

5.1 ESTABLISHMENT OF PROCUREMENT & APPROPRIATIONS SPECIAL COMMITTEE**REPORT OF:** Director of Organisational Services**REPORT OVERVIEW****EXECUTIVE SUMMARY**

This report is to consider the establishment of a Procurement & Appropriations Special Committee, including the Terms of Reference.

Criteria: Direction - It requires Council to make a decision of a strategic nature; or Council has specifically requested it

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS**IT IS RECOMMENDED:**

1. That, in accordance with Section 264 of the *Local Government Regulation 2012*, the membership of the Procurement & Appropriations Special Committee be appointed as follows:

Chairperson: To be elected.

Members: To be nominated.
2. That, commencing from 8 September 2020, the Procurement & Appropriations Special Committee frequency will be quarterly and held on the Tuesday in the week of the Council's Standing Committee meetings, commencing at 10.00 am or 10 minutes after the conclusion or adjournment of the City Infrastructure Committee.
3. That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its Special Committees from keeping minutes of its proceedings.
4. That, in accordance with Section 272(8) of the *Local Government Regulation 2012*, Council resolves to provide a written report of the Procurement and Appropriations Special Committee's recommendations to the Ordinary Council meeting for consideration and adoption via the City Governance Committee.
5. That the amended Calendar of Meetings for the period July to December 2020, as attached to the report of the Director of Organisational Services dated 21 July 2020, be adopted.
6. That the Corporate Governance Manager be requested to:
 - a) advise all staff of Council's resolution;
 - b) ensure that the councillors' personal diaries are updated to incorporate the meeting dates, as detailed in Clause 5 above; and
 - c) include the Calendar of Meetings, as detailed in Clause 5 above, on Council's website.
7. That the Terms of Reference for the Procurement & Appropriations Special Committee, as attached to the report of the Director of Organisational Services dated 21 July 2020, be adopted.

REPORT DETAILS**INTERESTED PARTIES**

N/A

PURPOSE OF REPORT/BACKGROUND

Council at its meeting of 8 July 2020 resolved:

1. *That the establishment of the Procurement & Appropriations Special Committee be endorsed.*
2. *That the Director of Organisational Services be requested to prepare a report to the City Governance Committee meeting to be held on 21 July 2020, detailing the Procurement & Appropriations Special Committee's Terms of Reference.*
3. *That the Director of Organisational Services be requested to make the necessary arrangements to facilitate the election of the Chairperson of the Procurement & Appropriations Special Committee at the City Governance Committee meeting to be held on 21 July 2020.*

A draft Terms of Reference has been developed based on the consultation and is attached for consideration.

ANY PREVIOUS COUNCIL DECISIONS

Council at its meeting of 17 June 2020 (Minute Number 22/2020) resolved as follows:

That the Director of Organisational Services be requested to prepare a report to the next City Governance Committee meeting to be held on 30 June 2020 on the establishment of a Procurement and Appropriations Oversight Committee, including consideration of the governance arrangements and terms of reference for the committee.

As outlined above, Council at its meeting of 8 July 2020, resolved (Minute No. 69/2020) as follows:

1. *That the establishment of the Procurement & Appropriations Special Committee be endorsed.*
2. *That the Director of Organisational Services be requested to prepare a report to the City Governance Committee meeting to be held on 21 July 2020, detailing the Procurement & Appropriations Special Committee's Terms of Reference.*
3. *That the Director of Organisational Services be requested to make the necessary arrangements to facilitate the election of the Chairperson of the Procurement & Appropriations Special Committee at the City Governance Committee meeting to be held on 21 July 2020.*

FINANCIAL/RESOURCE IMPLICATIONS

The establishment of a Procurement & Appropriations Special Committee will have an administrative resource impact, particularly on the Administration and Corporate Governance branches. However, any additional costs will be absorbed within existing recurrent budgets.

RISK MANAGEMENT IMPLICATIONS

N/A

LEGAL/POLICY

The establishment of the Procurement and Appropriations Special Committee must be in accordance with the requirements in the *Local Government Act 2009*, the *Local Government Regulation 2012* and the *Local Government and Committee Meeting Code*.

COMMUNITY AND OTHER CONSULTATION

Internal communication with the Deputy Mayor, Chair of the City Governance Committee, Councillor for Division 8, Administration Manager and Corporate Governance branch.

CONCLUSION

That the Procurement and Appropriations Special Committee be established in accordance with the requirements in the *Local Government Act 2009*, the *Local Government Regulation 2012* and the Local Government and Committee Meeting Code.

ATTACHMENTS TABLE

Attachment 1 - Draft Amended Calendar of Meetings for July to December 2020

Attachment 2 - Draft Terms of Reference - Procurement & Appropriations Special Committee