



1.6 COMMITTEES AND WORKING GROUPS

Distribution: Elected Members, Executive Team Management

Responsible Officer: Chief Executive Officer

Date Adopted: **September 2015 – Version 1 – Resolution 092015.SM**

Last Review: **17 November 2021 – Version 3 – Resolution 9.4 OM_171121-427**

Purpose

To specify the Committees of Council of the Shire of Goomalling

Scope

Elected members, Executive Team Management

Standard

Under Section 5.8 of the Local Government Act 1995, Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. The purpose of Committees is linked directly to a statutory function of Council.

Committees will report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing. Committees assist good governance when they share the workload and responsibilities of the Council as a whole.

The Council of the Shire of Goomalling does not routinely operate Committees preferring all matters come before a full Council, with the exception of the Audit Committee and Bush Fire Advisory Committee.

Special Purpose Committees are reference groups that Council may form from time to time to deal with specific areas of Council business. They may be created in relation to a specific policy development, planning process, capital project or other reason for the purpose of providing advice, community engagement and/or providing feedback to Council.

It is accepted that from time-to-time Council may form Special Purpose Committees to deal with specific areas of Council business. The membership, responsibilities and powers of these

committees will be determined by an absolute majority resolution of the Council in accordance with the Local Government Act 1995 at least every two years or earlier if required due to the retirement of members.

For 2023-2025 election period Council currently has **six (6)** committees that make recommendations to it. These committees cannot act independently.



Audit Committee

The full Council is the Shire of Goomalling Audit Committee.

Scope of Committee:

Regulation 16 of the Local Government (Audit) Regulations 1996 defines the functions of the audit committee as follows:

“An audit committee –

- a. is to provide guidance and assistance to the local government –
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b. may provide guidance and assistance to the local government as to –
 - i. matters to be audited;
 - ii. the scope of audits;
 - iii. its functions under Part 6 of the Act; and
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c. is to review a report given to it by the CEO under regulation 17 (3) (the CEO’s report) and is to –
 - i. report to the Council the results of that review; and
 - ii. give a copy of the CEO’s report to the Council.”

Bush Fire Advisory Committee

Comprises:

- Chief Bushfire Control Officer (CBFCO);
- Deputy Bushfire Control Officers x2;
- Base Radio Operator;
- Brigade Captains;
- Brigade Secretaries;
- Council Representative; and
- Shire Employees (CEO, DCEO & CESM)

Scope of Committee

A Local Government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purposes of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires.

A committee appointed under this section may:

- from time to time meet and adjourn as the committee thinks fits,
- shall not transact business at a meeting unless the quorum fixed by the local government is present,
- is answerable to the local government and shall, as and when required by the local government, report fully on its activities.



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Bush Fire Brigades Local Law states; “the Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.”

Friends of the Cemetery Committee

The full Council is the Friends of the Cemetery Committee

Scope of Committee

- Oversight of matters referred by Council for consideration on matters relating to Goomalling Cemetery
- Provide recommendations to Council on matters relating to Goomalling Cemetery

Shire of Goomalling Reserves Advisory Management Committee

The full Council is the Shire of Goomalling Reserves Advisory Committee

Scope of Committee

- Oversight of matters referred by Council for consideration on matters relating to Reserves in Shire of Goomalling.
- Provide recommendations to Council on matters relating to Reserves in Shire of Goomalling.

Tidy Towns Advisory Committee

The full Council is the Shire of Goomalling Reserves Advisory Committee

Scope of Committee

- Oversight of matters referred by Council for consideration on matters relating to Tidy Towns Programme.
- Provide recommendations to Council on matters relating to Tidy Towns Programme.

Youth Group Advisory Committee

The full Council is the Shire of Goomalling Reserves Advisory Committee

Scope of Committee

- Oversight of matters referred by Council for consideration on matters relating to Goomalling Youth Group.
- Provide recommendations to Council on matters relating to Goomalling Youth Group.

In addition to committees, a number of working groups and external committees exist but are not formal committees of Council. Council will only consider the appointment of a delegate/s to a working group of external committees in the following circumstances:

- a. Where the body/group/organization represents state of regional interests that are likely to impact upon the Shire of Goomalling.
- b. Where the body/group/organization represents local interests and the group occupies direct financial interest in the affairs of that group; or



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- c. Where the body/group/organization represents local interests and the group occupies Council property.

Delegations to working groups or external committees for the 2023-2025 election period are as follows:

Name	Primary Delegate	Deputy Delegate	Proxy Delegate	Shire Staff
Avon Community Development Corporation	1		1	
Avon Midland Ward (WALGA)	2	2		
Avon Regional Organisation of Councils (AROC)	1	1		CEO
Avon Subgroup Wheatbelt North Regional Roads Group (RRG)	1	1		CEO/Works Manager
Development Assessment Panel	2		2	
Drum Muster Committee	2			
Goomalling Community Op-Shop	1			
Jennacubbine Hall & Recreation Committee	2			
Konnongorring Hall & Recreation Committee	2			
Mortlock Sports Council	1		1	
Municipal Museum Committee	2	1		
Rural Water Council	1	1		
School Bus Committee	2			
Shire Medical Surgery Advisory Committee	2		2	

Roles and Responsibilities

Elected Members

- Are responsible for the establishment of committees, their operation, type of committee, membership and its function/scope; and
- Participate and attend meetings of committees or working groups to which a member is elected.

Chief Executive Officer

- The administration of committees of Council.
- Attendance and participation in working groups and external committees where required.

Executive Management

- Attendance and participation in committees or working groups designated.



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Legislation

Local Government Act 1995 (s5.8,5.9,5.10)

Regulation 16 of the Local Government (Audit) Regulations 1996

Resource Documents

Shire of Goomalling Strategic Community Plan 2019-2028

Local Law

Bushfire Brigades Local

Delegation

Not Applicable