCV);
  - Rural Councils Victoria (RCV);
  - Committee for Ballarat; and
  - Pyrenees Community Safety Advisory Group.
- The Mayor may delegate representation of the above to another Councillor.
- More than one Councillor may be a representative on a Committee in accordance with a requirements of that Committee's Terms of Reference.
- Two Councillors must be assigned to any of Council's Delegated Committees, with one Councillors assigned as Chairperson.

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- Should a request be received for a Councillor appointment, a report may be presented to an Ordinary Council meeting to undertake a review of the listing.
- When a new Councillor is elected as representative, they will receive a description of each Committee or working group they represent.
- Correspondence is sent to relevant committees and working groups advising of their Councillor representative following the Statutory Meeting.
- The current Councillor representation list is made available to Councillors via 'Docs on Tap' (DOT) and to Staff via the Intranet.

### 3 FURTHER ADVICE

If a Councillor or staff member has any concerns or doubts about the interpretation or application of this procedure, they should discuss the matter with the Mayor, Chief Executive Officer or relevant Director.

### 4 REFERENCE & RELATED DOCUMENTS

Local Government Act 2020 (Vic) – Part 3 Division 2  
 Council Plan Strategic Objective 2

#### 4.1 Consultation and impact

Pyrenees Shire Council is committed to consultation and cooperation between management and its employees. Development of this procedure was conducted in consultation with relevant staff and consultative committees prior to approval. It is considered that this procedure does not impact negatively on the rights identified in the Charter of Human Rights and Responsibilities (2007).

### 5 VERSION HISTORY

Version Number	Issue date	Description of change
1.0	June 2020	Creation and initial release following introduction of the LGA 2020

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