

Title: Committees - Terms Of Reference
Policy No: 63
Responsibility: Chief Executive Officer

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1	17\1228	25/02/97	Adopted
2	18\3125	26/03/02	Amended (Internal Audit Committee)
3	18\3543	12/06/02	Amended (Internal Audit Committee)
4	18\3963	10/09/02	Amended (Audit Committee)
5	18\5531	12/08/03	Amended (Sister Cities Committee)
6	19\1203	15/03/05	Amended (Audit Committee)
7	19\1212	15/03/05	Amended (The Mall Project Control Group)
8	19\1655	14/06/05	Amended (Audit Committee)
9	19\2177	25/10/05	Amended (2007 Sister Cities Conference Committee) – Version 9
10	19\4604	12/06/07	Reviewed and Amended

The terms of reference of Council Committees will be as follows -

STANDING COMMITTEES

Community Services Committee

Animal Management
 Arts and Culture
 Community Relations
 Community Use of Halls, Ovals, Playing Fields, Public Pools and other Council facilities
 Human Services
 Inspectorial Services
 Parking Control
 Public Libraries
 Recreation
 Social Planning and Advocacy

Corporate & Economic Development Committee

City Centre Management
Financial Services
Human Resources Management
Management Information Systems
Property Services
Records Management
Risk Management
Tourism
Corporate Planning
Economic Development
Elected Members
General Management
(including ALGA, LGANT And CCCLM)
Legislation
Public Relations

Environment & Infrastructure Committee

Car Parking
Council Buildings
Drainage
Environmental Management
Parks and Reserves
Plant Management
Public Facilities
Roads
Street Lighting
Traffic Management
Urban Enhancement
Waste Management
Environmental Management

Town Planning

Community Input and Advocacy
Development Application Input
Devolution of Town Planning Powers
Future Town Planning Strategy
Municipal Boundaries Review
Regional Structure Plans
Signs Control
Town Planning Policies and Practices

MANAGEMENT COMMITTEES

Sister Cities

- Manage the Darwin City Council Sister Cities Program.
- Perform an advisory role to the Darwin City Council.
- Develop and grow the strategic importance of sister cities to Darwin City Council and the community.
- Provide leadership to the community committees to facilitate fulfilment of their goals.
- Provide clear guidelines to each community committee as to the nature of Darwin's relationship with each sister city.
- Maintain membership of the Australian Sister Cities Association.
- Support community and economic development in Sister Cities by promoting educational, cultural and economic relations.
- Build on the original reasons for establishing Sister City relationships with Kalymnos Anchorage Ambon, Haikou, and Dili and ensure current relevance and value.

Thorak Regional Cemetery

- Provide a quality cemetery for the people of the region.
- Ensure the maintenance of a high standard of funeral facilities.
- Maintain to level of cost commensurate with good management practices, rates comparable with other regional cemeteries.
- Ensure the administration of the cemetery is in accordance with requirements under the Local Government Act, Cemeteries Act and other relevant legislation.
- Actively pursue the effective operation of the Management structure in accordance with the three Council's Agreement.
- Enable private operation of burial and crematorium services either combined or separately.
- Ensure sound and legal business practices in regard to all matters associated with Thorak Regional Cemetery.
- Respond to community needs where those needs are expressed by representative organisations.
- Ensure regular meetings and processing of business appropriate to the Committee.
- Ensure accurate accounting for all monies for which it is responsible and appropriate auditing of those monies.
- Ensure maintenance of all records, schedules required by statutes or as otherwise determined in an appropriate and timely fashion.
- Provide crematorium facilities of a standard required by the people of the region.

2007 Sister Cities Conference Committee

The following be the Terms of Reference or Charter for the Committee:

- Title:** 2007 Sister Cities Conference Committee;
- Membership:** Chairman of the Sister Cities Management Committee;
3 Council Elected Members appointed to the Sister Cities Management Committee;
- Chairman:** The Chairman of the Committee shall be the Chairman of the Sister Cities Management Committee.
- Purpose:** (a) The Committee is created for the purpose of planning, organising and conducting the 2007 Australian Sister Cities Association Conference to be held in Darwin in September 2007.
- (b) To report back to the Council following the Conference.
- Authority:** Pursuant to Section 135 of the Local Government Act the Council delegates all of its functions and powers necessary to, and authorises the Committee to take all the steps needed to organise the Conference within the financial constraints set by the Council in the form of the "Conference Budget".
- The Committee shall produce a Conference Budget for Council approval by no later than 30 June 2006.
- Term of Committee:** The Committee shall lapse on 31 March 2008 or earlier if the purpose of the Committee has been completed prior to that date.

ADVISORY COMMITTEES

Access

The Committee will comprise representatives of a broad range of people from the disabled community and will be made publicly known and accessible to any interested person.

- Advise and assist Council in establishing a forward program to develop access opportunities and awareness in relation to Council's Corporate Plan.
- Act as a resource to Council by providing practical and professional advice on access matters pertaining to Council's areas of responsibility.
- Advise and assist Council in identifying priority projects for funding.

- Present to Council any access issue which may be considered appropriate for Council to represent to other levels of government or decision making bodies to assist the quality of life of Darwin residents.
- Identify possible issues of concern under the Disability Discrimination Act.
- Ensure strategies are developed and implemented to overcome barriers which people with disabilities face.
- Ensure that there are real outcomes in the Action Plan process for people with disabilities.

Arts and Cultural Development Advisory

The Committee will act to:

- Encourage the involvement of the community in art and cultural development within Council's planning functions.
- Promote the need for arts to be considered in developments throughout Darwin.
- Ensure public arts projects considered by the Committee include costings by outside organisations for their involvement and the identification of any arts projects which may be appropriate for Council to seek funding to develop.
- Provide a forum for the sharing of ideas and resources between Council and the community and provide mutual support and assistance in developing and implementing public art activities.
- Monitor and evaluate the value of cultural development to Councils planning and development role.
- Provide advice to Council on issues falling within the Arts and Cultural Development policy.
- The Committee will comprise representatives of the arts community ie, artists and community arts organisations, representatives from Councils planning section within the Technical Services Department and Community Services Department, representation from the NT Office of the Arts, and a Council Alderman as Chairman.
- Meetings will generally be held on a quarterly basis or as Committee members consider necessary and Council will provide adequate administrative support to assist the Committee meet its Terms of Reference.

Audit Committee

- Purpose of Audit Committee
 - The Audit Committee assists the Chief Executive Officer and Darwin City Council to ensure that an effective internal control and risk management framework exists across Councils operations in order to facilitate Corporate Governance best practice, the scope of which includes, but is not limited to the following:-
 - Oversight of compliance with statutory responsibilities and council policies
 - Assessment of internal financial accounting and management controls
 - Review of risk management strategies and initiatives
 - Adequacy of audit scope and coverage
 - Monitoring the effectiveness and efficiency of internal and external audit
 - Management response and timeliness of action taken to correct audit findings
- Membership
 - The Committee consists of:-
 - Two Aldermen, one of whom will be the Chairman of the Corporate and Economic Development Committee;
 - Two Community Members, one of whom should be either a CPA or a CA – the desirability being that person holds a Public Practice
 - The Chairman of the Committee shall be appointed by the Council.
 - The Council shall appoint Alderman to this Committee annually and the Community Members shall be appointed for a term of two years.
- Meetings of the Committee
 - The Committee shall meet at least 4 time in each calendar year and the conduct and proceedings of those meetings shall be in accordance with the Local Government Act.”

Community Centre Advisory Committees

- To assist Council in efficient and effective methods of management to maximise community access and utilisation of the Centre.
- To advise Council on ways in which the Centre could be developed to improve the value of the Centre as a community resource.
- To assist communication between Council and the community user groups on any matters pertaining to the operation of the Centre.
- The Committee will comprise of a representative from each of the Community Centre user groups, an Alderman (as Chairperson) and appropriate Council Staff.
- Meetings will generally be held on a quarterly basis or as Committee members consider necessary. Minutes of the meetings, together with recommendations arising from these minutes will be presented directly to the Community Services Committee of Council for consideration.
- Council will provide adequate administrative and professional support to the Advisory Committee to assist in meeting its Terms of Reference.

Public Pool Usage Advisory Committee

- To provide a forum which enables communication between Council, pool user groups (water-sport organisations) and pool management.
- To advise and assist Council in the development and operation of the three public pools.
- To act as a resource to Council by providing practical and professional advice on matters of shared usage and access in terms of hours and area/lane allocation etc.
- To advise and assist Council in identifying projects which may be eligible for funding through other Government Departments.
- The Committee will comprise all regular aquatic user groups of the public pools, officers of both Technical and Community Services Departments and a Council Alderman as Chairman.

Gardens Oval Users Advisory Group

- Council adopt the following Terms of Reference for the Gardens Oval Advisory Committee:
- To provide a forum which enables communication between Council and the Gardens Oval User Groups.
- To advise and assist Council in the development and management of the Gardens Oval Complex.
- To act as a resource to Council by providing practical and professional advice on matters of To advise and assist Council in identifying projects which may be eligible for funding through other Government departments.
- The Committee will comprise a representative from each of the agreed user groups, Aldermen as annually appointed by Council, the Technical Services Operations Engineer and the Recreation Officer.

Sister Cities Community

- The Ambon, Anchorage, Haikou, Kalymnos, Milikapiti and Darwin Youth Sister Cities Organisation Sister Cities Community Committees will set their own terms of reference within the parameters of council's Sister Cities objectives.