

STANDING COMMITTEE ROLES

1. Background

Section 5.8 of the *Local Government Act 1995* provides the statutory power for the establishment of committees of Council. This policy provides guidance on the role of the three standing committees which have been established by the Town of Cottesloe.

Council may appoint other committees from time to time to examine and report on specific issues that may fall outside roles of the standing committees.

2. Objectives

To provide guidance to elected members, community and staff on the role and functions of the Town of Cottesloe standing committees of Council.

3. Overall Role of Committees

- To consider items within their portfolios and make decisions under delegated authority or make recommendations to the full Council.
- To appoint sub committees as necessary to prepare policies or reports for Council's consideration.

4. Current Committees

Council activities have been divided into the following three broad functions for the purpose of decision making and developing policy and strategic direction:

- Development Services
- Works and Corporate Services
- Strategic Planning.

The areas of responsibility for the committees are as follows:

4.1 Development Services

4.1.1 Areas of Responsibility

- Town Planning matters, relating to private land, zoned and public reserved land; and
- Building matters, relating to private and public buildings.

4.1.2 Policy

To develop policy relevant to the area of responsibility for consideration by Council.

4.1.3 Statutory

To consider development applications and building matters and make recommendations in accordance with statutes, regulations, common and local laws and Council's adopted policies.

4.1.4 Activities

To consider reports and make recommendations to Council on:

- Town Planning Schemes amendments and associated policies, State Government planning strategies policies and governance
- Subdivisions and amalgamations (including strata)
- Statutes
- Building control and inspection services
- Building local-laws, signs and swimming pools
- Traffic and transport matters in conjunction with the Works and Corporate Services Committee

4.1.5 Delegations

None

4.2 Works and Corporate Services

Areas of Responsibility

- Financial management
- Electoral matters
- Administrative matters
- Community development and human services matters
- Law enforcement
- Construction and maintenance of Council infrastructure and assets
- Environmental health matters, relating to residential and commercial areas and buildings classified as 'Public Buildings' by the Health Department of Western Australia
- Special projects
- Sustainability
- Disability Services Advisory Committee
- Community Safety and Crime Prevention Committee
- Audit Committee

4.2.1 Policy

To develop policy relevant to the area of responsibility for consideration by Council.

4.2.2 Statutory

To consider reports on works, financial management, electoral, policy, administrative, ceremonial matters and environmental health matters and make recommendations to Council in accordance with statutes, regulations, common and local laws and Council's adopted policies.

4.2.3 Activities

To provide direction and advice to Council on matters relevant to:

- Governance and ceremonial matters
- Issues relating to regional services or facilities
- Financial management, including forward planning and budget preparation
- Rating and electoral rolls

- Leases, contracts, general legal matters and insurance
- Waste Management
- Staffing matters
- Administrative matters
- Community, human services and cultural development
- Library services
- Law enforcement
- Property, infrastructure and asset matters
- Works and special projects
- Health control and inspection services
- Pest control
- Food analysis
- Noise control
- Traffic and transport matters in conjunction with the Development Services Committee when appropriate

4.2.4 Delegations

None

4.3 Strategic Planning

Areas of Responsibility

- Strategic planning and Development
- Matters of strategic significance to Council and the Community
- Chief Executive Officer performance review and assessment

4.3.1 Policy

To develop strategic and action plans for consideration by Council.

4.3.2 Statutory

To consider reports on matters of strategic significance to Council and the Community and make recommendations to Council in accordance with statutes, regulations, common and local laws and Council's adopted policies.

4.3.3 Activities

To provide direction and advice to Council on matters relevant to:

- The implementation of Council's strategic objectives
- The adoption, modification or deletion of Council's strategic objectives
- Chief Executive Officers Appointment, Performance Review, Setting of Key Responsibility Areas
- Matters of strategic significance to the Town

4.3.4 Delegations

None

5. Open Committee Meetings

Under section 5.23 of the *Local Government Act 1995* all meetings of any committee to which a local government power or duty has been delegated are open to the public. This statutory requirement therefore only applies to the Development Services Committee

However by policy decision Council has determined that all standing committee meetings shall be open to public except where the *Local Government Act 1995* provides otherwise.

Each committee presiding member has discretion in determining the nature and type of public contribution to meetings of committees.

Adopted	25 March 1996
Reviewed	27 June 2005
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