

Nillumbik Shire Council

Advisory Committee Policy

Description of policy	The Advisory Committee Policy sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.
Policy applies to	Advisory Committee Members Councillors Council staff
Policy category	Revised Policy
Description of revision and Version Number	Version Number: 2

Approved by	Council Resolution
Approval date	27 August 2024
Effective date	27 August 2024
Date of last revision	26 October 2021
Date of next review *	August 2026

* Unless replaced, this policy will still apply beyond the review date.

<p>Related internal procedures</p>	<ul style="list-style-type: none"> • Governance Rule – Meeting Procedures • Councillors Code of Conduct • Employee Code of Conduct • Public Interest Disclosures Procedures • Councillor Staff and Interaction Policy • Guidelines for Reporting Child Safety Concerns • Council's Social Media Protocol • Council's Grievance Procedure
<p>Related policies</p>	<ul style="list-style-type: none"> • Council's Community Engagement Policy • Child Safety and Wellbeing Policy • Working with Children Check Policy • Confidential Information Policy • Information Privacy Policy • Include Access, Equity and Inclusion policy
<p>Related legislation, standards</p>	<ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Equal Opportunity Act 2010</i> • <i>Public Interest Disclosures Act 2012</i> • <i>Privacy and Data Protection Act 2014</i> • <i>Health Records Act 2001</i> • <i>Gender Equality Act 2020</i> • <i>Child Wellbeing and Safety Act 2005</i>

Contents

SECTION 1: BACKGROUND	1
1. Objectives	1
2. Policy Statement	1
3. Purpose	1
4. Scope	1
5. Benefits of an Advisory Committee	1
6. Initiating an Advisory Committee	2
7. Membership of Advisory Committees	2
8. Responsibilities of the Advisory Committee	3
9. Establishment of Advisory Committees	3
10. Process for Membership of Advisory Committees	3
SECTION 2: ADVISORY COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES	4
11. Role of Councillors and committee members on Advisory Committees	4
12. Council Staff and Resources	4
13. Expectations, roles and Organisers	5
14. Chairperson	5
15. Participants	5
16. Process of Advisory Committees in Making Recommendations	6
17. Reporting Requirement	6
18. Informal Meetings of Councillors and Conflicts of Interest	7
19. Privacy and Confidentiality	7
20. Reporting fraud and corruption	7
21. Equal Opportunity and Anti-Discrimination	8
22. Sexual harassment	8
23. Bullying, vilification and victimisation	9
24. Victorian Charter of Human Rights and Responsibilities / Gender Equality Act	9
25. Interacting with children and the Victorian Child Safe Standards	10
26. Communication and media	10
27. Personal dealings with Council	10
28. Protocols	10
SECTION 3: CONDUCT OBLIGATIONS	11
29. Conduct of Advisory Committee Members	11
30. Integrity	11
31. Respect	12

32.	Accountability	12
33.	Unruly Conduct	12
	SECTION 4: DISPUTE RESOLUTION	14
34.	Grievance Procedures.....	14
35.	Breaches	14
	ATTACHMENT A	15
	Declaration to abide by the Advisory Committee Policy	15

SECTION 1: BACKGROUND

1. Objectives

The term 'Advisory Committee' is used in this Policy to refer to a committee or other group (eg Reference Group) established by Council which does not have delegated authority to determine matters but provides recommendations or guidance to Council from time to time.

Advisory Committees provide advice to Council concerning strategic or policy issues, enhance communication between Council and the community and complement other elements of community engagement.

2. Policy Statement

The Advisory Committee Policy (**the Policy**) sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.

3. Purpose

The purpose of the Policy is to:

- outline Council's expectations of a Councillor who is appointed to, or otherwise becomes a member of, one (or more) of Council's Advisory Committees;
- provide guidance to Council staff that are tasked with the responsibility of support officer/convener; for one (or more) of Council's Advisory Committees; and
- provide guidance to committee members appointed to an Advisory Committee.

By complying with the Policy, it is expected that Councillors, Council staff and appointed members will fulfil their role as members of Advisory Committees with the necessary levels of courtesy and respect, and avoid any conflict with their role.

4. Scope

The Policy applies to all Councillors and committee members who are appointed to an Advisory Committee and Council staff who are tasked with the responsibility of support officer/convener.

5. Benefits of an Advisory Committee

Council can use Advisory Committees to seek expert advice to inform decision-making, providing an effective mechanism to involve stakeholders with the acquired skills and expertise to complement the role of Council in planning and policy-making. There is also a potential to test engagement techniques and audiences to improve community engagement outcomes for an issue.

5.1 When to use an Advisory Committee

- When a statutory requirement would produce a better outcome with the involvement of an Advisory Committee.
- To support implementation of a council strategy/plan.
- When a collaborative approach with service providers and stakeholder organisation is desirable or required.
- When a specific issue would benefit from a high level of community input and has been assessed as a high risk initiative.

- If an issue is substantial and the resourcing required for an Advisory Committee justifies the benefits and outcomes achieved.
- If specific or expert input is required and this can be sourced from key stakeholders in the Shire.
- Where collaboration with stakeholders is desirable to enhance the participation of the broader community in an issue.
- When increased community awareness of an issue is required.

5.2 When not to use an Advisory Committee

- When specific statutory processes exclude input from such a group.
- When similar groups already exist for the same (or similar) issue and there is a risk of the same community members belonging to an Advisory Committee.
- When alternate forms of collaboration are identified as being more effective.
- When informing, consulting and involving are more effective methods of engagement for the issue and the level of risk is defined as low or medium.

6. Initiating an Advisory Committee

If the level of engagement is determined to be “Collaborate” in accordance with the level of participation adopted from the IAP2 Spectrum of Public Participation, then Council may develop an Advisory Committee. If this is the case, the following process will proceed.



7. Membership of Advisory Committees

The membership may comprise of:

- Councillor Representative – involvement of Councillors will depend upon needs and interests for each specific issue or activity. Councillors’ involvement may form part of the Councillor statutory appointments each year;
- Independent members – to be defined at the time of establishing the committee with a clearly defined term of membership.

Members will contribute specialist knowledge and expertise to the group, reflecting on and presenting community issues, rather than focusing on personal concerns or individual issues.

8. Responsibilities of the Advisory Committee

Advisory Committees are established to provide input and recommendations to Council, however they are not independent decision making bodies for Council.

The responsibilities of each Advisory Committee will be outlined in the Advisory Committee Terms of Reference (ToR) to be endorsed by Council.

9. Establishment of Advisory Committees

Advisory Committees are established by Council to discuss and consider matters within their ToR and make recommendations to Council in respect of those matters.

The ToR of an Advisory Committee are adopted by Council and address matters such as:

- its composition, including whether its members will be Councillors, Council staff, independent members or a combination;
- the types of matters which it is established, and is empowered, to consider;
- the frequency, timing and proceedings of meetings; and
- the frequency with which it reports to Council.

An Advisory Committee can be established indefinitely, or for a specified term.

10. Process for Membership of Advisory Committees

Public Notice calling for Expressions of Interest of Membership will occur through the use of a nomination form and submitted by the published due date. The process will follow the steps outlined in the Advisory Committee ToR. Nominees need to apply addressing the Selection Criteria.

SECTION 2: ADVISORY COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

11. Role of Councillors and committee members on Advisory Committees

Councillors and committee members are appointed to Advisory Committees to represent Council's and the community's interests in the matters within the scope of the Advisory Committee's Term of Reference.

The position of a Councillor who is appointed to an Advisory Committee is no different to that of any other member of the Advisory Committee. As such:

- all members of an Advisory Committee will undertake induction and orientation training;
- all members of an Advisory Committee are to be provided with the opportunity to contribute to its proceedings; and
- no one member of the Advisory Committee takes precedence over the other members (with the exception of the Chair, when necessary).

Councillors appointed to Advisory Committees cannot exercise any power independently of other members and must not seek to direct other members in their contributions to, or voting on, matters before the Advisory Committee.

Councillors appointed to Advisory Committees are expected to treat all other members of Advisory Committees with courtesy and respect.

A Councillor, and committee member who is appointed to an Advisory Committee is expected to:

- treat all Council staff appointed to provide administrative support with courtesy and respect; and
- refrain from directing, or attempting to direct, Council staff appointed to provide administrative support.

A Councillor who is appointed to an Advisory Committee may request information from Council staff that is relevant to their functions as a member of the Advisory Committee, provided that such requests are made in accordance with the Councillor and Staff Interaction Policy.

12. Council Staff and Resources

Council resources will generally be assigned to Advisory Committees to assist them in their functions, including:

- Council staff to provide administrative support;
- meeting rooms;
- stationery; and
- equipment and facilities.

All Council resources assigned to an Advisory Committee are to be used solely for purposes associated with the Advisory Committee's functions.

13. Expectations, roles and Organisers

Council's Advisory Committee meetings will usually be organised by Council staff. To maximise the meeting's success, good planning is essential and this should include:

- Ensuring all key stakeholders are invited.
- Clearly outlining the meeting's purpose including whether it is to inform, consult, or collaborate.
- Arranging a suitable venue and meeting set-up.
- Determining whether a trained or experienced facilitator is required, especially if a meeting is likely to be contentious.
- Ensuring an Agenda is prepared and made available to participants to inform them about what will be discussed.
- Ensuring meeting notes or minutes are taken and ensuring participants are informed about what will happen next.
- Assisting and supporting the meeting chairperson.

14. Chairperson

The meeting chairperson may also be referred to as the meeting facilitator.

The chairperson's role includes:

- Being fair and ensuring everyone has the opportunity to participate and no-one dominates.
- Keeping the meeting on track and on time.
- Maintaining order by ensuring that the conduct obligations are followed.
- Determining what will happen if the meeting does not run smoothly or in keeping within the conduct obligations.

15. Participants

People participating in Advisory Committee meetings should:

- Turn up on time.
- Bring a positive attitude.
- Have read the material provided and be ready to discuss.
- Understand that the goal is not necessarily to agree but to gain a deeper understanding of an issue through discussion. Be fair and respectful at all times.
- Councillors, Council staff and community members who are not active members or facilitators may attend and observe Advisory Committee meetings.
 - Observers to meetings should be silent and are not permitted to interject or disrupt meetings.
 - Observers to meetings may be asked to leave for matters that are confidential.

16. Process of Advisory Committees in Making Recommendations

Advisory Committees fulfil a purely advisory function and cannot finally determine matters before them for discussion and consideration.

Where a matter is before an Advisory Committee for discussion and consideration, the following process will be followed:

- the Advisory Committee will reach a decision on each matter before it for consideration, which will be evidenced by a resolution supported by a majority of the members and may form a recommendation to Council;
- if a matter considered by the Advisory Committee requires a decision of Council to be actioned, a report will be prepared by a member of Council staff setting out the Advisory Committee's recommendation about the matter; and
- Council will consider a report, including the Advisory Committee's recommendation, and make a final and binding decision in respect of the matter.

A committee does not have an operational role and may not direct Council staff in the performance of their duties. Where a committee wishes to make recommendations to Council, a consensus of all members present is required.

In the absence of such consensus, and provided there is a quorum of at least half of the members (excluding Council staff) present at the meeting, the recommendation should be put to a vote with the majority recommendation being endorsed as the committee's recommendation.

Council staff cannot take part in the vote. In the event of a tie the recommendation cannot progress until a consensus is reached or majority vote met.

All recommendations are to be formally minuted.

Acting on recommendations:

- The support officer/convener will refer the committee's recommendation to the responsible internal department for consideration and action.
- Responsible department undertakes background research and prepares material to inform any required Briefing and/or Report back to Council (or other means advised by the relevant Director).
- Responsible department lists items and reports back to support officer/convener (closing the feedback loop).

A Councillor who is appointed as a member of an Advisory Committee can provide Council with additional insight into the rationale of the Advisory Committee in making its recommendation.

17. Reporting Requirement

In accordance with Council's statutory reporting, a periodic report will be submitted to Council about the work of an Advisory Committee in relation to the goals, objectives and progress.

Any working groups / sub-committee formed by the Advisory Committee should report their findings to the Advisory Committee meeting. This will form part of the Minutes presented to Council for noting.

Minutes from each Advisory Committee meeting are tabled at the next Council Meeting for noting by Council and recorded in the Minutes.

18. Informal Meetings of Councillors and Conflicts of Interest

An Informal Meeting of Councillors is defined in Item 20 of Council's Governance Rule - Meeting Procedures and includes an Advisory Committee meeting with at least one Councillor present.

Conflicts of interest are required to be disclosed by Councillors, Council staff members and Advisory Committee members attending an Advisory Committee meeting. The Governance Rule requires the Chief Executive Officer to ensure that a summary of the matters discussed at the meeting is tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

An Informal Meeting of Councillors means a meeting that is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors, is attended by at least one member of Council staff, and is not a Council Meeting, delegated committee meeting or community asset committee meeting. It does not include a meeting of a club, association, peak body, political party or other organisation.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Advisory Committee members and Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Committee member or Council staff member; and
- whether any Advisory Committee member or Council staff member who has disclosed a conflict of interest leaves the meeting.

For further information please refer to the Governance Rule - Meeting Procedures.

19. Privacy and Confidentiality

All Advisory Committee Members must comply with the *Privacy and Data Protection Act 2014* the *Health Records Act 2001* and Council's Information Privacy Policy to protect of personal information of community members, Advisory Committee members and Council staff.

Council is also committed to protecting the privacy of Advisory Committee members. Council respects all personal and confidential information provided by members, and will store all personal information according to the *Privacy and Data Protection Act 2014*.

Councillors, Council staff and Advisory Committee members must not disclose information discussed or disclosed during Advisory Committee meetings that is defined in section 3(1) of the *Local Government Act 2020* as "confidential information" and in accordance with Council's Confidential Information Policy.

Your Advisory Committee member role needs to remain at a professional level at all times.

20. Reporting fraud and corruption

Ethical behaviour is an integral part of responsible, effective and accountable government.

Council has zero tolerance towards acts of fraud and corruption. Suspected or actual fraud, criminal, unethical, corrupt or unacceptable behavior should be reported to the relevant manager, director, CEO or Council staff member for investigation. The Fraud and Corruption Control System applies to allegations of fraud and corruption.

We acknowledge Council's obligations under the *Public Interest Disclosures Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

Disclosures of improper conduct in public office can be made to the Public Interest Disclosure Coordinator, Public Interest Disclosure Officer, CEO, Directors, Managers, or directly to IBAC. Disclosures relating to a Councillor may only be made to IBAC.

21. Equal Opportunity and Anti-Discrimination

Advisory Committee Members are included in *Council's Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy*. These policies also complements the Advisory Committee's Conduct obligations.

In performing their role Advisory Committee Members must take positive action to eliminate discrimination in accordance with the *Equal Opportunity Act 2010* and support Council in fulfilling its obligation to achieve and promote gender equality.

Advisory Committee Members have the right to an environment free of discrimination, harassment, bullying and violence.

Council will ensure that access to and conduct of all Advisory Committee Members activities and programs are unaffected by an individual's race, age, sex, marital status, pregnancy, family commitments, religion, political beliefs, physical features, disability, sexual preference or socio economic background.

Advisory Committee Members also have a responsibility to treat all Advisory Committee Members, Councillors, paid staff and clients equally and in a non-discriminatory manner. Any form of bullying or harassment will not be tolerated.

Measures that are in place to prevent and respond to discrimination or other unfair treatment include:

- Having an *Equal Opportunity Policy* in place which is understood by Advisory Committee Members, Councillors, and paid staff.
- Ensuring all volunteer roles have role descriptions or are covered by a terms of reference.
- Ensuring recruitment decisions are made, taking into account only those facts that are relevant to the applicant's skills, qualifications and ability to perform the role.
- Ensuring that information regarding Equal Opportunity and Resolution Procedures are included in the induction and orientation process.

22. Sexual harassment

Sexual harassment is against the law and will not be tolerated under any circumstances. In performing their role Advisory Committee Members must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010*.

We will not engage in any unwelcome conduct of a sexual nature towards another individual where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the individual harassed would be offended, humiliated or intimidated.

We will take all reasonable steps to eliminate sexual harassment at Council.

23. Bullying, vilification and victimisation

Harassment is a form of discrimination that has the purpose or effect of interfering with a person's work performance whilst creating a workplace that is intimidating and/or hostile. Harassment is defined as behaviour or conduct:

- That is unwelcome or unsolicited.
- That may reasonably be said to offend, humiliate, intimidate or distress the person(s) who are the target of the behavior.

If you believe you have been subjected to or have witnessed bullying behaviour by paid staff or another Advisory Committee Member, you are urged to report this to your program supervisor.

Council aims to cultivate a culture of openness and transparency, where all paid staff and Advisory Committee Members have working relationships characterised by mutual respect.

Council is committed to maintaining a workplace that is free from bullying, vilification and victimisation, where all people are treated with dignity and respect. In performing their role Advisory Committee Members must take positive action to eliminate victimisation in accordance with the *Equal Opportunity Act 2010*.

We will uphold Council's obligations to support a safe workplace, and will not engage in repeated unreasonable behaviour toward another Advisory Committee Member, Councillor or member of Council staff that creates a risk to the health and safety of that other Advisory Committee Member, Councillor or member of Council staff.

We will take all reasonable steps to eliminate bullying, vilification and victimisation at Council.

24. Victorian Charter of Human Rights and Responsibilities / Gender Equality Act

We acknowledge the human rights that are protected under the *Victorian Charter of Human Rights and Responsibilities Act 2006* and undertake to exercise our duties in a manner that is compatible with the rights set out in the Charter.

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local Councils are required to promote gender equality in policies, programs and services that impact the public and will actively consider how community members from various gender identities, ages, abilities, cultural identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

We acknowledge this undertaking extends to all our relationships as an Advisory Committee Member, including with other Advisory Committee members, Councillors and Council employees, as well as any member of the public with whom we may have contact, and any decisions we participate in as a Councillor.

We will:

- take all reasonable steps to eliminate all forms of discrimination at Council
- support Council to fulfil its obligation to achieve and promote gender equality

25. Interacting with children and the Victorian Child Safe Standards

The safety and wellbeing of children and young people is everyone's responsibility.

Every child and young person has the right to feel safe and we all have a shared responsibility to protect them from harm and abuse.

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses.

In meeting Council's commitment and obligations to Child Safety and the Standards, you are responsible for adhering to Council's Child Safety and Wellbeing Policy and Guidelines for Reporting Child Safety Concerns.

You are required to observe child safe principles, meet expectations of appropriate behaviour towards and in the company of children and support the safety, participation, wellbeing and empowerment of children, by:

- Taking all reasonable steps to protect children from harm.
- Listening and responding to the views and concerns of children.
- Promote the cultural safety, participation and empowerment of Aboriginal children, culturally and linguistically diverse children and children with a disability
- Where practicable, and unless it is within the scope of their role, adults are not left alone with a child.

Reporting any child safety concerns or allegations of child abuse to Council's Child Safety Officer and the direct supervisor/manager, and ensure any allegation of child abuse be reported to the police or child protection.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks" and ensure the WWCC Policy is listed in related policies.

Council's Child Safety and Wellbeing Policy can be found in your Induction Pack.

26. Communication and media

In all circumstances, media inquiries are to be directed to the Nillumbik Shire Council Communications and Engagement Unit.

Council also has a *Social Media Protocol* that is relevant to all Advisory Committee Members.

Whether using social media at home or at work, you are using it in the context of the Nillumbik Shire Council Social Media Protocol as a 'private user'.

Advisory Committee Members do not have permission to answer questions or make any comments about Council on any social media sites.

27. Personal dealings with Council

When we deal with Council in our private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) we do not expect nor will we request preferential treatment in relation to any such private matter. We will avoid any action that could lead Council staff or members of the public to believe that we are seeking preferential treatment.

28. Protocols

All Advisory Committee members will sign the Advisory Committee Members Conduct declaration (**Attachment A**).

SECTION 3: CONDUCT OBLIGATIONS

29. Conduct of Advisory Committee Members

Nillumbik Shire Council holds a range of meetings throughout the year including, advisory committee meetings, planning consultation meetings, public workshops and various information evenings. These meetings are an important way for Council to engage with the community, share information, receive feedback, consult on new proposals, mediate disputes, and collectively solve problems.

Effective Advisory Committee meetings need to be well conducted so that all participants get the opportunity to express their views and listen to the views of others in a respectful way. Meetings conducted like this are vital for transparent and democratic government and ultimately lead to better and more inclusive decision making.

By their very nature, Advisory Committee meetings will include differing views and not everyone will agree with everything being discussed. If meetings are not managed well this can lead to raised emotions, heated debate and potential or actual conflict. If this happens the benefits of open participation can be lost because some people do not get a chance to have a say, or may feel intimidated or even threatened.

To ensure Nillumbik Shire Council's Advisory Committee meetings operate fairly and transparently, and are as effective as possible, the following conduct obligations and good governance principles apply. The obligations and principles are consistent with and compliment the Code of Conduct contained within Council's Governance Rule - Meeting Procedure.

Councils Advisory Committee conduct obligations centre on **Respect, Accountability and Integrity**. In addition to all legislative requirements and any specific directions or guidance provided by Council, you should recognise the requirements of this Policy as the standards to be adopted in the performance of your role.

30. Integrity

I will maintain high standards of integrity and be diligent in the performance of my role.

I demonstrate this by:

- Behaving in a reasonable, just and non-discriminatory way
- Using Council resources in an honest and responsible manner
- Appropriately disclose or avoid any situation that may create a conflict of interest
- Adhering to Council's guidelines regarding receiving of gifts, benefits and hospitality
- Ensure that personal interest does not influence the way in which my duties are carried out
- Respect and maintain privacy and confidentiality regarding Council business unless Council has officially made the information public
- Ensure all actions and decisions as an Advisory Committee Member are aligned with the aims of the Terms of Reference
- Appropriately report, record and distribute information relating to the Advisory Committee
- Refraining from political activity while publicly representing Council as an Advisory Committee Member.

31. Respect

I respect and acknowledge paid staff and community member's individual values, beliefs, efforts and ideas.

I demonstrate this by:

- Treating everyone fairly, courteously and with respect
- Dressing in an appropriate manner when appearing on behalf of Council
- Abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation
- Seeking to develop a relationship with fellow Advisory Committee Members and paid staff that is cooperative, productive and constructive and based on mutual trust and respect
- Acknowledging the value of diversity and the right of all points of view to be heard and considered
- Avoid criticism of Council, paid staff and other Advisory Committee Members

32. Accountability

I acknowledge and assume responsibility for my actions and behaviour and am entitled to expect the same from others.

I demonstrate this by:

- Being actively engaged in contributing to a safe environment
- Ensuring that a Council officer is present where there is a need to meet with other government or statutory bodies
- Abiding by Councils media and social media policy
- Not being affected by drugs and/or alcohol whilst representing Council
- Ensuring a smoke free work environment
- Ensuring appropriate use of resources, reducing waste and duplication
- Respecting and protecting the physical and intellectual property of Council
- Raising a perceived breach of this Code in good faith

33. Unruly Conduct

Where an Advisory Committee meeting becomes uncooperative, the chairperson may take the following steps:

- If a participant is acting in an uncooperative manner, the chairperson will state the problem and remind the person of the conduct obligations.
- Provide sufficient warning about the need for certain behaviour to stop.
- If a warning does not work, the chairperson may adjourn the meeting while the person is asked to leave. If a person refuses to leave the meeting appropriate authorities may be called.
- Where a meeting is severely disrupted or is deemed to be potentially unsafe, the chairperson will close the meeting.

In attending meetings run by Council, participants agree to accept and abide by the following:

- Mobile phones and other personal devices must be turned off or switched to silent during the course of the meeting.
- Only speak when acknowledged and given the floor by the chairperson.
- Stay within the allotted time provided to speak.
- Be civil and courteous particularly when addressing the meeting.
- Direct remarks, comments or questions through the chairperson when you are speaking.
- Do not interrupt or distract other speakers.
- Comments must relate directly to the matter being discussed.
- Do not use derogatory, defamatory, threatening, or offensive remarks about individuals or groups/bodies.
- Do not use gestures or other means to intentionally disturb the order and decorum of the meeting.
- Observe instructions from the chairperson at all times.

Council acknowledges that this Policy anticipates a more formal meeting structure. Council encourages Advisory Committee meetings and consultations that use a variety of methods to gain community input. While the structure and format of meetings will differ, the same principles of conduct apply.

SECTION 4: DISPUTE RESOLUTION

34. Grievance Procedures

All Advisory Committee Members have the right to fair and equitable treatment of grievances and complaints in a timely and professional manner. It is Council's aim to resolve disputes amicably through conciliation and negotiation.

The Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy can be found in your Induction Pack. If you have any concerns, please speak to Council Officer or supporting team for your Advisory Committee.

35. Breaches

A breach by an Advisory Committee Member means any breach of the conduct obligations included in this Policy or the Terms of Reference of the Advisory Committee.

An Advisory Committee member's term may be terminated by Council resolution for breaching the Advisory Committee Policy, or the Terms of Reference.

ATTACHMENT A

Declaration to abide by the Advisory Committee Policy

I agree to:

- Attend Advisory Committee meetings and provide apologies in advance where attendance is not possible;
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of the project;
- Seek at all times to obtain and represent the views of the broader community;
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- Adhere to instructions given in relation to safe conduct both online and onsite;
- Contribute in a positive way to finding solutions to issues or concerns;
- At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care;
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group;
- Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Committee;
- Allow Council to promote my participation in the Advisory Committee in order to facilitate community feedback and participation;
- Not disseminate confidential information that is discussed at Advisory Committee meetings as advised by the Advisory Committee chair;
- Not disseminate personal information including personal contact information of other Advisory Committee members without consent.
- Not make any media comment on behalf of the Advisory Committee in relation to a project.
- Abide by the Advisory Committee Conduct Obligations, Councillor or Employee Codes of Conduct and
- Abide by the Terms of Reference.

Name: _____

Signature: _____

Date: _____

I am happy to share my email address with the advisory committee

Dietary requirements _____

Working with children check number/Expiry _____

Expiry date _____