

# 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 4 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

1. The GovCo will be responsible for:  
The regular and timely review of the Council Policy documents. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise.
  - a. Overseeing the development and review of Local Laws for consideration by Council.
  - b. The review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendation to Council.
  - c. The review of the Corporate Governance Framework.
  - d. Other matters referred by decision of Council.

### Membership

1. The GovCo will comprise of a minimum of four Elected Members, who shall be appointed by Council for a two year term, in accordance with the two year Electoral Cycle.
2. The CEO, Executive and administrative staff, 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.

## Meetings

1. The GovCo shall meet five (5) times each year, on the third Tuesday in February, April, June, August, and October 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 6:00pm to 7:00pm or at 7:30 to 8:30pm on a rotating basis with the Organisational Performance Committee.
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 in accordance with the *Standing Orders Local Law 2016*.
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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