

Meeting Date: Tuesday 16 October 2012
Location: Council Chambers
Time: 8.30pm

*Council Meetings will be recorded on audio tape for minute-taking purposes
as authorised by the Local Government Act 1993.*

NOTICE OF BUSINESS

Item		Page
1	ADVISORY COMMITTEE STRUCTURE	1

1 ADVISORY COMMITTEE STRUCTURE

Report prepared by: Manager - Governance

File No.: CLR/07/8/22/4 - BP12/1163

REPORT SUMMARY

This report provides Council with background information regarding Council's current Advisory Committee Structure.

It is noted that a further supplementary report will be provided to the meeting as a result of the Councillor Workshop that will be held on 16 October 2012 at 7.30pm.

RECOMMENDATION:

- (a) That Council determine the Advisory Committees to be convened for the term of the current Council, following consideration of the supplementary report to be submitted to the meeting as a result of the Councillor Workshop on 16 October, 2012.
- (b) That Council endorse the **ATTACHED** standard Terms of Reference for Advisory Committees
- (c) That Expressions of Interest be called from interested parties to nominate as members of Council's Advisory Committees.
- (d) That following the closure of the Expression of Interest period a report be provided to Council at its meeting on 27 November 2012, to determine the representatives on all Advisory Committees, including Councillor nominations for each Committee.

ATTACHMENTS

- 1 Terms of reference - Standard Terms of Reference

Report Prepared By:

Shane Sullivan
Manager - Governance

Report Approved By:

Roy Newsome
Group Manager - Corporate Services

ITEM 1 (continued)**Discussion**

At the Council Meeting held 25 September 2012, Council resolved:

That Council postpone the nomination of Councillors to Advisory Committees and conduct a workshop, noting that a review is currently being undertaken of the Advisory Committee Structure, in accordance with Council's previous resolution, with a further report to be provided back to Council for its consideration by November 2012.

At the Council Meeting on 9 October 2012, Council subsequently resolved:

That a workshop with Councillors be held regarding Advisory Committees on 16 October 2012 followed by an Extraordinary Meeting of Council to determine the matter.

This report provides some background information regarding Council's Advisory Committees and also provides recommendations from staff where appropriate.

Survey

In July 2012, a survey of Advisory Committee members was undertaken. The survey sought feedback regarding, participation in, and satisfaction with, Council's Advisory Committees.

The results of the survey were provided to Councillors for discussion at the Councillor Workshop on 16 October, 2012.

The following general observations from the feedback are made:

- 78% of respondents were happy with the number of meetings
- A significant number of respondents felt the timing of meetings was convenient
- Attendance at meetings was identified as an area for improvement
- Respondents were positive regarding the knowledge and preparedness of staff, the information circulated the minutes and supporting documentation, the staff convenor and the location and venue of meetings.
- Respondents found the Advisory Committee to be effective in shaping improved outcomes for Ryde
- Respondents found the Advisory Committee structure an average participation tool.

General Information (January 2010 to August 2012)

Information regarding Committee member participation (community representatives and Councillor representatives) has been collected for the period from January 2010.

ITEM 1 (continued)

This also includes the average number of meetings held and the average meeting length.

It is noted that for many Advisory Committees, the number of Councillor representatives exceeds the requirements set out in the Terms of Reference.

Following is a table setting out the current timing of meetings. It should be noted that this table does not give consideration to the frequency of the meetings.

TIME OF CURRENT COMMITTEE MEETINGS (Not including frequency as meeting dates are not regular)		
Monday	Wednesday	Thursday
5pm – Companion Animals	4pm - Access	4pm – MacPark Forum
5.30pm – Climate Change	5.30pm - Library	5pm – Economic Dev
6pm - Audit	5.30pm – Youth Council	5.30pm – Crime Prev
6pm - Bicycle	6pm - Heritage	5.30pm – Status Women
6pm – Eastwood Events		6.30pm – Comm Harmony
6.30pm – Sport and Rec		

Overview of current Committees and recommended changes

The following tables set out standard information for each Committee. Included are comments from staff convenors and recommendations for Council's consideration.

ACCESS COMMITTEE			
<i>Meeting day and time</i>	Wednesday 4pm	<i>Meeting frequency</i>	Every two months
<i>Meetings held since 1 Jan 2010</i>	13	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	Former Councillor O'Donnell (Chair)	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	77%	<i>Average community attendance</i>	64%
<i>Comments from staff:</i>	<p>This Committee could effectively provide advisory services as set out in the Terms of Reference with meetings held quarterly rather than every two months.</p> <p>At its meeting held on 24 May 2011, Council resolved that: <i>Council consider expansion of the membership of the committee when the review of all advisory committees takes place in September 2012.</i></p> <p>Currently, the Terms of Reference provide for 12 community representatives. This could be increased to 15 but is not recommended by staff.</p>		

ITEM 1 (continued)

AUDIT COMMITTEE			
<i>Meeting day and time</i>	Monday 6pm	<i>Meeting frequency</i>	Three times a year
<i>Meetings held since 1 Jan 2010</i>	8	<i>Average Meeting length</i>	2.7 hours
<i>Current Councillor delegates</i>	Councillor Etmekdjian and former Councillor Butterworth (Councillor Tagg – alternate - former)	<i>Provision for Councillor delegates in ToR</i>	Two delegates, no more than two alternates
<i>Average Councillor representative attendance</i>	46%	<i>Average community attendance</i>	100%
<i>Comments from staff:</i>	No change is recommended. It is noted that the current time for meetings works effectively for external representatives.		

BICYCLE COMMITTEE			
<i>Meeting day and time</i>	Monday 6pm	<i>Meeting frequency</i>	Every two months
<i>Meetings held since 1 Jan 2010</i>	15	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	Councillors Perram (Chair) and Maggio	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	60%	<i>Average community attendance</i>	53%
<i>Comments from staff:</i>	No change is recommended.		

CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE			
<i>Meeting day and time</i>	Monday 5.30pm	<i>Meeting frequency</i>	Twice a year
<i>Meetings held since 1 Jan 2010</i>	7	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	Former Councillor Campbell (Chair) and The Mayor, Councillor Petch	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	36%	<i>Average community attendance</i>	54%
<i>Comments from</i>	No change is recommended.		

ITEM 1 (continued)
CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE
staff:
COMMUNITY HARMONY REFERENCE GROUP

<i>Meeting day and time</i>	Thursday 6.30pm	<i>Meeting frequency</i>	Quarterly
<i>Meetings held since 1 Jan 2010</i>	10	<i>Average Meeting length</i>	1.2 hours
<i>Current Councillor delegates</i>	Councillor Yedelian OAM (Chair), Councillors Campbell (former), Etmekdjian Li, Maggio, O'Donnell (former) and the Mayor, Councillor Petch	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	29%	<i>Average community attendance</i>	27%
<i>Comments from staff:</i>	It is noted that attendance levels are low. Given the adoption of the Community Strategic Plan and Council's 4 year Delivery Plan members should be engaged in consultation on approved projects and possible future projects to highlight and celebrate cultural diversity. Committee members may be engaged in workshopping possible projects and ways to engage with culturally and linguistically diverse communities in the context of the approved Delivery Plan and the Community Strategic Plan.		

COMPANION ANIMALS ADVISORY COMMITTEE

<i>Meeting day and time</i>	Monday 5pm	<i>Meeting frequency</i>	Twice a year
<i>Meetings held since 1 Jan 2010</i>	5	<i>Average Meeting length</i>	1.3 hours
<i>Current Councillor delegates</i>	Councillors O'Donnell (Chair) (former), Maggio and The Mayor, Councillor Petch	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	27%	<i>Average community attendance</i>	55%
<i>Comments from staff:</i>	As the Companion Animals Management Plan has been completed and adopted, it is recommended that the Committee be discontinued. Working Group meetings may be convened as required to address specific issues.		

ITEM 1 (continued)

COUNTRY COUNCIL PARTNERSHIP	
<i>Comments from staff:</i>	It is noted that this committee meets only as required. Only one meeting has been held since January 2010. All Councillors are members with the Mayor as Chair.

EASTWOOD EVENTS AND PROMOTIONS			
<i>Meeting day and time</i>	Monday 6pm	<i>Meeting frequency</i>	Quarterly
<i>Meetings held since 1 Jan 2010</i>	11	<i>Average Meeting length</i>	1 hour
<i>Current Councillor delegates</i>	Councillor Li (Chair), Councillors Councillors Perram and Tagg (former)	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	48%	<i>Average community attendance</i>	30%
<i>Comments from staff:</i>	The Committee could effectively provide advisory services as set out in the Terms of Reference with meetings held twice a year rather than meetings held quarterly. This would not impact upon the conduct of events which is done by staff.		

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE			
<i>Meeting day and time</i>	Thursday 5pm	<i>Meeting frequency</i>	Quarterly
<i>Meetings held since 1 Jan 2010</i>	13	<i>Average Meeting length</i>	1.6 hours
<i>Current Councillor delegates</i>	Councillor Salvestro-Martin (Chair), Councillor Etmekdjian (Deputy Chair) and Councillors Tagg (former) and Yedelian OAM.	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	38%	<i>Average community attendance</i>	66%
<i>Comments from staff:</i>	It is noted that attendance from community representatives are relatively high. No changes are recommended.		

ITEM 1 (continued)

HERITAGE ADVISORY COMMITTEE			
<i>Meeting day and time</i>	Wednesday 6pm	<i>Meeting frequency</i>	Every two months
<i>Meetings held since 1 Jan 2010</i>	13	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	The Mayor, Councillor Petch (Chair), Councillors Perram, Pickering and Salvestro-Martin	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	48%	<i>Average community attendance</i>	56%
<i>Comments from staff:</i>	This Committee could effectively provide advisory services as set out in the Terms of Reference with meetings held quarterly rather than every two months.		

MACQUARIE PARK FORUM			
<i>Meeting day and time</i>	Thursday 4pm	<i>Meeting frequency</i>	Three times a year
<i>Meetings held since 1 Jan 2010</i>	8	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	Councillors Butterworth (Chair - former), Maggio, Pickering, Tagg (former) and Yedelian OAM	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	25%	<i>Average community attendance</i>	38%
<i>Comments from staff:</i>	No changes are recommended.		

RYDE CRIME PREVENTION			
<i>Meeting day and time</i>	Thursday 5.30pm	<i>Meeting frequency</i>	Every two months
<i>Meetings held since 1 Jan 2010</i>	13	<i>Average Meeting length</i>	1 hour
<i>Current Councillor delegates</i>	Councillor Maggio (Chair), Councillors Etmekdjian, Campbell (former) and Li	<i>Provision for Councillor delegates in ToR</i>	No less than one (and one alternate)

ITEM 1 (continued)

RYDE CRIME PREVENTION			
<i>Average Councillor representative attendance</i>	19%	<i>Average community attendance</i>	29%
<i>Comments from staff:</i>	It is noted that the attendance levels for this Committee are low. As the Ryde Crime Prevention Plan has now been completed, this Committee could effectively provide advisory services as set out in the Terms of Reference with meetings held quarterly rather than every two months.		

RYDE HUNTERS HILL JOINT LIBRARY SERVICES			
<i>Meeting day and time</i>	Wednesday 5.30pm	<i>Meeting frequency</i>	Three times a year
<i>Meetings held since 1 Jan 2010</i>	5	<i>Average Meeting length</i>	1 hour
<i>Current Councillor delegates</i>	Councillor O'Donnell (former)	<i>Provision for Councillor delegates in ToR</i>	No less than two (and one alternate)
<i>Average Councillor representative attendance</i>	60%	<i>Average community attendance</i>	80%
<i>Comments from staff:</i>	It is noted that this Committee is required under the agreement with Hunters Hill. It is noted that current City of Ryde Councillor representation is currently below the requirements set out in the Terms of Reference.		

RYDE YOUTH COUNCIL			
<i>Meeting day and time</i>	Wednesday 5.30pm	<i>Meeting frequency</i>	Every two months
<i>Meetings held since 1 Jan 2010</i>	11	<i>Average Meeting length</i>	2 hours
<i>Current Councillor delegates</i>	Councillors Li and Maggio	<i>Provision for Councillor delegates in ToR</i>	No less than one (and one alternate)
<i>Average Councillor representative attendance</i>	18%	<i>Average community attendance</i>	61%
<i>Comments from staff:</i>	It is noted that participation from the young people involved is fairly high. No changes are recommended.		

ITEM 1 (continued)

SPORTS AND RECREATION ADVISORY COMMITTEE			
<i>Meeting day and time</i>	Monday 6.30pm	<i>Meeting frequency</i>	Quarterly
<i>Meetings held since 1 Jan 2010</i>	10	<i>Average Meeting length</i>	1.3 hours
<i>Current Councillor delegates</i>	Councillors Butterworth (Chair - former), Maggio, Perram, Pickering, Tagg (former) and Yedelian OAM	<i>Provision for Councillor delegates in ToR</i>	No less than one (and one alternate)
<i>Average Councillor representative attendance</i>	43%	<i>Average community attendance</i>	512
<i>Comments from staff:</i>	Committee members have requested a 6pm start time for meetings.		

STATUS OF WOMEN ADVISORY COMMITTEE			
<i>Meeting day and time</i>	Thursday 5.30pm	<i>Meeting frequency</i>	Quarterly
<i>Meetings held since 1 Jan 2010</i>	10	<i>Average Meeting length</i>	1.4 hours
<i>Current Councillor delegates</i>	Councillors Campbell (Chair), Maggio and O'Donnell	<i>Provision for Councillor delegates in ToR</i>	No less than one
<i>Average Councillor representative attendance</i>	67%	<i>Average community attendance</i>	44%
<i>Comments from staff:</i>	The Committee has commenced focussing on projects around International Women's Day and White Ribbon Communities and it is recommended that this continue.		

Wheeled Sports Advisory Committee

At its meeting held 21 August 2012, Council resolved the following with regard to a Wheeled Sports Advisory Committee:

- (a) *That Council recommend to the incoming Council that it adopt the Terms of Reference of the Wheeled Sports Advisory Committee to include seven (7) community representatives.*

ITEM 1 (continued)

- (b) *That Council recommend to the incoming Council that it endorse the membership of the following seven (7) community representatives to the Wheeled Sports Advisory Committee:*
- *Kenrick Thompson*
 - *Ben Drayton*
 - *David McElroy*
 - *Brendan Gardoll*
 - *Brad Shaw*
 - *Le Zhang*
 - *Nathan Ho*
- (c) *That Council recommend to the incoming Council that it nominate two (2) Councillors as Councillor representatives on the Wheeled Sports Advisory Committee.*
- (d) *That the first meeting of the Wheeled Sports Advisory Committee be considered as part of Council's determination of the Advisory Committee structure.*

As a result of this resolution it is appropriate that Council, as part of the consideration of Expressions of Interest for Advisory Committee membership that Council reconfirm the community representatives and nominated to Councillors as Councillor representatives.

Financial Implications

Since January 2010, over 850 staff hours were spent in supporting Advisory Committees. This includes the minute taker for each meeting which is funded from a support budget for Advisory Committees.

The potential financial impact is dependant upon the number of Advisory Committees Council resolves to convene and the number of meetings those Committees conduct.



Lifestyle and opportunity @ your doorstep



Terms of Reference

Name of Advisory Committee

Adopted: DATE

ITEM 1 (continued)
ATTACHMENT 1

 Copyright © 2010 City of Ryde
 All Rights Reserved

No part of the contents of this document may be reproduced or distributed in any form or by any means without the prior written permission of City of Ryde

Document Version Control

Document Name:	Terms of Reference – (Committee)
Document ID:	D11/72395 (Standard) D11/#### (Specific)
Document Status:	Draft – presented to Council for consideration
Version Number:	Version 1.3
Date:	10 October 2012
Author:	City of Ryde
Authorised By:	Council on DATE
Distribution:	Council

Change History

Version	Issue Date	Author	Reason for Change
1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
1.2	20/4/10	Shane Sullivan	Resolution of Council 8 July 2008 Minutes of all Advisory Committees to be incorporated in the business papers of the next Council/Committee meeting and then placed on Council's website. : page 7
1.2	20/4/10	Shane Sullivan	Resolution of Council 20 April 2010 Provisions for casual vacancies: page 5
1.3	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

ITEM 1 (continued)

ATTACHMENT 1

Contents

1. Roles	3
2. Responsibilities	3
3. Membership, Chairperson and Voting	3
4. Meetings	6
5. Communications and Reporting	6
6. Code of Conduct and Other Council Policies	6

1. Roles

The City of Ryde has adopted a Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council’s Advisory Committees are an important mechanism for consultation, advice and feedback to Council staff on implementation and review of the Community Strategic Plan.

The primary role of the Committee is to:

-
-

2. Responsibilities

The Committee is responsible for:

-
-

3. Membership, Chairperson and Voting

Membership of the <Committee> comprises:

- No less than one (1) Councillor appointed annually
(Resolution of Council, 7 October 2008)
-
-
-
-

Note: the Mayor is not automatically represented on certain Committees
(Resolution of Council, 7 October 2008)

Local residents shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council’s website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any local resident representatives.

ITEM 1 (continued)**ATTACHMENT 1**

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

-

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof.

Term of Membership to Committee

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

Casual Vacancy

(Resolution of Council, 7 October 2008)

A casual vacancy caused by the resignation or death of a Member will be filled by undertaking the following process:

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes, and highlight it in the report to the next available Council Meeting.
- (ii) The Committee Facilitator will provide a report to the next available Council Meeting regarding the proposed replacement that will give consideration to the following options;
 - (a) If the Member was nominated as the representative of an organisation it will be recommended that the organisation be invited to nominate a replacement representative (if no alternate member has previously been nominated).
 - (b) If the Member was nominated as an individual, the Committee Facilitator will review the original expressions of interest received and will confirm if any of those individuals who were previously nominated, are still prepared to be considered as a member of the respective committee for the Committee.
 - (c) Where, due to either no other previous nominations, or those nominations not being current, an expression of interest will be called for in replacing member/s, for appointment by Council.
 - (d) Where a vacancy occurs within 9 months of the end of the term of the current Council, the vacancy will not be filled
- (iii) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced

ITEM 1 (continued)**ATTACHMENT 1****The Chairperson of the Committee is:**

- A Councillor or Staff Member as elected by Council.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda.

All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings that are not otherwise outlined in these Terms of Reference.

The Chairperson is to be a staff member or Councillor. Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee. *(Resolution of Council, 7 October 2008)*

Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

ITEM 1 (continued)**ATTACHMENT 1****Proxy**

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. Meetings**Meeting Schedule and Procedures**

Meetings are to be held on the *****. The Chairperson has the authority to call meetings.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers, however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator. Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

The Minutes of all Advisory Committees will be reported in the Councillor Information Bulletin within two (2) weeks of the Committee meeting. However, if a resolution of Council is required, e.g. allocation of funds, resources or an amendment to any Council Policy, then the Minutes shall be reported to the next available Council or Committee of the Whole meeting.

All agendas shall be published on Council's website within 5 days of completion.

ITEM 1 (continued)**ATTACHMENT 1**

All Advisory Committee minutes shall be published on Council's website within 5 days of completion or adoption by Council.

A report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. Code of Conduct and Other Council Policies

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.