

**Policy Title:** Standing Committee Terms of Reference

**Policy No:** 219

**Department:** Executive

**Responsible Officer:** Chief Executive Officer

**Adopted Date:** General Meeting – 15/03/2017

**Review Date:** Next Election

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Planning Meeting	05/06/2012	Statutory Review
2	General Meeting	15/03/2017	Statutory Review

**Authorities:** *Local Government Act 2009*  
*Local Government Regulation 2012*

## INTRODUCTION:

This policy provides guidelines for the operation of the Council Standing Committee's.

Council maintains two standing committees. The two standing committees are:

- Policy and Planning Committee;
- Technical Services (Infrastructure) Committee

## OBJECTIVES:

Terms of reference (TOR) provide guidelines for the various matters including information reports that are to be referred, considered and resolved by each standing committee. Resolutions from standing committees are referred to the ordinary council meeting for adoption via the minutes of the committee.

The Standing Committees consider and advises Council in relation to strategy and policy for the nominated functions of Council. The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the community and business representatives to address and make submissions for Council's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

## **MEMBERSHIP**

Membership of the Committee is the whole Council. Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

## **APPOINTMENT OF CHAIRPERSON**

Councils standing committees are to be chaired by the Mayor or the Deputy Mayor in the Mayor's absence.

## **ROLE OF CHAIRPERSON**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The role of Chairperson allows that Councillor to specialise in the areas relating to the Committee's responsible functions of Council.

## **ROLE OF COMMITTEE MEMBERS**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's functions, as outlined in Council's Community and Corporate Plans, and considering the implementation of policies relating to Council's functions, while serving the overall public interest of the whole local government area.

## **MEETINGS**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of the *Local Government Act 2009*.

A committee meeting is scheduled for a duration of 3 hours unless extend by absolute majority of the members present. Late reports will not be accepted unless by absolute majority of the members present.

## **QUORUM**

In accordance with section 259 of the *Local Government Regulation 2012* a quorum of a local government is a majority of its councillors.

## **FREQUENCY AND LOCATION**

In accordance with section 257 of the *Local Government Regulation 2012* the date, time and frequency of meetings is decided by resolution. The schedule of Committee meetings are to be adopted in November of each year for the following calendar year. In accordance with the *Local Government Act 2009* the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

## **CONDUCT**

Meetings shall be conducted in accordance with the provisions of the *Local Government Act 2009*.

## **CONFLICT OF INTEREST**

In accordance with sections 172 and 173 of the *Local Government Act 2009*, Committee members must declare their interest, whether material or a conflict of interest.

## **AGENDA DISTRIBUTION**

The agenda for this Committee will be distributed in accordance with the *Local Government Act 2009*. Council will distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

## **MEETING RECORDS**

In accordance with section 272 of the *Local Government Regulation 2012* the Committee must keep minutes of its proceedings.

## **POLICY AND PLANNING COMMITTEE TERMS OF REFERENCE (TOR)**

The Policy and Planning Standing Committee terms of reference are:

- a) Council's corporate management planning and reporting documents such as the Community Plan, Corporate Plan, Operational Plan, Planning Scheme and Annual Report
- b) Financial management, budgeting and reporting, annual financial audit
- c) Committees of Council
- d) Conferences and Training
- e) Internal Audit Committee
- f) Council's policy framework
- g) Development Application's except where delegated
- h) Development Information
- i) Planning Instruments – State, Regional and Local
- j) Strategic planning reviews and structure plans
- k) Public regulation
- l) Native title
- m) Heritage

## **TECHNICAL SERVICES (INFRASTRUCTURE) COMMITTEE TERMS OF REFERENCE (TOR)**

The Infrastructure Standing Committee terms of reference are:

- a) Council assets and infrastructure planning and management (Water, sewer, waste, depots, plant)
- b) Implementation of approved Council works
- c) Management of all Council assets
- d) Water restrictions
- e) Capital works program
- f) Speed zones and
- g) Infrastructure grants and tenders
- h) Street naming

## **REVIEW**

The Committee shall review this policy at the two year anniversary date of the adoption of the policy and the post election meeting after each quad annual local government election.