



GOVERNANCE COMMITTEE

CONFIRMED MINUTES

for the meeting to held from 5.30 pm on Tuesday 20 December 2011,
in the Margaret Coates Boardroom, City Office, North Road, Albany

(File Ref: CM.MEE.6)

Terms of Reference: *The Committee is established under section 7.1A of the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

1.0 ATTENDANCE

Mayor	D Wellington
Councillors:	
Y Attwell	Member
D Bostock	Member
V Calleja	Member
G Gregson	Member
A Hortin	Member
G Stocks	Member
R Sutton	Member
Staff:	
Chief Executive Officer	F James
Apologies/Leave of Absence:	
S Bowles	Member
C Holden	Member
R Hammond	Member
D Dufty	Member

2.0 PROGRESS ON COMMITTEE IMPLEMENTATION

CEO reported on the progress of timetabling of the new Committees.

Deputy Mayor Attwell commented on past experience with the implementation of recommendations from Committees being delayed.

3.0 COMMITTEE TIMETABLE

The timetable for Committee meetings in 2012 was accepted by the Governance Committee as attached at Appendix A.

4.0 ITEMS FOR DISCUSSION

4.1 Separation of Governance and Operations.

The CEO led discussion on City of Albany Council-City communications procedures, referencing the document detailed at Annexure B.

4.2 The City of Albany as a Social Service Organisation and commercial enterprises.

The CEO led initial discussion which will have future implications for budget preparation.

4.3 Reporting on non Council Committee Members

The CEO reported that advertising for non Council Committee Members was progressing. Also raised concerns about ensuring community representatives commitment to Committee work.

Action: the Committee agreed that non-Council-member Committee members who do not attend three consecutive meetings without an approved leave of absence from the Committee should be removed as a Committee member. CEO requested to change all Terms of Reference of Committees to reflect this.

5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING

Membership Of Committees

Terms Of Reference For Cultural And Community Development Committee And Seniors Committee.

6.0 GENERAL DISCUSSION

The CEO left the meeting, all Governance Committee members remained for discussion in a closed session.

7.0 DATE OF NEXT MEETING: 14 February 2012.

8.0 CLOSURE OF MEETING

Attachments:

- A. Proposed Committee Meeting Schedule.
- B. Process Map for Communication between City Staff and Council Members

COUNCIL COMMITTEES

COMMITTEE	1 ST TUESDAY	2 ND TUESDAY	3 RD TUESDAY	4 TH TUESDAY
Governance (2 monthly)		7.00pm		
Audit and Finance (Monthly)		5.30pm to 7.00pm		
Planning and Development (Monthly)				5.30pm to 7.30pm
Cultural and Community Development (Monthly)				4.00pm to 5.00pm
Marketing Albany Committee	4.00pm to 5.15pm			
Reserves Committee (Quarterly)		4.00pm to 5.00pm		
Seniors Committee (2 monthly)			9.30am to 10.30am	
Elected Member Workshops	5.30pm to 6.45pm			
Agenda Briefing	6.00pm			
Ordinary Council Meeting			6.00pm	

COMMITTEE	1 ST THURSDAY	2 ND THURSDAY	3 RD THURSDAY	4 TH THURSDAY
LEMC (Quarterly)				9.30am to 10.30am
Airport Emergency Committee (Quarterly)				10.30am to 11.30am