

Name:	Committees of Council		
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1 PURPOSE

This policy provides the structure and terms of reference for Committees of Council, their portfolios, membership and meeting procedures, and associated Advisory Groups.

2 PRINCIPLES

The City of Palmerston is committed to ensuring good governance and transparent decision making in determining the strategies, projects and services carried out by Council on behalf of and for the benefit of the community.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Standing Committee	A Committee of Council as defined under Part 5.2 of the Local Government Act.
Advisory Group	A group established by Council to provide advice to Council, Standing Committees and Council Officers. As they are not Committees of Council, they are able to establish their own meeting, agenda and minutes procedures, and report to and advise Standing Committees.

4 POLICY STATEMENT

4.1 Standing Committees of Council

- 4.1.1 Standing Committees of Council shall receive reports of officers, deliberate on issues within the portfolio assigned to it by Council, and in each instance report to Council its recommendations.
- 4.1.2 Pursuant to Section 54 of the Local Government Act, Council establishes the following Standing Committees of Council:
 - Community, Culture and Environment Committee
 - Economic Development and Infrastructure Committee
 - Governance and Organisation Committee
- 4.1.3 The membership of each Standing Committee shall consist of 4 Alderman (excluding the Mayor), with the Chair being appointed for a 12 month period by Council pursuant to Section 64(1)(b) of the Local Government Act.

- 4.1.4 The annual appointment of Chairs to the three Standing Committees shall take place as follows:
- The nomination period for Chair of the three Standing Committees shall open on 1 December of each year;
 - The Chief Executive Officer shall advise all Elected Members when the nomination period opens and invite Expressions of Interest for the position of Chair;
 - Expressions of Interest will close on the date of the first Ordinary Council Meeting to be held in January each year;
 - After the closing date for the Expressions of Interest, the Chief Executive Officer shall provide details of the Expressions of Interest received to all Elected Members;
 - At the first Ordinary Council Meeting in February each year, a report will be presented advising that the appointment of Chairs to the three Standing Committees is required;
 - Each Elected Member who has nominated for the position of Chair of a Committee is invited to make a short verbal presentation in support of their nomination;
 - Voting for a Chair of a Standing Committee is by a show of hands, unless the meeting resolves that a secret ballot is to be used;
 - The 12 month terms as a Chair of a Standing Committee commences on 19 February each year and is completed on 18 February the following year.
- 4.1.5 Membership shall be restricted to Alderman holding membership in no more than 2 committees. The Mayor shall be ex-officio voting member of each committee. One Alderman can act in an ex-officio manner where a quorum is not held, providing at least two Committee Members are present at the time of meeting.
- 4.1.6 Pursuant to Section 55(2) of the Local Government Act, Standing Committees are advisory in nature.
- 4.1.7 Pursuant to Section 63(2) of the Local Government Act, the Chief Executive Officer may, at the request of the Committee Chair, convene a meeting of the Committee.
- 4.1.8 If the Chief Executive Officer, in consultation with the Chair of the Committee, determines that there is no business to be put to a monthly meeting of the Committee, no meeting will be called for that particular month.

4.2 Terms of Reference for the Community, Culture and Environment Committee

4.2.1 Purpose

Council assigns the following Committee Portfolio to the Community, Culture and Environment Committee from the *City of Palmerston Municipal Plan*:

- 1.1 Healthy Communities programs and services
- 1.2 Safe Communities programs and services
- 1.3 Art and Cultural programs and services
- 1.4 Recreation programs and services
- 3.1 Environmental Sustainability

4.2.2 Membership

Membership shall consist of 4 Alderman.

4.2.3 Meetings

The Community, Culture and Environment Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.

4.2.4 Advisory Groups

The following Advisory Groups provide periodic reporting to, and can receive tasking from the Committee:

- Seniors Advisory Group
- Youth Inspiring Palmerston
- Palmerston Safe Communities Committee
- Palmerston and Rural Youth Services Network

4.2.5 Previous Committee Status

The following previously established committees are dissolved, with the Community, Culture and Environment Committee taking over their respective responsibilities:

- Sister Cities Committee
- Community Grants Committee
- Physical Activity Committee
- Environment Committee

4.3 Terms of Reference for the Economic Development and Infrastructure Committee

4.3.1 Purpose

Council assigns the following Committee Portfolio to the Economic Development and Infrastructure Committee from the *City of Palmerston Municipal Plan*:

- 2.1 Tourism programs and services
- 2.2 Local Business and Industry programs and services
- 2.3 City Planning programs and services, including CBD Master Plan implementation and major projects
- 3.2 Assets and Infrastructure
- 3.3 Waste Management

- 4.3.2 Membership
Membership shall consist of 4 Alderman.
- 4.3.3 Meetings
The Economic Development and Infrastructure Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.
- 4.3.4 Advisory Groups
The following Advisory Group provides periodic reporting to, and can receive tasking from the Committee:
- Disability Access Working Group
- 4.3.5 Previous Committee Status
The following previously established committees are dissolved, with the Economic Development and Infrastructure Committee taking over their respective responsibilities:
- CBD Implementation Committee
 - Major Projects Committee
- 4.4 Terms of Reference for the Governance and Organisation Committee
- 4.4.1 Purpose
Council assigns the following Committee Portfolio to the Governance and Organisation Committee from the *City of Palmerston Municipal Plan*:
- 4.1 Responsibility, including governance, performance, risk management, financial sustainability, policy and strategy
 - 4.2 Service, including customer service, community engagement and public relations
 - 4.3 People, including continuous improvement, benchmarking and efficiency initiatives, but excluding Human Resources
 - 4.4 Systems, including business and financial processes, and Information Technology
- 4.4.2 Membership
Membership shall consist of 4 Alderman.
- 4.4.3 Meetings
The Governance and Organisation Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.
- 4.4.4 Previous Committee Status
The following previously established committees are dissolved, with the Governance and Organisation Committee taking over their respective responsibilities:
- Branding Committee
 - Policy and By-Laws Committee
 - Administrative Review Committee

4.5 Advisory Groups

- 4.5.1 Advisory Groups are not bound to follow Palmerston (Procedures for Meetings) By-Laws.
- 4.5.2 Advisory Groups are to determine their own meeting procedures, agendas and minutes.
- 4.5.3 Advisory Groups are to in the first instance report or make requests of Council through their respective Standing Committee.

4.6 Other Committees of Council

The following Committees of Council are established with their own Terms of Reference and portfolios elsewhere:

- Internal Audit Committee
- CEO Appraisal and Remuneration Committee

5 ASSOCIATED DOCUMENTS

- 5.1 FIN09 City of Palmerston Internal Audit Committee Policy

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act
- 6.2 Local Government (Administration) Regulations