

Council

**INTERNAL AND EXTERNAL COMMITTEE
STRUCTURE AND COMMITTEE BRIEFS REVIEW
SEPTEMBER 2021.**

Committee Briefs

Meeting Date: 28 September 2021

Number of Pages : 6

Attachment 1. – Shire of Plantagenet Committee Briefs

Committee	Committee Brief
Internal Committees	
Audit and Risk Management	<ol style="list-style-type: none"> 1. Provide guidance and assistance to the local government - <ol style="list-style-type: none"> a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act. b) as to the development of a process to be used to select and appoint a person to be an auditor. 2. May provide guidance and assistance to the local government as to - <ol style="list-style-type: none"> a) matters to be audited. b) the scope of audits. c) its functions under Part 6 of the Act. d) the carrying out of its functions relating to other audits and other matters related to financial management. 3. Is to review a report given to it by the CEO under Local Government (Audit) Regulations 1996 Regulation 17(3) (the CEO's report) and is to - <ol style="list-style-type: none"> a) report to the Council the results of that review. b) give a copy of the CEO's report to the Council.
Bush Fire Advisory	To advise the Local Government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of the Bush Fires Act 1954, the formation of bush fire brigades and the grouping thereof under group brigade officers and the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities.
Heavy Haulage Advisory	<p>The duties of the committee shall be to:</p> <ol style="list-style-type: none"> 1. Advise the Council relating to heavy haulage movement within the Shire of Plantagenet. 2. Make recommendations to the Council relating to the use of local roads by classes of heavy vehicles.
Heavy Plant Review	To review the 12 Year Plant Replacement Program annually prior to budget adoption and to make recommendations to the Council as to plant purchases to be funded.
Local Emergency Management	<p>The duties of the Committee shall be, pursuant to Sections 39 and 40 of the Emergency Management Act 2005:</p> <ol style="list-style-type: none"> 1. To advise and assist the local government in ensuring that local emergency management arrangements are established for its district.

	<ol style="list-style-type: none"> 2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements. 3. To carry out other emergency management activities as directed by the State Emergency Management committee or prescribed by the Regulations. 4. After the end of each financial year, prepare and submit to the District Emergency Management Committee (DEMC) an annual report of activities undertaken by it during the year.
Recreation Advisory	<ol style="list-style-type: none"> 5. Oversee and make recommendation to the Council regarding the implementation of special projects that align with the Shire of Plantagenet Strategic Community Plan. 6. Liaise as necessary with community groups Recreation Centre Advisory Group, the Department of Sport and Recreation and other bodies. 7. To advise the Council on the strategic direction of recreation throughout Plantagenet.
RoadWise	<p>The functions of the RoadWise Committee are:</p> <ol style="list-style-type: none"> 1. To provide a structured forum for stakeholders to consider and discuss road safety issues. 2. To discuss and make recommendation regarding the identification and appropriate counter measures to negative attitudinal, behavioural and environment factors lined to enforcement, engineering, education, encouragement and evaluation of road safety initiatives.
Saleyards Advisory	<p>The duties of the committee shall be to:</p> <ol style="list-style-type: none"> 1. Make recommendations to the Council regarding the strategic direction of the Saleyards. 2. Make recommendations to the Council regarding the Environmental Action Plan for the Saleyards. 3. Bring to the attention of the Chief Executive Officer, industry matters regarding the cattle industry that may not be readily available to persons external to that industry. 4. Make recommendations to the Council regarding development works on the site.
Tourism and Arts Advisory	<ol style="list-style-type: none"> 1. To act as a conduit to Council for Shire of Plantagenet Tourism and Arts groups. 2. To make recommendations to Council with regards to the strategic direction of tourism and the arts in the Shire. 3. To develop, monitor and review formal agreements with Tourism and Arts organisations within the Shire of Plantagenet and the region.

External Committees	
Development Assessment Panel	Development Assessment Panels (DAP) were created by the State Government to deal with development applications for particular classes of development.
Great Southern Recreation Advisory Group	<p>The group is in the business of developing community sport and recreation opportunity for residents of the Great Southern and visitors or potential visitors.</p> <p>It does this by:</p> <ul style="list-style-type: none"> • Helping to create cooperation across the Shires. • Being a forum for sharing ideas. • Providing advice and direction. • Acting as a reference point on sport and recreation issues.
Great Southern Treasures	<p>The role of nominated voting Delegates is to:</p> <ul style="list-style-type: none"> • Represent their communities of the Hidden Treasures Committee. • Communicate the activities, requests and outcomes of the Hidden Treasures to their Council on a regular basis. • Communicate the activities, requests and outcomes of the Hidden Treasures to their community as required. • Provide suggestions, ideas and support for joint, regional tourism promotion of the Hidden Treasures region. • Submit items for meeting agenda when appropriate. • Attend bi-monthly meetings or organise the nominated Proxy to attend. • Support, attend and participate in events and activities where possible. • Read agendas, minutes and correspondence and complete assigned actions in a timely manner. <p>Where possible, other activities may include:</p> <ul style="list-style-type: none"> • Attend and support the Hidden Treasures exhibition at the annual Perth Caravan and Camping Show; • Attend other trade and consumer shows as appropriate; and • Provide input in Hidden Treasures projects as they arise.
Regional Road Group	Regional Road Groups (RRGs) have been established to recommend Local Government Road funding priorities to the Advisory Committee and to monitor the implementation of the Local Government program in their own regions. Each Regional Road Group will be chaired by a Local Government member. Main Roads will provide technical and administrative support. Regional Road Subgroups have been established in some regions to assist the Regional Road Groups with management and consideration of local roads issues.

<p>South Coast Alliance Inc</p>	<p>In July 2015, the City of Albany, Shire of Denmark and Shire of Plantagenet entered into an MOU for 'Strategic Regional Economic Development Plan'.</p> <p>The Objectives being:</p> <p>'To formalise a grouping of the three local authorities, City of Albany, Shire of Denmark and Shire of Plantagenet – for the purpose of furthering Economic Development in the sub-region, recognising that what is good for one is good for all.'</p> <p>This Volunteer Regional Organisation of Council has subsequently become incorporated pursuant to the Associations Incorporation Act.</p> <p>In June 2019, The South Coast Alliance accepted the application for the Shire of Jerramungup to join the Alliance.</p>
<p>Southern Link VROC</p>	<p>The Council has a Partnering Agreement that provides the framework for future resource sharing between the Councils of Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kojonup and Plantagenet. This agreement does not create any legal obligation between the parties. It is a statement that incorporates the spirit of cooperation and shared discourse. Its aim is simply to establish the guiding principles for future resource sharing so that these may be implemented in a manner that provides cost benefits to the community, greater efficiency in the management of resources, and better outcomes for members and their communities.</p>
<p>WALGA Voting Delegates (Annual Conference and Zone Meeting</p>	<p>The WA Local Government Association (WALGA) lobbies and negotiates on behalf of the Local Government industry in WA.</p>
<p>Pardelup Community Liaison Group</p>	<p>The aim is to prioritise community work for the Pardelup Work Camp participants and review the progress of ongoing Work Camp commitments.</p>

Council Community Representative (CCR)	
Mount Barker Community Centre Board	The Mount Barker Community Resource Centre Board will oversee the programs delivered from the Community Centre building. The Shire representative on the Board will also focus on the integration of the Public Library activities into the Community Centre Programs. The Board comprises members from the Baptist Union of WA, Mount Barker Baptist Church, Community Members, the Council and ex-officio non-voting member.
Mount Barker Community College Council	<p>The Mount Barker Community School Council is the decision-making group to approve policies and budgets for the college. The council provides the principal with input on what programs can be developed at the college to support the community and approves the financial and schools strategic plan.</p> <p>The council is made up of school staff, parents, students and community members.</p> <p>The council meets once a term on a Tuesday afternoon.</p>
Plantagenet Sporting Club Inc	<p>The objectives of the Plantagenet Sporting Club are to manage the facility in collaboration with the Shire of Plantagenet for the benefit of the users by:</p> <ul style="list-style-type: none"> • Ensuring the facility provides a range of sporting and non-sporting activities to be as inclusive and relevant to as many locals and visitors as possible. • Providing a means of communication among the users of the facility. • Manage and support volunteers to achieve identified outcomes. • Support, develop and promote sports and ancillary activities. • Employ and oversee employees as required. • Promote safety, access and fairness.
War Memorial Warden	Ceremonial position that acts as the conduit between the Shire and the community in relation to war memorial matters.