

Terms of Reference

Statement of Expectations Special Committee of Glamorgan Spring Bay Council

Introduction

This Special Committee (henceforth the SoE Committee) is established by Glamorgan Spring Bay Council (the Council) in accordance with section 24 of the *Local Government Act 1993* (the Act).

Functions

The function of the SoE Committee is to provide a draft Statement of Expectations (SoE) to Council for approval, prior to submission of the SoE to the Director of Local Government. The SoE is to deal with roles and relationships between the Mayor and Councillors, Mayor and General Manager, Councillors and General Manager, and Mayor and Councillors with staff.

The Special Committee can make recommendations to Council, which can be accepted or rejected as Council determines.

Pursuant to the decision of Council on 26 May 2020 (Decision # 173/20), the Committee is to undertake the task of supporting and monitoring the implementation of the SoE. The Committee is to provide regular reports to Council on progress. In addition, the Committee is to provide a report on the effectiveness of the SoE to Council at its September meeting, recommending that the report be endorsed and forwarded to the Director of Local Government.

Membership

Membership of the Committee is confined to those Councillors who have signed the Statement of Expectations.

Membership of the Committee comprises:

- The Mayor (provided that the Mayor is an SoE signatory)
- The Deputy Mayor (provided that the Deputy Mayor is an SoE signatory)
- Two Councillors elected by Council
- The General Manager
- Mr Greg Preece (Adviser)
- Ms Lynn Mason (Adviser)

Ms Lynn Mason is the Chairperson of the Committee.

If either the Mayor or Deputy Mayor is ineligible to be a member of the Committee, Council may elect another Councillor to fill the Committee vacancy.

Councillors elected to the Committee will hold that office until the next ordinary Council election, unless they become ineligible to hold that office.

If the Chairperson is absent for a meeting, those members present may elect one of their number to chair that meeting.

A quorum is any four members of the Committee in attendance.

Resources

The General Manager is the Executive Officer of the Committee. As Executive Officer, the General Manager will

- develop the agenda for SoE meetings in conjunction with the Advisers;
- draft papers and reports for the SoE Committee as required;
- take minutes of meetings and circulate draft minutes to the Committee within five working days of Committee meetings. With the permission of the Committee, the General Manager may delegate the tasks of taking and circulating the Minutes of the Committee to his Executive Officer;

- after comment from Committee members, circulate the draft minutes to councillors;
- ensure that the monthly Advisers' Report is placed on the Council agenda for ordinary council meetings, and placed on the Council website within five working days of the council meeting at which is it tabled;
- where relevant, progress actions agreed by the Committee.

Meetings

The Committee will meet at least monthly.

The Committee will meet on these approximate dates:

- 17th February
- 16th March
- 20th April
- 18th May
- 15th June
- 13th July
- 17th August

to allow the Committee's reports to be provided to Council in time for its Ordinary Council Meetings.

The Chairperson can call a meeting at any time, or three or more members of the Committee can require the Chairperson to convene a meeting.

Meetings may be attended by telephone or teleconference, as well as in person.

The Committee may invite people or groups to attend meetings as required, e.g. LGAT, the Integrity Commission, the Australian Services Union, or other appropriate body.

Glamorgan Spring Bay Councillors may attend meetings as observers.

The main item on meeting agendas will be monthly reports presented by the two independent Advisers.

Signed:

Chairperson, Statement of Expectations Special Committee

Date:

Version # 3. Adopted by Council (Insert Council Meeting Date)