



EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION

CHIEF EXECUTIVE OFFICER COMMITTEE

TERMS OF REFERENCE

1. Preamble

On 28 June 2013, the Board of the Eyre Peninsula Local Government Association (“the EPLGA”) met to consider the establishment of a Chief Executive Officer Committee to “*meet from time to time to consider issues of relevance to Eyre Peninsula Councils, and to provide advice to the EPLGA on those issues.*”

2. Name of Committee

Chief Executive Officer Committee (“the Committee”)

3. Role

- 3.1 To provide high level strategic advice to the EPLGA about its identified priority issues.
- 3.2 To arrange and coordinate reports to the EPLGA on those priority issues.
- 3.3 To initiate reports and advice to the EPLGA on other matters identified by the Committee to be of strategic regional significance.
- 3.4 To assist and advise the EPLGA about the development and implementation of its Management Plan and other plans.
- 3.5 To share operational information and expertise amongst the Committee members.

4. Membership

- 4.1 Membership of the Committee will be comprised of the Chief Executive Officers of all Constituent Councils of the EPLGA, subject to the following:
 - 4.1.1 A Chief Executive Officer who is a member of the Committee may, as evidenced in writing, (including by email), to be received by the Chairperson no later than 5.30pm on the day immediately preceding a Committee meeting, appoint a proxy to attend a meeting of the Committee in his/ her place, provided the proxy is a member of the relevant Council’s executive staff.

4.1.2 A proxy is entitled to vote at a meeting of the Committee.

- 4.1.3 The Chief Executive Officers of other regional organisations may be invited to attend the meetings of the Committee on a regular, or as needs, basis but will attend in an observatory capacity only, and will not be entitled to vote at a meeting of the Committee.
- 4.1.4 Other State Government Agency staff may be invited to attend the meetings of the Committee on a regular, or as needs, basis but will attend in an observatory capacity only, and will not be entitled to vote at a meeting of the Committee.

5. Chairperson

- 5.1 The Chairperson will be appointed on a rotational basis.
- 5.2 The CEO of the Constituent Council scheduled to host the forthcoming EPLGA Annual Conference will be appointed Chairperson for the period up to, and including, the EPLGA Annual Conference.
- 5.3 At the meeting of the Committee immediately following the EPLGA Annual Conference in any calendar year, the CEO of the Constituent Council scheduled to next host the conference, is to be appointed Chairperson.
- 5.4 The term of appointment of the Chairperson is to be recorded in the Minutes of the first formal meeting following each EPLGA Annual Conference.
- 5.5 The Executive Officer of the EPLGA shall assist the Chairperson to convene meetings of the Committee and to manage the administration of the meetings.
- 5.6 The Executive Officer of the EPLGA will attend all meetings of the Committee, but is not a member of the Committee.
- 5.7 The Executive Officer of the EPLGA is not entitled to vote at a meeting of the Committee.

6. Meeting Procedures

- 6.1 Subject only to the extent that they are modified by this clause, the proceedings of the Committee will be the same as those for committees of a council as defined in Part 2 Chapter 6 of the *Local Government Act 1999* (“the Act”) and in accordance with Parts 1, 3 and 4 of the *Local Government (Proceedings at Meetings) Regulations 2013* (“the Meeting Regulations”).
 - 6.2 In that regard reference to a “council” in Part 2 Chapter 6 of the Act is to be read as “the EPLGA” and “the chief executive officer” is to read as the Executive Officer of the EPLGA.
 - 6.3 To the extent that these Terms of Reference, the Act and the Meeting Regulations are silent, the Committee may determine its own meeting procedures.
 - 6.4 The Committee will meet the day prior to each meeting of the EPLGA Board, unless otherwise determined by the Chairperson.
 - 6.5 Notwithstanding the above, the Committee shall meet at least three (3) times per
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year, prior to the EPLGA Board meetings, with the exception being the EPLGA Board meeting held in conjunction with the EPLGA Annual Conference.

- 6.6 A special meeting of the Committee may be held at any time and may be called by the Chairperson, or on the written request of two (2) members of the Committee.
 - 6.7 Notice of all meetings will be given in accordance with the provisions applicable to a committee meeting under Part 2 Chapter 6 of the Act and the Meeting Regulations.
 - 6.8 Agendas will be prepared for each meeting by the Chairperson and circulated to members of the Committee at least three (3) working days in advance of the scheduled meeting.
 - 6.9 If the Chairperson is absent, or otherwise unwilling to act as Chairperson, one of the remaining members of the Committee, (not being a proxy for a member), as chosen by the members present at the meeting, is to preside.
 - 6.10 No meeting of the Committee will commence until a quorum of members is present and no meeting may continue unless there is a quorum of members present.
 - 6.11 A quorum for a meeting of the Committee shall be one (1) half of the total number of Committee members divided by two (2) (ignoring any fraction) and adding one (1).
 - 6.12 If within half an hour after the time appointed for commencement of a Committee meeting a quorum is not present, the meeting shall be adjourned to another time determined by the Chairperson.
 - 6.13 If at any time during a meeting of the Committee there is no quorum, then no formal business may be transacted. The members may decide to continue informal discussions and any outstanding business shall be deferred to a future meeting.
 - 6.14 For the purposes of this clause, the contemporary linking together by telephone, audio-visual or other instantaneous means ("telecommunications meeting") of a number of Committee members is deemed to constitute a meeting of the Committee, provided there is collectively a quorum.
 - 6.15 Each of the Committee members taking part in the telecommunications meeting, must at all times during the meeting be able to hear, and be heard by, each of the Committee members present.
 - 6.16 At the commencement of a telecommunications meeting, each Committee member shall announce his/her presence to all of the Committee members taking part in the meeting.
 - 6.17 A Committee member must not leave a telecommunications meeting by disconnecting his/her audio-visual or other communication equipment, unless the Committee member has previously notified the Chairperson.
 - 6.18 All matters for decision at a meeting of the Committee will be decided by a simple
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majority of the members present and entitled to vote on the matter.

- 6.19 All members of the Committee, including the Chairperson, are entitled to a deliberative vote. Members of the Committee may vote by proxy.
- 6.20 In the event of an equality of votes, the Chairperson has a casting vote.
- 6.21 The Committee will be subject to section 90 of the Act as if it were a committee established by a council. As such, meetings of the Committee will be open to the public unless the Committee so resolves to exclude the public pursuant to section 90(2) and (3) of the Act.
- 6.22 Any document or information provided to Committee members in confidence, or considered in confidence, must be kept confidential.
- 6.23 The Chairperson must ensure that accurate written Minutes of the Committee proceedings are kept and produced for verification at the subsequent meeting of the Committee.
- 6.24 Minutes of meetings of the Committee will be distributed to Committee members and tabled at the meetings of the EPLGA Board.

7. Executive Support and Implementation

- 7.1 The Executive Officer of the EPLGA will provide executive support to the Committee.
- 7.2 The Committee may, from time to time, establish working groups or appoint individual members to consider and advance work on a particular issue or issues.

8. Delegation

- 8.1 Pursuant to clause 36(2)(a) of Schedule 2 of the Act, the EPLGA Board may delegate tasks to the Committee for action.
- 8.2 The Committee may sub-delegate to the established sub-committees, working groups, or newly established working groups, as deemed necessary.
- 8.3 The Executive Officer's Work Plan ("the Plan") will highlight delegated tasks to the Committee and/or working groups for action and upon adoption of the Plan, it is deemed the tasks have been delegated to the Executive Officer and/or the Committee where relevant for action or sub-delegation.

9. Reporting

- 9.1 The Committee will be responsible for reporting outcomes from its own operations, Engineering & Works Sub-committee and working groups to the EPLGA Board.
 - 9.2 The Chairperson of the Committee will provide the EPLGA Board with an update of the proceedings of the Committee and the Engineering & Works Sub-committee meetings at the EPLGA Board meeting.
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Document Control:

Implementation:

Executive Officer Report No.

Motion No.:

Date:

Review:

Reviewed:

EPLGA Review Motion No.:

Certification:

I, (Print Name) certify that this is the current copy of the Chief Executive Officer Committee Terms of Reference.

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Signature

Date:/...../.....
