

## Councillor Representation Nominations Advisory Committee (CRNAC) Terms of Reference

<b>Date adopted</b>	24 March 2025
<b>Adopted by</b>	Council
<b>Review due</b>	December 2028
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	11102853

### 1. Purpose

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Councillor Representation Nominations Advisory Committee (CRNAC).

CRNAC annually recommends to Council respective Councillor membership on all committees, peak bodies, boards, memberships, policy or decision making bodies for which Councillor representation is either a mandated or voluntary requirement.

### 2. Membership

Membership of the Committee will include:

- a. All Councillors
- b. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

<b>Position/ Panel Member Type</b>	<b>No. of Positions</b>	<b>Type of Appointment</b>	<b>Term</b>
Chair (Mayor)	1	Appointed	Ongoing
Councillors	All Councillors	Appointed	Ongoing

Sponsoring Member	1	Ex-officio	Ongoing
Head of Governance			

### 2.1. Chair

- a. The Mayor is the designated Chair for the Committee.
- b. If the Chair is unable to attend a meeting, the Deputy Mayor to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member or Council staff member.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

### 2.2. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- c. The Committee shall not unreasonably deny a leave of absence request.
- d. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
10 Councillors	5 must be present

## 3. Meeting Guidelines

- a. Meetings will be held annually.
- b. Meetings will be limited to a duration of two (2) hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee does not have the authority to direct Council Officers in their duties.
- e. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- f. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

## 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

The Head of Governance will be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The Head of Governance, in consultation with Councillors, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committee. Head of Governance must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

## 5. Conflicts of Interest

Committee members are required to disclose any Conflict of Interest in accordance with the *Local Government Act 2020*. If a Committee Member has a general conflict of interest (as defined in *Section 127 of the Act*) or a material conflict of interest (as defined in *Section 128 of the Act*) regarding an item under discussion, they must disclose it to the Chair. If a Conflict of Interest arises, the member must take the following steps:

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

Should the Chair declare a Conflict of Interest, a nominated Councillor Representative will assume the Chair for that item.

## 6. Confidentiality and Privacy

Any information discussed, received, used, or created by the Committee should be treated as confidential. Committee members must not disclose any information they know or should reasonably know is confidential, in accordance with *Section 125 of the Local Government Act 2020*.

Members are also prohibited from disclosing, recording, retaining, or reproducing confidential information in any form.

In cases where confidential information is recorded in the minutes and necessary to provide context for a specific component of the minutes, it must be redacted before distribution or publication to ensure privacy and compliance with confidentiality requirements.

The Council may appoint members to a Committee without publicly disclosing their names if doing so could reasonably be expected to endanger their life or physical safety. In such cases, their names will be redacted from publicly available documents, including meeting minutes.

## **7. Review**

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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