



**LOCAL REPRESENTATION
ADVISORY COMMITTEE
TERMS OF REFERENCE**

October 2016

Title:	LOCAL REPRESENTATION ADVISORY COMMITTEE TERMS OF REFERENCE
Date of Adoption:	14 July 2016
Version:	2
Contact Officer:	Administrator
Main Legislative or Regulatory References:	<i>Local Government Act 1993</i>
Related Inner West Council Policy:	Code of Conduct
Amendment History:	Amended October 2016
Review Dates:	N/A

LOCAL REPRESENTATION ADVISORY COMMITTEE

1 ROLE

1.1 The role of the Local Representation Advisory Committee is to provide advice to the Administrator on local views and issues including:

- Providing input to Council's Operational Plan;
- Advising on the communication and engagement plan for the community;
- Providing input to the new Council's Statement of Vision and Priorities;
- Assisting to engage communities and partners in planning for the new Council;
- Advising on key agenda items to be considered at Council meetings relevant to the Committee's area of operations;
- Representing community views on key strategic projects and issues relevant to the Committee's area of operations;
- Working with communities to facilitate grant applications under the Stronger Communities Fund.

LRAC members will also attend community and civic events as appropriate.

The functions of the Advisory Committee will be guided by the principles of good governance¹ including:

- **Participatory** – all members can take part.
- **Consensus oriented** - members work towards agreement.
- **Respect** – members treat each other fairly and with respect.
- **Accountable** – members are responsible for their actions, opinions and contributions.
- **Transparent** – members are honest, open and can show evidence of the way they work, including keeping notes and records.
- **Responsive** – members respond to changes positively.
- **Effective and efficient** – members work well, producing results in a timely manner.
- **Equitable and inclusive** – everyone is treated equally and feels included.
- **Law abiding** - members obey the law.

Committee meetings will consist of two parts:-

- (1) Presentations from staff on policy or strategic, LGA wide issues to allow for these issues to be discussed in a workshop format. Minutes will be prepared outlining key issues raised by LRAC members and/or suggested directions; and
- (2) Formal business papers will be provided on key matters to be considered at forthcoming Council Meetings including planning, management and other

¹ Good Governance Advisory Board (2004) *Good Governance Guide*

operational matters. Minutes will be prepared outlining recommendations made by LRAC on these reports.

The Administrator in consultation with the Interim General Manager will determine, the issues and agenda items to be considered at each meeting. The LRAC will cover the entire geographical area of the Inner West LGA.

2 MEMBERSHIP

2.1 Members

Immediate former councillors of Ashfield, Leichhardt and Marrickville Councils who express interest and can demonstrate a commitment to the success of the Inner West Council.

2.2 Chairperson

A Chairperson is to be elected for each meeting by show of hands.

The role of the Chairperson is to ensure the meeting is in accordance with the Model Code of Conduct and all issues on the Agenda are dealt with fairly and in a timely manner.

2. Other Members

The Administrator will attend meetings as well as the Interim General Manager and other senior council staff as required.

2.4 Term of Membership

The term of membership will be up until 8 September 2017.

2.5 Quorum

The quorum for the Committee is fourteen (14) members. The Chair shall adjourn the meeting after 30 minutes if a quorum does not exist.

3 DELEGATION

The Committee has no executive powers, except those expressly provided by the Administrator. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the Administrator and the Interim General Manager as defined by the *Local Government Act*.

4 RESPONSIBILITIES OF MEMBERS

4.1 Members of the Committee are expected to:

- Demonstrate an ongoing commitment to the success of the Inner West Council.
 - Comply with Council's Code of Conduct.
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- Understand the relevant legislative and regulatory requirements appropriate to Inner West Council.
 - Contribute the time needed to study and understand the papers provided.
 - Apply objectivity and good judgment.
 - Express opinions frankly and ask questions that go to the fundamental core of issues.
 - Maintain confidentiality of any information provided which has been identified confidential in nature.

4.2 Conflicts of Interest

Members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest will be minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it is appropriate they be excused from the Committee's deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Administrator.

4.3 Absence from Meetings

A member (other than the Administrator or Interim General Manager) ceases to be a member of the Committee(s) if the member:

- has been absent from 3 consecutive meetings without having given reasons acceptable to the Administrator for the member's absences, or
- has been absent from at least half of the meetings of the Committee(s) held during the immediately preceding year without having given to the Administrator acceptable reasons for the member's absences.

5 MEETINGS

5.1 Frequency

The Committee will meet monthly and meetings be held on the 2nd Tuesday of each month. Meetings will commence at 6.30pm and are to be concluded by 9.30pm (with a possible extension of 30 minutes as agreed).

5.2 Agenda and Minutes of the Meetings

- An agenda for each meeting and supporting papers will be circulated no less than three (3) working days before each meeting.
 - Agendas will be published on Council's website prior to each meeting.
 - Full and accurate minutes will be prepared outlining key issues raised by LRAC members and/or suggested directions on staff presentations; and recommendations made by LRAC in relation to reports for forthcoming Council Meetings. These Minutes will be circulated to each member as soon as practicable.
 - Proceedings of meetings will be recorded for the purpose of accurate minute taking.
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- All Minutes are to be reported to the Administrator for adoption.
 - All Committee(s) minutes shall be published on Council's website within five (5) working days of completion or adoption by Council.

5.3 Questions on Notice

- Committee Members may submit questions on notice that cannot be dealt with as a customer service request. Questions on notice must be submitted by Friday 5pm prior to any meeting to allow sufficient time for a verbal response to be provided at the next meeting.
- Questions submitted without the required notice can be raised at meetings and are to be recorded in the minutes, with a written reply to be sent to all members.

5.5 Conduct of Meetings

Meetings of the LRAC are to be conducted under procedures of the former Leichhardt Council Code of Meeting Practice.

6 COMMUNICATION

Members are not permitted to speak on behalf of Council to the media as the Administrator is the designated media spokesperson for the Council.

7 REMUNERATION

Members will be remunerated at a rate equal to their remuneration as a former Mayor or Councillor.

8 COUNCIL POLICIES

Members shall be supplied with a copy of Council's Code of Conduct, Terms of Reference and any related Policy applicable to the operation of the Committee. The conduct of each member will be consistent with the principles outlined in these documents and any breach of the Code of Conduct will be dealt with in accordance with the provisions outlined in the Code.
