

Terms of Reference

**Procurement and Appropriations Special
Committee**

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Terms of Reference

1. Name of the Committee

1.1 The name of the Special Committee is the Procurement & Appropriations Special Committee.

1.1.1 Establishment

The Procurement & Appropriations Special Committee (Special Committee) is established as a Special Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council's Local Government and Committee Meeting Code.

2. Purpose, Objectives and Responsibilities

2.1 The Committee will broadly align with the Corporate Plan Priorities, 'Maintaining Current Levels of Service' and 'High Performing Organisation'.

2.2 This Special Committee has been established to provide support, advice and guidance on Council's procurement and appropriation activities.

2.3 The Special Committee is to:

2.2.1 Provide support, guidance and advice on the Council's procurement and appropriation activities in line with relevant legislation;

2.2.2 The Committee makes recommendations to the Ordinary Council meeting through a report to the City Governance Committee.

2.2.3 Fulfil the Committee's main functions of:

- (a) Requesting the receipt of reports from appropriately delegated officers;
- (b) Proactively request and consider reports provided by appropriately delegated officers;
- (c) Engaging in reviews of Council's procurement and appropriation activities;
- (d) Consulting with external and internal subject matter experts; and
- (e) Formulating reports and recommendations to the Ordinary Council meeting via the City Governance Committee.

2.2.4 Review its performance against the Committee's strategic goals at the end of each financial year.

2.4 The Special Committee will contribute directly to the realisation of pursuing the purpose, objectives and responsibilities through the delivery of three strategic goals:

- (a) Oversight;
- (b) Education; and
- (c) Innovation.

2.5 Membership

Council at its meeting of 29 July 2020 (Minute No. 84/2020) resolved that the membership of the Special Committee be appointed as follows:

Chairperson: Councillor Heremaia

Members: Councillor Bradley
 Councillor Bannan
 Councillor Frazer
 Councillor Stemp
 Councillor Willcocks

2.5 Spokesperson

The Chairperson of the Special Committee is the appointed Spokesperson for Committee related matters.

2.6 Prefix

The Committee prefix is 'PR'.

3. Place and Frequency of Meetings

- 3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.
- 3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.

4. Timeframes and Distribution of the Notice and Agenda

- 4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 254C of the *Local Government Regulation 2012* and Council's Local Government and Committee Meeting Code.
- 4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. Recording of Recommendations

- 5.1 Council at its meeting of 29 July 2020 (Minute No. 84/2020) resolved as follows:
 - (b) *That, in accordance with Section 272(8) of the Local Government Regulation 2012, Council resolves to provide a written report of the Procurement and Appropriations Special Committee's recommendations to the Ordinary Council meeting for consideration and adoption via the City Governance Committee.*

6. Supporting Documents

- 6.1 This document should be read in conjunction with the following documents:
 - (a) *Local Government Act 2009;*
 - (b) *Local Government Regulation 2012;*
 - (c) Logan City Council's Local Government and Committee Meeting Code; and
 - (d) Council's policies, delegations of authority and management directives relevant to meeting procedures.

7. Document Control

File: 679694-1, Document Id: 13861306

Version Number	Description of Change	Author/Branch	Date
1.0	Creation	Corporate Governance	29 July 2020
2.0	Removal of exemption from minutes	Corporate Governance	28 January 2022