

# Governance Committee (GovCo)

## Terms of Reference

### Purpose

To give concentrated focus on key aspects of the City's Governance, allowing the Committee to consider matters within the Objectives and Duties of the Committee and advise Council.

### Background

1. The Governance Committee (GovCo) is a formally appointed Committee of Council.
2. Section 2.7 (2) (b) of the *Local Government Act 1995* (the Act) stipulates that it is the role of the Council to "determine the local government's policies".
3. Section 3.11 of the Act provides for the making of Local Laws under the Act and other Acts of State Parliament, as well as the procedures for doing so.
4. Section 5.56 of the Act and Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires Council to develop a Corporate Business Plan which will cover the period of at least four financial years. The Plan is reviewed annually and must be consistent with the priorities set out in the Strategic Community Plan, for the organisational operations related to asset management, workforce planning and long-term financial planning.

### Objectives and Duties

The GovCo will be responsible for:

1. The regular and timely review of the Council Policy documents. This includes the consideration of new Policy Statements but does not incorporate Policies or Guidelines of an administrative nature, which are the responsibility of the Chief Executive Officer (CEO).
2. Overseeing the development and review of Local Laws for consideration by Council.
3. The review of key governing documents of the City such as Plans, Strategies, Frameworks and the like.
4. Other matters referred by decision of Council.

### Membership

1. The GovCo will comprise of a minimum of four (4) Elected Members but with no upper limit, who shall be appointed by Council for a two-year term, in accordance with the two-year Electoral Cycle.
2. The CEO, Executive and other officers, under the direction of the CEO, shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee.
3. The Presiding Member of the Committee and Deputy Presiding Member of the Committee are to be appointed by Council.

## Meetings

1. The GovCo shall meet five (5) times each year, as scheduled by Council in the Annual Meeting Calendar, and on any other occasions as may be required to undertake the functions of the Committee.
2. The Committee shall be held in person at a time and date scheduled by Council in the Annual Meeting Calendar.
3. Any external consultant or other officer of the Council may be invited to attend any meeting of the Committee to address any specific item of business on the Agenda.

## Delegation

1. Nil

## Reporting

1. The Minutes of each meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered.
2. Reports from GovCo are referred to the next practicable Ordinary Council Meeting for determination by Council.
3. Reports to Council shall include any recommendations from the Committee, including the Officer Recommendation.

Strategic Link:	Strategic Community Plan 'Listening and Leading'
Category:	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
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