

LOGAN CITY COUNCIL

TERMS OF REFERENCE *CITY GOVERNANCE, FINANCE & WATER COMMITTEE*

1. **PURPOSE**

The City Governance, Finance & Water Committee is a formal standing committee of Logan City Council and provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. **SCOPE AND LIMITATIONS**

This Committee comprises all Councillors of Logan City Council. It is the peak decision making body dealing with strategy and policy as it relates to corporate governance, finance, water, inter-governmental relations and local government legislation.

The City Governance, Finance & Water Committee makes recommendations to the Ordinary Council meeting. The City Governance, Finance & Water Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer, Deputy Chief Executive Chief Executive Officers, Managers and appropriately delegated officers.
2. Consider the material in the reports from officers.
3. Formulate recommendations to the Ordinary Council Meeting.

3. **RESPONSIBILITIES**

The following is a list of functions assigned to the City Governance, Finance & Water Committee:

- Accounting systems and reporting
- Annual budget monitoring and approval of budget variances.
- Annual review of Logan Water performance plan
- Oversight of annual Budget formulation
- Corporate strategic financial management
- Council policy
- Councillor services
- Council's legislative program

- Debt recovery
- Delegations of Authority
- Delivery of water and sewerage services
- Economic development
- Electoral matters
- Regional collaboration
- Legal services
- Logan City Youth Council
- Suburb boundary changes
- National Competition Policy reforms
- Corporate policy co-ordination
- Rating functions including levies collection, write-offs and valuation analysis
- Records management
- Organisational performance
- Corporate and operational planning
- International Relations
- Council Media

4. **MEMBERSHIP**

Council at its Special meeting held on 18 May 2009 (Minute No. 160/2009), resolved that the membership of the City Governance, Finance & Water Committee be appointed as follows:-

Chairperson:	Cr T L Smith
Members:	Cr L C Bradley
	Cr R B Lutton
	Cr J B Grant
	Cr S D Black
	Cr G J Able
	Cr L J Clarke
	Cr C M Dalley
	Cr P W Pidgeon
	Cr D R Power
	Cr H D Ban
	Cr R W Hackwood

5. **DELEGATE MEMBER**

Council at its Special meeting held on 18 May 2009 (Minute No. 160/2009), resolved that in accordance with Section 454 of the *Local Government Act 1993*, Her Worship the Mayor, Councillor P L Parker be appointed as a delegate member to the City Governance, Finance & Water Committee.

6. **QUORUM**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved that in accordance with Section 455 of the *Local Government Act 1993* the quorum for Council's Standing Committees be fixed as follows:

- (a) The quorum of a Standing Committee is a majority of its Councillors;
- (b) However, if the number of Councillors is an even number, one-half of the number is the quorum.

7. **FREQUENCY**

Section 1(5) of Council's Policy entitled 'Days and Times for Local Government Committee Meetings' states as follows:

"City Governance, Finance & Water
Meets on the Thursday in the week preceding the Council's Ordinary meeting, commencing 8.30am."

A 'Calendar of Meetings' is forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

The City Governance, Finance & Water Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

NOTE: Please refer to Section 12 (Time of meetings) of Local Law No 1 (Meetings) 1997, and s457 (Committee meetings) of the *Local Government Act 1993*.

8. **AGENDA DISTRIBUTION TIME**

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

9. **CONDUCT OF MEETINGS**

The City Governance, Finance & Water Committee operates in accordance with s457 (Committee meetings) of the *Local Government Act 1993* and Part 3 of *Local Law No. 1 (Meetings) 1997*.

RECORDING OF MINUTES

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved as follows:

- 1. That in accordance with Section 459(3) of the Local Government Act 1993, Council resolves to exempt its Standing Committees from keeping minutes of its proceedings.

2. That in accordance with Section 459(4) of the Local Government Act 1993, Council resolves to continue with the existing practice of providing a written report of Committee recommendations to the Ordinary Council Meeting for consideration.

10. **CONFLICT OF INTEREST**

In accordance with s229(3)(Councillor's role), s244 (Exclusion from meeting of councillor with material personal interest) and 246A (Recording a conflict of interest) of the *Local Government Act 1993*, committee members must declare their interest, whether Material or Personal.

11. **SUPPORTING LEGISLATION**

This document should be read in conjunction with the following:

- Local Government Act 1993; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

Adopted by Council on 2 June 2009.

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