

Title:	1.6 Standing Committees – Terms of Reference
Previous No:	
File No:	
Statutory Environment:	<i>Local Government Act 1995 s. 5.8 to s. 5.25 Audit Regulation 16</i>
Minute No:	
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Objective:

To list current committees of council, their role and any delegated authority they may have.

Policy:

1. In addition to such Occasional Committees as may from time to time be appointed, there shall be Standing Committees of Council, namely for:-
 - (a) Finance/Audit Committee
 - (b) Works and Cemetery Committee
 - (c) Health, Sewerage and Swimming Pool Committee
 - (d) Buildings, Building Control and Town Planning Committee
2. Each Standing Committee shall comprise of four members of Council.
3. Subject to subclause (4) of this clause, the members of each Standing Committee shall be appointed for each year, at the first meeting of Council held after the Local Government Ordinary Election and shall hold office until the commencement of the first meeting after the next Local Government Ordinary Election (every 2 years).
4. The Council may, by resolution carried pursuant to a notice of motion, by a simple majority, or on a motion moved without notice, by an absolute majority, change the membership of any committee or appoint substitutes for Councillors absent pursuant to leave granted by Council.
5. In the event of an equality of votes for two or more Councillors in an election for member of a committee, the President shall have a casting vote.
6. Subject to any resolution of the Council, passed after the coming into operation of the Standing Orders, the duties of Standing Committees shall be:-

(a) Finance/Audit Committee, the oversight of:-

- (i) The finances of the Council
- (ii) Items of expenditure; recommend by any Committee;
- (iii) The Council's official Staff
- (iv) Audit Committee – reviewing the scope of the audit and liaise with the auditor on the performance and management of the Local Government's financial affairs
- (v) Audit Committee – undertaking the selection process of the external audit

(b) Works and Cemetery Committee the oversight of:-

- (i) Construction and maintenance of streets, ways drains, bridges and other public places;
- (ii) Sweeping and watering of streets;
- (iii) Fencing vacant lands
- (iv) Construction of street shelters and street signs;
- (v) Construction of crossing over footpaths, and any constructional matters in connection with streets;
- (vi) Siting of all works buildings
- (vii) Cemetery; and
- (viii) Maintenance of plant and machinery.

(c) Health, Sewerage and Swimming Pool Committee the oversight of:-

- (i) Health Control
- (ii) Garbage Service
- (iii) Effluent Drainage
- (iv) Sewerage
- (v) Swimming Pool

(d) Buildings, Building Control and Town Planning Committee the oversight of:-

- (i) Council Buildings
- (ii) Building Control
- (iii) Town Planning

7. Any Standing Committee may make a recommendation to the Finance Committee concerning an appointment to the official staff of an applicant whose principal duties pertain to matters, the oversight of which has been entrusted by the Council to the former Standing Committee, and where the Finance Committee does not accept that recommendation, it may be made to the Council.

**SHIRE OF GOOMALLING
2013-2015 COMMITTEES AND DELEGATES**

WORKS AND CEMETERY COMMITTEE

CHAIR	Councillor K J Ryan	-	Deputy Councillor R Sheen
	Councillor R K Van Gelderen	-	Deputy Councillor D C Sewell
	Councillor B J Haywood	-	Deputy Councillor M M Davey
	Councillor G A Romero	-	Deputy Councillor J M Chester

HEALTH, SEWERAGE & SWIMMING POOL COMMITTEE

CHAIR	Councillor M M Davey	-	Deputy Councillor B J Haywood
	Councillor J M Chester	-	Deputy Councillor R Sheen
	Councillor R K Van Gelderen	-	Deputy Councillor D C Sewell
	Councillor C L Kingston	-	Deputy Councillor K J Ryan

BUILDINGS, BUILDING CONTROL AND TOWN PLANNING COMMITTEE

CHAIR	Councillor R Sheen	-	Deputy Councillor B J Haywood
	Councillor B J Haywood	-	Deputy Councillor C L Kingston
	Councillor K J Ryan	-	Deputy Councillor D C Sewell
	Councillor J M Chester	-	Deputy Councillor G A Romero

FINANCE COMMITTEE – AUDIT COMMITTEE

CHAIR	Councillor D C Sewell	-	Deputy Councillor B J Haywood
	Councillor M M Davey	-	Deputy Councillor R K Van Gelderen
	Councillor K J Ryan	-	Deputy Councillor C L Kingston
	Councillor R Sheen	-	Deputy Councillor G A Romero

OCCASIONAL COMMITTEES

8. The Council may appoint Occasional Committees to perform any duty which may be lawfully entrusted by it to a committee.
9. An Occasional Committee may comprise any number of members not exceeding the largest minority of the total number of members.
10. A Standing Committee shall not interfere in any matter which has for the time being, been entrusted to an Occasional Committee.
11. An Occasional Committee shall not be appointed except on a motion setting out:-
 - (a) The duties proposed to be entrusted to such Committees; and
 - (b) either:-

- (i) the names of the Councillors of whom, with the President it is intended to constitute the Committee; and
- (ii) the number of Councillors intended to constitute the Committee and a provision that they be elected by a separate motion.

12. Where the members of an Occasional Committee are elected by a motion, then, in the event of an equality of votes, the President shall have a casting vote.

CALLING COMMITTEE MEETINGS

13. The Chief Executive Officer shall call a meeting of any committee when requested to do so by the President or, the Chairman, or, any two members of that committee.

14. Except in so far as they limit the number of times a member may speak or require meetings to be conducted with open doors, these Standing Orders shall be observed at meetings of committees; but, the chairman of a committee may have and exercise both a deliberative and, in the case of equality of votes, a casting vote.

QUORUM OF COMMITTEES

15. At any meeting of a committee, a quorum shall consist of not less than three members.

16. Every meeting shall proceed to business as soon after the time stated in the notice of meeting as a quorum is constituted; but if a quorum is lacking fifteen minutes after the appointed time of the meeting, the meeting shall lapse.

MINUTES OF COMMITTEES

17. Each Standing Committee shall cause to be kept minutes of all its proceedings and transactions.

18. The minutes of each meeting shall be confirmed at the next meeting of the committee and shall be signed by the chairman thereof.

JENNACUBBINE HALL & RECREATION GROUND COMMITTEE

Councillor R Sheen & Councillor J M Chester

KONNONGORRING HALL & RECREATION GROUND COMMITTEE

Councillor M M Davey & Councillor B J Haywood

WA LOCAL GOVERNMENT ASSOCIATION

Councillor D C Sewell } Deputy Councillor Van Gelderen
Councillor BJ Haywood } Deputy Councillor Davey

AVON MIDLAND WARD - COUNTRY SHIRE COUNCIL'S ASSOCIATION

Councillor D C Sewell } Deputy Councillor Van Gelderen
Councillor BJ Haywood } Deputy Councillor Davey

MUNICIPAL MUSEUM COMMITTEE

Councillor KJ Ryan } Deputy Councillor Van Gelderen

RURAL WATER COUNCIL

Councillor R Sheen
Mr PA Clarke

SCHOOL BUS COMMITTEE

Councillor B J Haywood

SHIRE OF GOOMALLING ENVIRONMENTAL ADVISORY COMMITTEE

Councillor M M Davey

AVON COMMUNITY DEVELOPMENT FOUNDATION

Councillor R Sheen } Proxy Councillor JM Chester

SHIRE OF GOOMALLING RESERVES ADVISORY MANAGEMENT COMMITTEE

Councillor K J Ryan
Councillor M M Davey

KNICK KNACK (OPSHOP) COMMITTEE

Councillor K J Ryan Proxy Councillor JM Chester

SMALL BUSINESS CENTRE WHEATBELT WEST MANAGEMENT COMMITTEE

Councillor B J Haywood

DRUMMUSTER COMMITTEE

Councillor K J Ryan & Councillor D C Sewell

FRIENDS OF THE CEMETERY

Councillors K J Ryan, R Sheen & W L Williams

CHIEF BUSH FIRE CONTROL OFFICER & DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Chief Bush Fire Control Officer Mr R Beck
Deputy Chief Bush Fire Control Officer Councillor K J Ryan

AROC – AVON REGIONAL ORGANISATION OF COUNCILS

Councillor D C Sewell } Deputy Councillor B J Haywood
Chief Executive Officer

AVON SUB GROUP WHEATBELT NORTH REGIONAL ROAD GROUP

Councillor D C Sewell } Deputy Councillor B J Haywood
Chief Executive Officer

STEERING COMMITTEE: GREATER SPORTS GROUND

Councillor B J Haywood

DAPS

Councillor D C Sewell - Deputy RK Van Gelderen
Councillor B J Haywood- Deputy JM Chester