

CITY OF JOONDALUP

HOUSE COMMITTEE - TERMS OF REFERENCE

1 Definitions

‘Council’ Council of the City of Joondalup

‘Committee’ House Committee

2 Membership

The House Committee will comprise of His Worship the Mayor and seven (7) elected members, one from each Ward, with the other Ward member serving as deputy:

3 Objectives

To make recommendations to Council on:

- 3.1 Civic function requirements
- 3.2 Elected member requirements
- 3.3 Awards and presentations
- 3.4 House facility services

4 Management

4.1 Terms of Appointment.

All appointments to the committee shall be by nomination and members shall be appointed by Council. The Committee shall be required to make recommendations to the full Council for ratification.

4.2 Chairperson

The Chairperson will be elected by the committee. In the absence of the Chairperson, the Deputy shall act as Chairperson. In the absence of the Deputy, the meeting shall appoint an Acting Chairperson for that particular meeting.

4.3 Meetings

Meetings will be held every 2 months, at an appointed time and place determined by the committee.

4.4 Quorum

A quorum for the committee is set at four (4) members.

4.5 Minutes

Minutes will be made of all meetings. Minutes of all meetings will be forwarded to all members at least seven days prior to the following meeting.

4.6 Deputations

The committee may invite any persons or organisations to attend any meetings to discuss issues of interest.

4.7 Action Groups

The committee may appoint a group of its members to work together on a specific issue. The group will undertake only those duties specified by the committee.

4.8 Vacancies

If a vacancy is created the committee will recommend the appointment of a person to become a member of the committee.

4.9 Powers of the Council

Nothing herein contained will restrict the powers of Council.