

POL	ESTABLISHMENT OF ISSUE BASED COMMITTEES	SC4
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POLICY CODE:	SC4
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
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ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

Council is often confronted by local issues which may affect one portion, area or sector of the District, while having little or no impact on the remainder of the City or its residents.

PURPOSE:

To establish Advisory or Reference Committees to advise Council on specific projects or matters of localised concern and where appropriate make decisions on behalf of Council under the Delegated Authority of Council.

POLICY:

- (1) The City of Cockburn acknowledges its responsibilities to consult with the community when considering applications or proposals from developers, public authorities or other stakeholders within the City which have the potential to impact, or raise the concern of impact on the amenity or livability of a specifically defined local area or demographic population base.
- (2) In order to effectively address any such matters which may arise from time to time, Council may establish pursuant to Sec. 5.8 of the Local Government

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Act, 1995, Issue Based Committees to advise Council, or where authority is delegated to the Committee by Council, pursuant to Sec 5.16 of the Act, determine on behalf of Council in respect of matters which pertain to the brief for which the committee is established.

The Aims and Objectives of these Committees will be stipulated by Council, upon appointment. Committees established pursuant to this policy do not include those provided for under Council's Town Planning Scheme No. 3 to prepare specialist advice to Council on heritage matters and particular projects and to act as reference groups to represent the views of a locality within the district on relevant applications and proposals that are referred to Council from time to time.

- (3) All Committees establish under this Policy will comprise of the following:
1. A minimum of one elected member of Council,
 2. An employee of the City of Cockburn and designated by the Chief Executive Officer and
 3. A maximum of three community members to be appointed by Council, following a call for nominations to join the Committee. All advertising for these nominations will stipulate any selection criteria considered necessary, as well as include any other information which will encourage any person with related expertise and capability to respond to the nomination procedure.
- (4) Where Committees operate with the delegation of council to make decisions on its behalf, they shall operate with open doors as publicly accessible meetings in accordance with the Act.

Otherwise, any recommendations from the committee will be forwarded to Council, as soon as practicable, for consideration and determination.

Issue Based Committees operating with Delegated Authority of Council will not knowingly make decisions which contravene Sec 3.18(3) of the Act in regard to the requirement for Councils to integrate and coordinate, so far as practicable, services and facilities it provides, with any provided by the Commonwealth, State or any Public body.

- (5) Committees operating in an advisory capacity only will be expected to provide their own secretarial and administrative support, with a copy of all Meeting minutes to be forwarded to Council, following confirmation of same for Council records, pursuant to Sec 5.22 of the Act. Such administrative support can be either in the form of a voting committee delegate or an additional volunteer member, without voting rights. In specific circumstances, Council may allocate this support to a level considered necessary for its effective operation.

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- (6) Once the business of any Issue Based Committee established by Council has been completed, it will advise Council, at which time it will be considered as being formally disbanded, pursuant to Sec 5.11 (l) (c) of the Act.
- (7) Where possible, Issue Based Committees will initially be established following the election processes of Council (i.e. biennially) to encourage elected members to familiarise themselves with local issues of interest and concern and accommodate the development of an operational brief (Aims and Objectives) of the Committee.
- (8) Notwithstanding point 7 above, Council may consider the establishment of an appropriate Issue Based Committee at any time, upon recommendation of an elected member(s), employee(s) or a member (s) of the public or Community organisation (incorporated or not)