Council Policy 2.1

Committees of Council

Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised *10 Year Strategic Plan 2017-2027* and the *Sustainability Strategy 2022/2023 – 2026/2027*

Purpose

This policy outlines the governance of the following Council approved committees:

* Audit Committee (AC)
* Chief Executive Officer Performance Review Committee (CEOPRC)
* Legal Committee (LC)

The committees are designed to play an important part in the corporate decision-making process on a variety of matters and are designed to report on recommendations to Council of an advisory nature.

Legislation

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*EMRC Meeting Procedures Local Law 2023*

Policy Statement

**Number of Committees**

Wherever possible, creation of new committees is to occur only when new tasks cannot be allocated to existing committees.

**Formation of Committees**

EMRC Committees are established by Council for the purpose of providing advice and technical expertise on issues relevant to the EMRC Council.

Council will maintain an Audit Committee, a Chief Executive Officer Performance Review Committee and a Legal Committee and determine a Terms of Reference for each of the established committees.

**Audit Committee (AC)**

Membership of the AC will comprise of one council member from each of the participant member councils and the committee will have a Terms of Reference as amended from time to time by Council approval.

Council will appoint deputy members to members of the Council on the AC.

**Chief Executive Officer Performance Review Committee (CEOPRC)**

Membership of the CEOPRC will comprise of council members only and the committee will have a Terms of Reference as amended from time to time by Council approval.

No deputy members are appointed to the CEOPRC as the continuity of members during the annual performance review is important in ensuring that a fair and objective process is achieved.

**Legal Committee (LC)**

The Legal Committee will comprise of council members, deputy members and second deputy members, as appointed by Council and will have a Terms of Reference as amended from time to time by Council approval.

**Attendance Management**

The meetings are to take place in person (face to face) where possible. However, teleconferencing, videoconferencing and other electronic means will be used when necessary.

If officers from member councils attend EMRC committee meetings, they are to have the status of observer.

**Dissolving, Reappointing and Disbanding Committees**

Following the Local Government elections, which occur every two years, all committees of Council are to be dissolved and no committee meetings are to be scheduled or held while the committees are dissolved.

At the next ordinary or special meeting of Council as appropriate following a Local Government election, elected members are to be appointed to each committee by Council resolution.

Council may determine at any time that a committee is no longer required and is to be disbanded.

Financial Considerations

Nil

Adopted/Reviewed

8 December 1994

22 July 1999

24 February 2000

02 May 2002

19 February 2004

20 May 2004

23 February 2006

18 September 2008

23 September 2010

8 September 2014

06 December 2018

25 November 2021

22 February 2024

Next Review

Following the Local Government Elections in 2025

Responsible Unit

Chief Executive Officer’s Office