



**COUNCIL STANDING COMMITTEES CHARTER**

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## GENERAL PRINCIPLES

### 1.1. ROLES AND RESPONSIBILITIES OF COUNCILLORS AND SENIOR MANAGEMENT

Under Section 232 of the *Local Government Act 1993* (the Act), the primary role of councillors is:

- *to be an active and contributing member of the governing body,*
- *to make considered and well informed decisions as a member of the governing body,*
- *to participate in the development of the integrated planning and reporting framework,*
- *to represent the collective interests of residents, ratepayers and the local community,*
- *to facilitate communication between the local community and the governing body,*
- *to uphold and represent accurately the policies and decisions of the governing body,*
- *to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.*

A councillor is accountable to the local community for the performance of the council.

Under Section 335 of the Act, the role of the general manager is:

- *to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- *to implement, without undue delay, lawful decisions of the council,*
- *to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council.*
- *to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*
- *to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- *to exercise any of the functions of the council that are delegated by the council to the general manager,*
- *to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council.*
- *to direct and dismiss staff,*
- *to implement the council's workforce management strategy,*
- *any other functions that are conferred or imposed on the general manager by or under this or any other Act.*

### 1.2 COMMITTEE ESTABLISHMENT

Under Clause 260(1) of the *Local Government (General) Regulations 2005* (the Regulations), a council may, by resolution, establish such committees as it considers necessary. A committee is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

The establishment of committees allows councillors to examine, at a more detailed level, certain aspects of the functions the council provides. The committees make recommendations to the full council. These recommendations, if adopted, then become council resolutions.

At the Ordinary Council Meeting held on 29 September 2016, it was resolved that the Council would form three (3) Standing Committees, being:

1. **Strategic Asset and Works Committee**
2. **Finance and Governance Committee**
3. **Community Development and Services Committee**

## **1. TERMS OF REFERENCE FOR EACH COMMITTEE**

Under the provisions of Clause 261 of the Regulations, a council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions. The following outlines the functions of each of the three adopted Standing Committees.

### **1.1. STRATEGIC ASSET AND WORKS COMMITTEE**

#### **1.1.1. Functions**

With the overall aim of furthering the goals of the Community Strategic Plan and Council's Delivery Program, it is the responsibility of the Works Committee to:

- a) Receive updates on the progress of significant projects
- b) Review and consider asset management objectives, strategies and policies
- c) Consider strategic direction of Council's key facilities including, but not limited to, such facilities as airports, open spaces, levee banks, cemeteries, water, waste and sewer infrastructure
- d) Review and consider matters pertaining to transport planning and strategies and the implications of related legislation and policies
- e) Consider the implications of, and make recommendations regarding, proposed legislation and policies by external agencies relating to infrastructure and works.
- f) To undertake any other matter which is within the powers and functions of the Council and which is referred to the Committee.

### **2.2 FINANCE AND GOVERNANCE COMMITTEE**

#### **2.2.1 Functions**

With the overall aim of furthering the goals of the Community Strategic Plan and Council's Delivery Program, it is the responsibility of the Finance and Governance Committee to:

- a) Review the Integrated Planning and Reporting Framework documentation including associated resourcing plans
- b) Monitor performance of Council against the commitments made within the Delivery Program
- c) Oversee the development of the annual budget

- d) Monitor Council's performance against the annual budget
- e) Develop strategies to maintain long term financial sustainability
- f) Ensure requirements of the Office of Local Government Compliance and Reporting Requirements are met
- g) Oversee the development of policies with implications for councillors and monitor performance obligations as legislatively required
- h) Consider the implications of, and make recommendations regarding, proposed legislation and policies by external agencies relating to finance and governance matters
- i) Undertake any other matter which is within the powers and functions of the Council and which is referred to the Committee.

## **2.3 COMMUNITY DEVELOPMENT AND SERVICES COMMITTEE**

### **2.3.1 Functions**

With the overall aim of furthering the goals of the Community Strategic Plan and Council's Delivery Program, it is the responsibility of the Community Services Committee to:

- a) Guide the development and/or review of statutory planning frameworks including the Local Environmental Plan, Development Control Plan and other policies and guidelines
- b) Guide the strategic land use planning for urban and rural areas within in the Shire and give consideration to specific issues and projects
- c) Review economic and community development policies, programs and events
- d) Consider strategic approaches to compliance and enforcement activities
- e) Consider the implications of and make recommendations regarding submissions on proposed legislation and policies and proposals by external agencies relating to urban and regional planning and community and economic development
- f) Undertake any other matter which is within the powers and functions of the Council and which is referred to the Committee.

## **2. COMMITTEE MEMBERSHIP AND STAFF ATTENDANCE**

### **3.1 COUNCILLORS**

The membership of each Standing Committees shall be all Councillors.

### **3.2 STAFF (ADVISORY AND SERVICE CAPACITY ONLY - NON-VOTING)**

Standing Committee meetings will be attended by the General Manager, Directors and other staff as required in accordance with the agenda content.

## **3. ROLE OF THE MAYOR**

The mayor is automatically a member of each council committee consisting of councillors

only and has the discretion as to whether he or she will attend the meetings of each committee under Clause 268(1) of the Regulations.

#### **4. ATTENDANCE BY MEMBERS OF THE PUBLIC**

All meetings of the Standing Committees shall be open to the public, however the chairperson shall have the power to exclude members of the press and public in accordance with the provisions of Section 10D of the Act. Council seeks to maximise public input at Standing Committee meetings and will provide the opportunity for members of the public to speak on matters that are on the agenda.

#### **5. PUBLIC NOTICE OF MEETINGS**

Under Section 9 of the Act, council must give notice to the public of the times and places of its meetings of committees where all the members are councillors. Council must also make available to the public copies of the agenda and associated business papers for each committee meeting.

#### **6. PROVISION OF ADMINISTRATIVE SERVICES TO THE COMMITTEE**

Secretarial services to the committees ,which includes the preparation of business papers, the taking and distribution of minutes and ensuring matters are reported to the council, will be undertaken by the following areas:

Strategic Asset and Works Committee	Engineering and Water and Waste
Finance and Governance Committee	Corporate Services and Executive
Community Development and Services Committee	Planning and Community Development

#### **7. TERM OF THE COMMITTEE**

The Committees shall serve for a one year period from the date of appointment. The Standing Committees may be dissolved at any time by a resolution of Council.

#### **8. THE CHAIRPERSON**

Pursuant to Clause 267(1) of the Regulations, the mayor is automatically the chairperson of each council committee consisting only of councillors unless he or she does not wish to be. In such a case, the council or committee will elect a chairperson. If the chairperson is unable or unwilling to chair a committee meeting, the deputy chairperson or acting chairperson is to run it in accordance with Clause 267(4) of the Regulations.

The chairperson and deputy chairperson shall be elected annually at the September meeting of each Standing Committee.

#### **9. CODE OF MEETING PRACTICE**

The provisions of Moree Plains Shire Council's adopted Code of Meeting Practice shall apply to the conduct of all Standing Committee meetings.

#### **10. POWERS**

The Standing Committees shall not have the power to incur expenditure, unless specifically delegated authority to do so under the provisions of Section 377 of the Act.

The Committees shall not have the power to bind the Council unless given specific delegated authority to do so by resolution of Council.

## **11. QUORUM**

The quorum for a Standing Committee meeting is five (5) Councillors.

## **12. DELEGATIONS**

The Standing Committees will not have delegated authority.

## **13. TIMETABLE OF MEETINGS**

Meetings will be held on the following days each month, commencing at 2pm:

- Second Thursday of month – Strategic Asset and Works Committee
- Third Thursday of month – Finance and Governance Committee
- Fourth Thursday of the month – Community Development and Services Committee

January meeting dates shall be reviewed in the preceding December and may be deferred to a later day in January to allow for due notice of agenda items.

Where there is not sufficient business to warrant holding a meeting, the meeting will be cancelled in consultation with the chairperson of the Standing Committee.

In addition to the above, further meetings may be called on an 'as needed' basis and will be convened by the General Manager in consultation with the Chairperson of the Standing Committee.

## **14. RECOMMENDATIONS**

Standing Committee recommendations requiring Council endorsement or action shall be incorporated into the next available Ordinary Council Meeting business paper for consideration.

Any recommendation of a Standing Committee, or any portions thereof, may be amended by the Council in any manner that the Council may think fit or may be referred back to the Standing Committee for further consideration.

The recommendations of the Committee, as far as adopted by the Council, will be resolutions of the Council. Recommendations of the Standing Committees shall not have effect unless and until adopted by Council.

## **15. MINUTES**

Each Standing Committee must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, the minutes must include details of each motion moved and any amendments moved to it, the names of the mover and seconder or the motion or amendment, and whether the motion or amendment is passed or lost.

## **16. CODE OF CONDUCT**

The Code of Conduct as adopted by Moree Plains Shire Council shall apply.

## **17. VENUE**

Unless otherwise specified in the notice of meeting, the venue for all meetings of the Committees shall be the Council Chambers, Max Centre, Balo Street, Moree.

## **18. REVIEW**

The Council Standing Committees Charter will be reviewed annually.