

# Terms of Reference – Standing and Special Committees

<b>Effective Date:</b>	10 April 2024
<b>Strategic Alignment:</b>	Local Government Act 2009 Corporate Plan – High Performing Organisation
<b>Review Timeframe:</b>	Every 2 years

## 1. Establishment of committees

Logan City Council may, under clause 264 of the *Local Government Regulation 2012*, appoint, from its councillors, standing committees or special committees.

Clause 3.2 of the Local Government and Committee Meeting Code provides that, in resolving to appoint a committee, the local government must adopt a terms of reference for that committee. This document outlines the appointment by Logan City Council of its standing and special committees, including:

- (a) City Governance Committee
- (b) City Lifestyle Committee
- (c) City Infrastructure Committee
- (d) City Planning, Economic Development and Environment Committee
- (e) Special Budget Committee.

The terms of reference for each committee comprise this document, together with the outline of the purpose, objective and responsibilities of each of set out in Schedule 1.

## 2. Membership

Membership of each of the committees shall consist of:

- (a) the Mayor – as required by section 12(4)(f) of the *Local Government Act 2009*, although it is acknowledged that the Mayor may have other responsibilities to attend to and may, without the grant of a leave of absence, not attend some meetings of the committees
- (b) the Deputy Mayor
- (c) all Councillors.

## 3. Chairperson

The Mayor is the chairperson of all meetings of Ordinary Council.

Each committee will elect, from its members, a Chairperson and Deputy Chairperson(s), as required by clause 3.2(d) of the Local Government and Committee Meeting Code.

## 4. Roles and responsibilities

Each of the committees will:

- (a) receive and consider reports related to their focus areas, presented by the reporting directorates

- (b) make recommendations for consideration at Ordinary Council, by way of a report to the Ordinary Council meeting. In the case of the Special Budget Committee, their recommendations will be presented to an Special Ordinary Council meeting for adoption of the annual budget.

The Chairperson is the spokesperson for any committee related matters.

The Executive Leadership Team is responsible for the approval of reports for inclusion in the meeting agenda. Where necessary, they will liaise with the Mayor or Chairperson in relation to relevant matters.

The Governance branch is responsible for the preparation and distribution of the meeting agenda.

## 5. Supporting documents

This document should be read in conjunction with the following supporting documents:

- (a) Local Government Act 2009
- (b) Local Government Regulation 2012
- (c) Local Government and Committee Meeting Code
- (d) Council's policies and delegations relevant to meeting procedures.

## 6. Definitions

The following definitions apply to this Policy.

Term	Definition
Committee	All and any standing committee, special committee or advisory committee established by Council.
Executive Leadership Team	The Chief Executive Officer and the directors of each reporting directorate.
Meeting Code	The Local Government and Committee Meeting Code, as adopted by Council from time to time.
Ordinary Council	The formal decision-making authority for Council, consisting of the Mayor (who is the Chairperson), the Deputy Mayor and all Councillors.
Reporting directorate	The directorate aligned with each committee, as outlined in Schedule 1.

## 7. Document Control

Version Control	File No.	Document No.	Council Min No.	Description of Change	Effective Date
1.0	679694-1	17268735	39/2024	Creation	10/04/24

# Schedule 1

City Governance Committee	
<b>Type</b>	Standing Committee, established in accordance with section 264 of the <i>Local Government Regulation 2012</i> .
<b>Corporate Plan Focus Area</b>	High performing organisation Maintaining current levels of service
<b>Focus areas</b>	<p>Considers matters related to:</p> <ul style="list-style-type: none"> <li>• corporate planning</li> <li>• corporate governance, including conduct breach matters</li> <li>• finance</li> <li>• property</li> <li>• legal services</li> <li>• information technology services</li> <li>• customer service and information</li> <li>• corporate communications, including media</li> <li>• people and culture</li> <li>• advocacy</li> </ul>
<b>Decision making ability</b>	<p>Council has not, under section 257 of the <i>Local Government Act 2009</i>, delegated an ability to make decisions to this Committee. The Committee will:</p> <ul style="list-style-type: none"> <li>• receive reports from the Chief Executive Officer and Directors</li> <li>• consider the material in those reports</li> <li>• make recommendations to the next Ordinary Council meeting.</li> </ul>
<b>Reporting directorates</b>	<p>Office of the Chief Executive Officer</p> <p>Organisational Services</p> <p>People and Engagement</p> <p>Board of any Council-owned beneficial enterprises.</p>
<b>Chairperson</b>	Councillor Karen Murphy (as at 10 April 2024)
<b>Deputy Chairpersons</b>	<p>Councillor Paul Jackson (as at 10 April 2024)</p> <p>Councillor Lisa Bradley (as at 10 April 2024)</p>

City Lifestyle Committee	
<b>Type</b>	Standing Committee, established in accordance with section 264 of the <i>Local Government Regulation 2012</i> .
<b>Corporate Plan Focus Area</b>	Healthy connected community Proud City
<b>Focus areas</b>	Considers matters related to: <ul style="list-style-type: none"> <li>• sport and community infrastructure</li> <li>• parks</li> <li>• city safety and liveability</li> <li>• library services</li> <li>• art galleries and creative industries</li> <li>• cultural services</li> <li>• community development</li> <li>• venues and events.</li> </ul>
<b>Decision Making Ability</b>	Council has not, under section 257 of the <i>Local Government Act 2009</i> , delegated an ability to make decisions to this Committee. The Committee will: <ul style="list-style-type: none"> <li>• receive reports from the Chief Executive Officer and Directors</li> <li>• consider the material in those reports</li> <li>• make recommendations to the next Ordinary Council meeting.</li> </ul>
<b>Reporting Directorates</b>	Community and Lifestyle
<b>Chairperson</b>	Councillor Tony Hall (as at 10 April 2024)
<b>Deputy Chairperson</b>	Councillor Mindy Russell (as at 10 April 2024)

City Infrastructure Committee	
<b>Type</b>	Standing Committee, established in accordance with section 264 of the <i>Local Government Regulation 2012</i> .
<b>Corporate Plan alignment</b>	Infrastructure Healthy Connected Community
<b>Focus areas</b>	Considers matters related to: <ul style="list-style-type: none"> <li>• road infrastructure</li> <li>• road planning and design</li> <li>• asset management</li> <li>• road construction and maintenance</li> <li>• disaster management</li> <li>• water and sewerage services</li> <li>• plant fleet.</li> </ul>
<b>Decision Making Ability</b>	Council has not, under section 257 of the <i>Local Government Act 2009</i> , delegated an ability to make decisions to this Committee. The Committee will: <ul style="list-style-type: none"> <li>• receive reports from the Chief Executive Officer and Directors</li> <li>• consider the material in those reports</li> <li>• make recommendations to the next Ordinary Council meeting.</li> </ul>
<b>Reporting Directorates</b>	Transport and Water Services
<b>Chairperson</b>	Councillor Scott Bannan (as at 10 April 2024)
<b>Deputy Chairperson</b>	Councillor Nathan St Ledger (as at 10 April 2024)

**City Planning, Economic Development and Environment Committee**

<b>Type</b>	Standing Committee, established in accordance with section 264 of the <i>Local Government Regulation 2012</i> .
<b>Corporate Plan alignment</b>	Environment Economy and Growth Proud City
<b>Focus areas</b>	Considers matters related to: <ul style="list-style-type: none"> <li>• development assessment and engineering</li> <li>• building certification</li> <li>• planning appeals</li> <li>• land use and infrastructure planning and policy</li> <li>• growth management</li> <li>• economic development and strategy</li> <li>• tourism</li> <li>• environmental health and immunisation</li> <li>• environmental management</li> <li>• waste and recycling.</li> </ul>
<b>Decision Making Ability</b>	Council has not, under section 257 of the <i>Local Government Act 2009</i> , delegated an ability to make decisions to this Committee. The Committee will: <ul style="list-style-type: none"> <li>• receive reports from the Chief Executive Officer and Directors</li> <li>• consider the material in those reports</li> <li>• make recommendations to the next Ordinary Council meeting.</li> </ul>
<b>Reporting Directorates</b>	Growth, Economy and Sustainability
<b>Chairperson</b>	Councillor Miriam Stemp (as at 10 April 2024)
<b>Deputy Chairperson</b>	Councillor Mindy Russell (as at 10 April 2024)

<b>Special Budget Committee</b>	
<b>Type</b>	Special Committee, established in accordance with section 264 of the <i>Local Government Regulation 2012</i> .
<b>Corporate Plan alignment</b>	High performing organisation Maintaining current levels of service
<b>Focus areas</b>	Considers matters related to the preparation and adoption of Council's annual budget and operational plan.
<b>Decision Making Ability</b>	Council has not, under section 257 of the <i>Local Government Act 2009</i> , delegated an ability to make decisions to this Committee. The Committee will: <ul style="list-style-type: none"> <li>• receive reports from the Chief Executive Officer and Directors</li> <li>• consider the material in those reports</li> <li>• make recommendations to Ordinary Council meeting for adoption of the annual budget.</li> </ul>
<b>Reporting Directorates</b>	Office of the Chief Executive Officer Organisational Services
<b>Chairperson</b>	Councillor Karen Murphy (as at 10 April 2024)
<b>Deputy Chairpersons</b>	Councillor Paul Jackson (as at 10 April 2024) Councillor Lisa Bradley (as at 10 April 2024)