

Corporate and Community Services Committee

Adopted by Council:
28 November 2023

Review Date:
4 years (or within 12 months of a general election)

1. Background

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council established by resolution at its meeting of 29 November 2022 the Corporate and Community Services Committee ("the Committee").
- 1.2 The Committee is established from 29 November 2022 and will continue in existence until the next general election of Council, unless wound up at any time by Council by resolution.

2. Function of the Corporate and Community Services

The Committee is established to provide advice and recommendations to the Council to review and develop operational aspects of Council business involving the delivery of services to the community including, but not limited to:

- Home Assistance Scheme
- Community assistance and support; services
- Library and community information services
- Customer service
- Children & Youth Services;
- Civic and community events

Other operational business areas the Committee may consider to assist Council in their decision making and functions include but are not limited to:

- Provision of sport and recreation facilities
- Council property leases
- Tourism
- Economic development

3. Membership

- 4.1 A minimum of seven (7) Council Members will be appointed by the Council by resolution as members of the Committee, for a period determined by Council.
- 4.2 The Committee may, by resolution supported by a majority of all members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.

4. Presiding Member and Deputy Presiding Member

- 5.1 The Council will appoint the Presiding Member) of the Committee for the term determined by Council or resolve for the Committee to appoint a Presiding Member
- 5.2 The Committee will appoint a Deputy Presiding Member at the first meeting of the Committee for the same term as the Presiding Member
- 5.3 If the Presiding Member of the Committee is absent from a meeting, then the Deputy Presiding Member will chair the meeting until the Presiding Member is present. In the absence of the Presiding Member and the Deputy Presiding Member, a member of the Committee chosen from those present will preside at the meeting until the Presiding Member or Deputy Presiding Member is present.

5. Meeting Details

- 6.1 The Committee shall meet on the second Tuesday of the month (bi-monthly), commencing at 7.00pm and may in addition meet on other days and times as determined by the Committee.
- 6.2 The Committee will meet in the Council Chambers, or as otherwise determined by the Committee.
- 6.3 All Committee meetings will be conducted in accordance with the Act, and relevant regulations, the Code of Practice for Council and Committee Meeting Procedures and the Code of Practice for Access to Council and Committee Meetings and Council Documents.
- 6.4 Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* apply to meetings of this Committee.

6. Reporting Requirements

- 7.1 This Committee reports directly to and is accountable to Council.