

# Standing Committees- Terms of reference

PROCEDURE 1.1.3 (a)

POLICY NO AND TITLE	<b>1.1.3</b>	<b>Committees of Council policy</b>
PROCEDURE	1.1.3 (a)	Standing Committees - Terms of reference
VERSION AND DATE ADOPTED	2	29 September 2009
RESPONSIBLE OFFICER		Corporate Planner

## Introduction

Council maintains five standing committees that are comprised of all Councillors with one Councillor annually elected by their peers to be Chairperson of each.

The five standing committees are:

- Governance and Strategy Committee
- Planning and Environment Committee
- Community and Cultural Committee
- Economic Committee
- Infrastructure Committee

## Terms of Reference

Terms of reference (TOR) provide guidelines for the various matters 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.

## Governance and Strategy Committee TOR

The Governance and Strategy Standing Committee terms of reference are:-

- a) Council's corporate management planning and reporting documents such as the Community Strategic Plan, Delivery Plan, Operational Plan and annual report
- b) Financial management, budgeting and reporting, annual financial audit
- c) Committees of Council
- d) Internal Audit Committee
- c) Council's policy framework
- d) Occupational health and safety
- e) Risk management
- f) Requests for Council assistance
- g) Civic functions and events
- h) New staff positions and human resources
- i) Election matters
- j) Organisational governance
- K) Code of Conduct
- l) Corporate legal representation and
- m) Corporate grants and tenders

## **Planning and Environment Committee TOR**

The Planning and Environment Standing Committee terms of reference are:-

- a) Development Application's
- b) Rezoning of land
- c) Planning Instruments (LEP, DCP's)
- d) Strategic planning reviews and structure plans
- e) Public regulation
- f) Planning and approvals for:
  - Council Reserves,
  - Wharves and jetties,
  - Halls,
  - Pools,
  - Boardwalks, and
  - All Council owned and managed lands
- g) Commercial and organised social events on Council owned and managed lands
- h) Environmental monitoring
- i) Environmental levy
- j) State of the environment reporting
- k) Street naming
- l) Native title
- m) Heritage
- n) Bush fire/ hazard management and
- o) Planning and environment grants and tenders

## **Community and Cultural Committee TOR**

The Community and Cultural Standing Committee terms of reference are:-

- a) Libraries
- b) Social and cultural planning
- c) Children, youth, family and aged care
- d) Access and equity
- e) Aboriginal development
- f) Art gallery
- g) Cemeteries
- h) Crime prevention and
- i) Community and cultural grants and tenders

## **Economic Committee TOR**

The Economic Standing Committee terms of reference are:-

- a) Economic development liaison
- b) Industry liaison and business promotion
- c) Major economic projects
- d) Branding and cluster development
- e) Chambers of Commerce
- f) Sapphire Coast Tourism and National Landscapes liaison and
- g) Economic grants and tenders

## **Infrastructure Committee terms of reference**

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) Day to day management of all Council assets
- d) Information technology
- e) Leasing of Council assets
- f) Water restrictions
- g) Capital works program
- h) Speed zones and
- i) Infrastructure grants and tenders