



We are proud to work in partnership with our community and are committed to fostering meaningful engagement. Committees play an important role in ensuring community voices are heard, valued, and reflected in our decision-making processes. We recognise the insights, expertise and lived experiences our community members bring, and we welcome their contributions through collaborative dialogue, shared responsibilities, and respectful participation. This policy reflects our commitment to inclusive and transparent governance that places community at the heart of what we do.

1.0 AUTHORITY

- Council Plan – 2025 – 2029
- Community Engagement Policy

2.0 INTENT

The purpose of the Committee Management Policy (Policy) is to provide a consistent basis for the establishment, management and administration of committees not defined under the *Local Government Act 2020* (the Act).

This Policy will ensure participation by interested parties and affected stakeholders to assist Council in making decisions that incorporate the interests and concerns of the community. The Advisory Committees will provide a collaborative environment with Council and the community where contributions can be made on equal terms, openly and honestly.

The Policy provides a framework for the Mornington Peninsula Shire (Shire) to ensure all committees support the development, implementation, monitoring, review and/or evaluation of programs or activities in place to deliver the Council Plan.

3.0 SCOPE

This policy applies to the establishment and ongoing management of Council Advisory Committees and Working Groups, and the appointment of Councillors to external committees.

This policy does not apply to the establishment of:

- Delegated Committees established under section 63 of the Act.
- Community Asset Committees established under section 65 of the Act.
- The Audit and Risk Committee under section 53 of the Act



- The CEO Employment and Remuneration Committee; or
- The Mornington Peninsula Cemetery Trust.

4.0 GOVERNANCE PRINCIPLES

Under the Act, Council must give effect to the following overarching governance principles:

- Council decisions are to be made and actions taken in accordance with the relevant law.
- priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- the municipal community is to be engaged in strategic planning and strategic decision making.
- innovation and continuous improvement are to be pursued.
- collaboration with other Councils and Governments and statutory bodies is to be sought.
- the ongoing financial viability of the Council is to be ensured.
- regional, state, and national plans and policies are to be taken into account in strategic planning and decision making.
- the transparency of Council decisions, actions and information is to be ensured.

5.0 POLICY STATEMENT

The Mornington Peninsula Shire Council (Council) recognises the importance of well-structured Committees that contribute to the effective decision making by Council. Community representatives on Council Advisory committees provide valuable advice and assistance to the Council.

The Act provides for the establishment of a Delegated Committee under section 63, a Community Asset Committee under section 65 to manage a community asset in the municipal district and an Audit and Risk Committee to monitor compliance of Council policies and procedures, financial and performance reporting and to provide advice on risk management and fraud prevention systems and controls.

The Act is silent on all other committees.



This policy defines the types of committees and working groups that may be established by Council to assist decision making.

Advisory Committees

Advisory Committees enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievement of Council's goals and strategies set out in the Council Plan.

Advisory Committees provide advice to council and officers, and have no control of resources, budgets, or accountability of officers.

5.1 Establishment

Advisory Committees of Council can only be established by resolution of Council.

Prior to the establishment of an Advisory committee, officers must consider whether a committee is required or whether other forms of engagement would be more appropriate to achieve the intended outcome.

If it is determined an Advisory Committee is appropriate, Council will consider a report setting out reasons for the establishment. At a minimum the report will include:

- The role of the committee and why it is required.
- How the committee will support the delivery of the Council Plan
- A Terms of Reference for the committee
- The membership composition; and
- The resource implications of the committee including direct and secondary costs associated with officer time, venue operations and commitment of resources.

5.2 Terms of Reference

A standard Terms of Reference template creates a common ground for Advisory Committees. The template will be developed and regularly reviewed by the Shire's Governance team to ensure compliance with this policy. The Terms of Reference templates will set out the purpose of the committee, appointment of members including the Chair, information about meetings, recommendations, and reporting. This policy forms the basis for the development of Terms of Reference for new committees as well as the review of Terms of Reference for existing committees.



Terms of Reference must be presented to Council for consideration and adoption at the inception of the Advisory Committee. Any changes to the Terms of Reference must be agreed on by the Committee with recommendations presented to Council for formal adoption.

The Terms of Reference and objectives of a Council Advisory Committee are to be reviewed by the committee and recommendations presented to Council for adoption at least once in any Council term.

Administrative updates can be approved by the Chief Executive Officer, with all other changes to the Terms of Reference resulting from a review presented to Council for formal approval.

A copy of the Terms of Reference will be made available on the Council Intranet and Website.

5.3 Membership and Method of Appointment

Council values diversity and aims to ensure that Advisory Committees feature a broad cross-section of the community. Membership will vary depending on its specific role and may comprise of a combination of:

- One or two Councillors. Where two Councillors are appointed, one is to be a substitute representative if the representative Councillor is unable to attend the meeting.
- Up to 13 community members dependent on the purpose of the committee.
- Industry or professional representatives; and/or
- Shire officers.

Each committee's composition may differ, with representation adjusted to best support its specific role and function.

5.3.1 Councillors - Councillors will be appointed to Advisory Committees at the establishment of the committee and thereafter for a term of 12 months. Councillor appointments are made by resolution of Council. The Terms of Reference will outline if a committee requires a nominated representative and a secondary representative. The secondary representative need only attend if the nominated representative is unable to.

5.3.2 Community Members - Community representatives will be appointed by Council through a registration of interest and selection process:

- Expressions of interest will be sought by public notice in accordance with Council's



Community Engagement Policy.

- Council will appoint the committee members to the Advisory Committee at an Ordinary Council Meeting.
- Every effort will be made to ensure a representative cross-section of people from across the Shire are appointed to the Advisory Committee.
- Appointment to an Advisory Committee will be for a maximum term of three years.
- Community members may nominate for a further three year term.
- Community Members can be a member of one Advisory Committee at a time. Once the three-year tenure is complete, an individual may wish to nominate for a different Committee. Any exception to this must be outlined in the Terms of Reference.
- Where practicable, the rotation of committee members will be staggered to ensure continuity and maintain the effective functioning of the advisory committee.

Community members are the only members with voting rights,

5.3.3 Industry or Professional Representatives If required Industry or professional representatives may be appointed by Council through a registration of interest and selection process or via request depending on expertise and need. Industry or professional representatives are expected to represent the views of their supporting organisation.

Organisational Representatives can be a member of one Committee at a time for a maximum term of two years on any Committee. Any exception to this must be outlined in the Terms of Reference.

5.3.4 Resignation or termination - Committee Members are appointed by Council, and their appointment may be terminated at Council's discretion at any time irrespective of their term of appointment.

A member of an Advisory Committee can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the officer responsible for managing the Advisory Committee.

If a Committee Member misses three consecutive meetings without leave or a reasonable explanation, they may be asked to explain. If absenteeism continues, the Chair may request the CEO to declare the position vacant.

If a Committee Members fails to comply with the Code of Conduct outlined in 5.6, the Chair may request the CEO to declare the position vacant.



5.3.5 Grievance Procedure - Council is committed to fostering respectful, inclusive, and collaborative committee environments. To support this, a clear grievance process will be embedded within each committee's Terms of Reference to address any concerns or disputes that may arise. This process will ensure that all committee members have access to a fair, confidential, and timely mechanism for resolving issues, in a manner that upholds integrity, accountability, and procedural fairness.

5.4 Appointment of Chair and Committee Members

Ideally, the Chair of each Committee should be a Community member, but a Councillor may also serve as specified in the Terms of Reference. In the event the appointed Chair is not in attendance, the Committee will appoint another member to chair the meeting. The Chair is appointed at the first meeting of each calendar year by nomination and majority vote.

Committee members will be appointed through a formal Expression of Interest (EOI) process. Council officers will be responsible for coordinating the advertising, shortlisting, interviewing, and making recommendations to Council. All committee member appointments must be formally adopted by Council at an Ordinary Meeting. The detailed process for appointing committee members is outlined in Appendix A.

To ensure transparency, fairness and avoid conflicts of interest, the EOI process for appointing committee members must be managed independently by Shire officers.

5.5 Roles, Responsibilities and Expectations

Advisory Committee Members are expected to support the purpose of the committee and participate in meetings in a positive and constructive manner. Committee members are brought together to share diverse views, actively listen, participate in robust discussion and be open to different interpretations and suggestions.

Chair

The Chair is responsible for:

- Setting the Agenda making sure that each meeting is planned effectively.
- Leading the meeting and ensuring the meeting stays on track and on time.
- Ensuring fairness and equality to allow everyone to speak.
- Approval of the meeting minutes; and
- Presentation of the meeting minutes to the next available Council Meeting through the



appointed Councillor.

Committee Member

Community members must bring their own personal views to Committee discussions and not be answerable to any other organisation.

Shire officers

The CEO approved delegate will support the Chair and be responsible for overseeing the Committee Meetings and assist in setting the agenda.

The CEO approved delegate is responsible for the appointment of a Supporting Officer to undertake administrative tasks of the Committee and to attend all meetings. The Supporting Officer is the primary contact for all Committee Members in relation to the business of the Committee.

While Shire officers may participate freely in discussions, they are to recognise the purpose of the Committee is to hear diverse viewpoints and that the Shire officer's role is not to direct or seek to influence this discussion. Shire officers are primarily present to provide a professional viewpoint and provide technical advice.

Committee Members are expected to support the purpose of the Committee and participate in a positive and constructive manner. Committee Members will share diverse views, actively listen and be open to different interpretations and suggestions.

Industry/ Professional Representative

Industry/Professional Representatives are appointed to provide subject-matter expertise and insights relevant to the committee's focus area. Their role is to contribute professional knowledge, represent industry perspectives, and support informed decision-making.

5.6 Code of Conduct

To ensure Advisory Committees are conducted in a respectful and efficient manner, committee members must observe the highest levels of conduct in undertaking their committee activities, recognising the values of integrity, courage, openness, respect, and excellence.



All members shall conduct committee meetings in accordance with the Code of Conduct and the following guidelines:

- Act in the best interests of the committee and not allow personal interests to override these interests.
- Avoid and / or disclose any real or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to committee business for personal profit or gain.
- Protect and promote the integrity of all.
- Respect diversity.
- Treat others with courtesy, consideration, and sensitivity
- Any disagreements, where possible, to be resolved at time of meeting.
- Develop skills and competencies in accordance with responsibilities and help others to do so.
- Communication best practice will be used by members in both terminology and email etiquette (“Netiquette”)

5.6.1 Community representatives appointed to advisory committees are expected to abide by this Code of Conduct. Any breach of this Code of Conduct by a community representative may result in termination of membership.

5.6.2 Councillors are bound by the Councillor Model Code of Conduct.

5.6.3 Officers are bound by the Employee Code of Conduct.

5.7 Delegated Authority and Decision Making

Advisory Committees operate in an advisory capacity and do not have delegated authority to make decisions. Their primary role is to provide informed advice and recommendations to Council and Shire officers, contributing to the broader decision-making process. While these recommendations may inform policy and operational decisions, they are not binding and must be considered and endorsed by Council or officers with the appropriate delegation and authority.



Shire officers may implement recommendations if they fall within their delegated powers and align with the Committee's advice. However, Advisory Committees must operate within the boundaries of their agreed scope, as defined in their Terms of Reference. They are not permitted to make recommendations on matters beyond this scope, ensuring that their input remains focused and relevant to their designated areas of responsibility.

5.8 Committee Meetings

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public. Meetings will take place quarterly, or more often as required.

In addition to any formal business, Committee Meetings must provide an opportunity for general business. This provides the opportunity for Committee Members to raise issues of interest to the group, relevant to the Committee Objectives.

Any recommended actions arising out of Committee Meetings must be recorded in the minutes.

5.9 Agendas and Minutes

Agendas and minutes must be prepared using the appropriate corporate template by the Supporting Officer. Agendas will be provided to all Committee Members five business days before the meeting. This will include any relevant documentation to be discussed for example, draft policies or strategies seeking feedback.

Agendas will be set by the Chair in consultation with the responsible CEO approved delegate.

Minutes will be recorded on the Shire corporate template and circulated to members within two weeks of the meeting and be listed on the agenda for the next Advisory Committee Meeting for endorsement.

The Supporting Officer is responsible for the follow-up and timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.

Agendas and Minutes are to be provided to the Governance Team in a timely manner where they will be recorded in the document management system. Any recommended actions must be included in the Minutes and presented to Council at the next available meeting for consideration. Actions will only be acted upon following Council Resolution.



Minutes will be made available on the Shire website unless determined through the Terms of Reference of the Advisory Committee or they contain details or attachments that are confidential in nature. As a general rule, Advisory Committees are encouraged to provide meeting information to the public.

Following each Committee Meeting, a Delegate's Report may be provided by the Councillor(s) appointed to the committee at the next available ordinary meeting of Council. This Delegate's Report provides an opportunity to formally present the committee's advice to the Council. Additionally, a link to the Committee Minutes page on the Shire's website will be included in the Council meeting minutes. While the Responsible Officer may assist in providing material to support the development of a Delegate's Report, responsibility for its preparation and submission rests with the relevant Councillor(s).

At a Councillor's request, and with the leave of the Mayor, a Community Member or Organisational representative may address the Council in the presentation of this report.

5.10 Training

Training will be offered to committee members to support their understanding of how committees' function and to ensure they are well-equipped to fulfil their roles effectively. The training will cover key aspects of committee operations, including meeting procedures, roles and responsibilities, decision-making processes, and the overarching governance framework. Each committee's Supporting Officer will be responsible for coordinating this training to ensure it is tailored to the specific needs of their committee.

5.11 Conflict of Interest

If a committee member has a general conflict of interest within the meaning of section 127 of the Act or a material conflict of interest within the meaning of section 128 of the Act in an item to be considered or discussed by the Committee while they are in attendance, the Committee Member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The committee member must:

- Advise of the conflict of interest
- Explain the nature of the conflict of interest.
- Provide any additional relevant details, if possible.

Where the Chair is of the opinion that the circumstances of the conflict warrant it, the Committee Member may be asked to leave the meeting while the matter is discussed.



All conflicts of interest will be recorded in the Committee Meeting minutes.

5.12 Dissolution

An Advisory Committee will cease to exist at the conclusion of the period specified in its Terms of Reference unless Council resolves that it continue.

Advisory Committees may at a meeting agree to disband the committee, or Council may consider:

- That it would be more beneficial to the community to have Council officers directly manage the role previously undertaken by the committee
- That the committee is not performing the required function or adhering to the reporting requirements
- That the function previously undertaken by the Committee is no longer required; or
- The term specified in the Terms of Reference expires.

All Committees will be sunset on 30 June following a General Election unless they have been re-established within the new Council term. This clause applies only to Committees that have not been stood up or formally continued, serving as a safeguard to ensure committee relevance and alignment with the new Council's priorities. It is expected that Council will review and determine the future of each Committee within the first six months of its term. The Governance team will be responsible for presenting a report to Council in advance of this date that will include recommendations on:

- Whether the existing Advisory Committee should continue, or if any changes are recommended.
- The endorsement of Terms of Reference for each committee and
- The proposed process for appointment of members to each committee.

Formal dissolution of any Advisory Committees requires a resolution of Council.

5.13 Planning and Reporting

Annual Work Plan – Advisory Committees are required to formulate an annual work plan that aligns with the Council plan and sits within the objectives of the committee.

Annual Report – Advisory Committees are required to prepare a formal report on an annual basis in line with their objectives set out in its Terms of Reference. The report may include a



self-evaluation of the committee's operations against the objectives. The report must be approved by the Advisory Committee then provided to the Governance Team who will include the report in the next available Ordinary Council Meeting for noting.

Delegates Reports – Councillors may provide a Delegates Report or update to the Council at any ordinary Council Meeting.

5.14 Transparency

In order to maintain transparency of Advisory Committee operations, the following information will be published on the Shire website in respect of each Advisory Committee:

- The Terms of Reference
- The names of all members
- Adopted minutes of each meeting (*if deemed appropriate*)
- Advisory Committee Annual Reports.

5.15 Committee Management and Administration

5.15.1 Administrative support and advice will be provided by the Directorate/Team whose functions are most aligned to the committee's objectives.

5.15.2 At the beginning of each committee term or where there is a change in committee membership, the Supporting Officer in consultation with the Chair will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee.

5.16 Confidential Information

Committee members must not disclose information that they know or should reasonably have known is confidential information.

5.17 Working Groups

Working Groups are established by Council or an Advisory Committee to address specific tasks or issues. They operate under a clear Terms of Reference, outlining their objectives, scope, and reporting requirements. Membership is flexible, including Councillors, officers, community members, or experts as needed. A designated Chair leads the group, ensuring progress and



collaboration. Once the task is complete, the group disbands, with findings or recommendations presented to Council.

5.18 Appointment of Councillors to external committees

Councillors are appointed to external committees by Council resolution at an Ordinary Council Meeting, with selections based on expertise, interests, and workload. Appointments are reviewed annually or as needed, and a substitute Councillor may be designated if required.

Once appointed, Councillors must actively participate in meetings, represent Council's interests, and adhere to governance requirements. To ensure transparency, they may provide regular Delegate Reports at Ordinary Council Meetings, summarising key discussions, decisions, and any implications for Council.

6.0 HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

7.0 ASSOCIATED DOCUMENTS

- Council Plan 2025 – 2029
- Employee Conflict of Interest Policy
- Employee Code of Conduct
- Model Councillor Code of Conduct
- Staff and Councillor Interactions Policy
- Volunteer Management Policy
- Community Engagement Policy

8.0 DEFINITIONS

Advisory Committee

An advisory committee is any committee established by Council that provides advice to Council or any member of Council staff who has been delegated a power, duty, or function under the Act.



Committee Member	Means a person appointed to a Council Committee and includes Councillors, Community Members, Organisational representatives, and Shire officers.
Community Member	Means a person appointed to a Council Committee to represent their own views.
Conflict of Interest	As defined in the <i>Local Government Act 2020</i> .
Delegated Committee	A committee established under section 63 of the <i>Local Government Act 2020</i> .
Organisational Representative	Means a person appointed to a Council Committee to represent the views of an organisation, community group or club.
Supporting Officer	Is a Shire officer appointed by the Director or Manager (Committee Sponsor) and is responsible for the following: <ul style="list-style-type: none">• Compiling the Agenda in consultation with the Chair• Taking minutes at the meeting
Working Group	A Working Group is a temporary, task-specific group formed to investigate, research, or develop recommendations on a particular issue or project.

9.0 POLICY SPONSOR

The Manager –Governance and Risk is responsible for overseeing the application and review of the Committee Management Policy.

10.0 DOCUMENT CONTROLS

The Committee Management Policy will be reviewed every four years or more often as required.

Administrative Updates



It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.



Appendix A – Appointment of Committee Members

Expression of Interest (EOI) Phase

Expressions of interest will be sought by public notice in accordance with Council's Community Engagement Policy

The opportunity should be publicised widely on social media platforms and website to encourage broad community engagement.

Applications should be submitted with a CV and an outline of why they would be ideal for the role.

Advertising should be made for a minimum of 2 weeks.

Shortlisting and Interviews

The shortlisting and interview process should be overseen by governance staff and the designated committee owner to maintain transparency and accountability.

A clear and consistent set of criteria guidelines will be developed for the shortlisting process. This ensures fairness and alignment with the committee's objectives.

The same process will be followed for interviews with a number of questions asked for each candidate.

Each applicant should be made aware if they have advanced to an interview or not.

Reference Checks

Conduct reference checks for shortlisted candidates to verify background, experience, and suitability for the committee role.

Adoption at Council

A confidential report will go to the next available Ordinary Council Meeting recommending the successful candidates.

The Terms of Reference should also be formally adopted by Council at this time.

The decision of council should be made public following the council meeting.

Confirmation of Requirements



Following adoption of the committee, all members will require a police check. Other committees may require additional certificates, for example a working with children's check.

Training

The Chair or Supporting Officer should conduct internal induction and training tailored to the specific committee's function and expectations.