



CITY OF
M O N A S H

POLICY FOR ADVISORY COMMITTEES

Adopted by Council: 28 September 2021

Review Date: 28 September 2023

1. INTRODUCTION

The purpose of the Policy is to provide a consistent approach for the conduct of Council's Advisory Committees.

Advisory Committees are no longer recognised in the *Local Government Act 2020*.

However, the Council has resolved to recognise the value of such a structure in assisting it to meet its responsibilities to the Monash community.

This document seeks to provide for a platform to support the Advisory Committees to meet their responsibilities under their respective Terms of Reference.

It also introduces Governance Rules for Advisory Committees, to support a consistent approach across Advisory Committees on the process and mechanics of their meetings.

2. DEFINITIONS

"Advisory Committee" means a body appointed by Council to provide advice to it in a particular case or generally.

"Governance Rules" means the Rules governing the process and mechanics of an Advisory Committee meeting.

"Terms of Reference" means the document containing the objectives and purpose of an Advisory Committee.

3. POLICY

Governance Rules

The Governance Rules for Advisory Committees will apply to the conduct of all Council's Advisory Committees.

Council's Conflict of Interest for Advisory Committees Policy will apply to all non-Councillor members of all Council Advisory Committees.

The Advisory Committee Governance Rules are to be read in conjunction with the:

- a. Advisory Committee Terms of Reference (TOR) and the
- b. Conflicts of Interest for Advisory Committees Policy

Where there is a conflict between an Advisory Committee's TOR and the Governance Rules for Advisory Committees, the Governance Rules for Advisory Committees will take precedence.

Terms of Reference of a Committee & Conflicts of Interest Policy

Advisory Committee Members will adhere to the requirements of the Terms of Reference relevant to the Advisory Committee to which they have been appointed and adhere to the Council's Conflicts of Interest Policy for Advisory Committee Members and the Governance Rules for Advisory Committees.

Membership and Conduct of Meetings

Council will:

- a. Aim to ensure that the membership of an Advisory Committee reflects the diversity of the Monash community including ethnicity, age, gender and different geographical areas across Monash.
- b. Ensure that all members have an equal opportunity to contribute to the Advisory Committee that they have been appointed to.
- c. Ensure that meetings are accessible and flexible for all members, including offering virtual attendance at advisory committee meetings, etc. and reviewing on an annual basis, the time, date and duration of meetings.

There will be no limit on the number of Advisory Committees that an individual may be appointed to, however, if an applicant is a member of another Advisory Committee, this must be declared when applying for membership of another Advisory Committee

Members of the community appointed as Community Ambassadors, and those who are engaged in other voluntary positions, will be eligible for appointment to Advisory Committees, however these positions must be declared if applying for another position

Members (with the exception of Councillors) who do not attend three (3) consecutive meetings or miss four (4) meetings in a twelve (12) month period, may be required to forfeit their membership.

Reporting to Council

With the exception of the following Advisory Committees, all Advisory Committees will be required to submit an annual report to Council on their activities for the preceding 12 months and proposed activities for the subsequent 12 months:

- *Monash War Memorials Advisory Committee*
- *CEO Employment and Remuneration Committee*
- *Monash Awards Committee*