	<h1>Committees & Subsidiaries Policy</h1>	Version No:	2.2
		Issued:	March 2011
		Last Review:	June 2023
		Next Review:	April 2026

Policy Level	Discretionary
Minutes reference:	11.4.2 - 18 July 2023
Next review date:	Council may review this policy anytime but will endeavour to review this policy within 6 months following Council election
Applicable Legislation:	<i>Planning Development and Infrastructure Act 2016; Fire & Emergency Services Act 2005; Local Government Act 1999; Local Government (Procedures at Meetings) Regulations 2013</i> <i>Retirement Villages Act 2016; Work Health and Safety Act 2012, Water Industry Act 2012</i>
Related Policies:	Risk Management Policy Behavioural Standards for Elected Members Code of Conduct for Council Employees
Related Procedures:	<i>Service Provision in Local Government Manual, Segment 4, "Establishing Subsidiaries and Committees of Council". Local Government Association of South Australia, March 2001.</i>

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1. POLICY OBJECTIVE

To effectively conduct its business and ensure appropriate community input to its decision making Council may establish various formal and informal committees and subsidiaries. Other committees will be established as required by legislation.


2. POLICY STATEMENT

Council will establish, operate and keep current, appropriate:

- Formal committees of Council under the provisions of *Section 41, Local Government Act 1999*, as needed, for the effective conduct of Council business;
- Statutory committees of Council as required by the *Local Government Act 1999* and other legislation;
- Internal specific purpose operational committees;
- Community specific purpose informal advisory committees;
- Formal subsidiaries and participation in regional subsidiaries, as provided for by *Sections 42 and 43, Local Government Act 1999*.

3. SUBSIDIARIES

The need for the establishment of any formal subsidiaries will be kept under ongoing review by the Chief Executive Officer. Council will continue to participate in the Eyre Peninsula Local Government Association until such time as Council, by resolution, determines to withdraw from the Association or change the status of its membership.

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4. COMMITTEES

The purpose, structure and operation of Council committees will be in accordance with the following:

Civil Liability

No civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members or committee's powers, functions or duties.

The Committee or Subsidiary Chairperson shall ensure that Council is promptly informed of any claim for civil liability arising from the actions of the Committee or Subsidiary.

Council shall direct the Chief Executive Officer to notify Local Government Risk Services of the existence of the claim.

Committee Operational Procedures

Any committee with regulatory functions shall operate in accordance with the *Local Government (Procedures at Meetings) Regulations 2013*. All other committees will operate in accordance with procedures established by Council, or where specific operational procedures are not so established, shall establish their own operating procedures at the first meeting of the committee. In such cases regard, shall be had to:

- The orderly management of meetings;
- The desirability, as far as possible, to achieve consensus; and
- The need to present clear reports and resolutions to Council which are supported by the majority of members of the committee.

Extent of Authority of Members

The authority of members of a committee is limited to the gathering of information for presentation to the Committee, with no authority to make any commitment (financial or otherwise) on behalf of the Committee or Council.

Meeting Frequency and Times

- The Committee shall meet at a frequency determined by Council, or as determined by the Committee Chairperson or on the advice / request of the Chief Executive Officer.
- The Committee shall determine the meeting times and venue for the meetings.

Members Role

The role of a Committee member is to:


- Participate in deliberations of the Committee, with regard to the policy and business which is before it;
- Be mindful of objectives, policies & Codes of Conduct of Council as they relate to the business of the Committee; and
- To be aware of the Council resources, expenditure and activities, and the need for efficiency and effectiveness in the activities for which the Committee has been established.

Membership

Shall be as determined by Council or statute.

Reporting & Terms of Committee

- All resolutions of a committee will be prefaced as follows "The committee recommends to Council / the Chief Executive Officer that..." (as appropriate).
- The Committee is to report to Council by presenting its written minutes to the next ordinary Council meeting after the Committee meeting for information and endorsement of any resolutions. It will also report as required to any funding bodies through copies of such reports being presented to Council with meeting minutes for endorsement.
- The agendas and minutes of Section 41 committee meetings will be published in the manner required by Section 132, Local Government Act 1999.

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Risk Management

- The Chairperson of any Committee shall endeavour to ensure that the Committee complies with Council’s Risk Management Policy.
- Where a real or potential “Risk” pursuant to that Policy has been identified by the Committee or a member, the Chairperson of the Committee shall ensure that the Risk is clearly reported to Council for consideration.

Support Staff


The CEO may appoint Council staff to provide administrative support or advice to a Committee. Such staff will not have voting rights and are not included in the quorum of the Committee.

Terms of Reference

As determined by Council or statute.

5. AVAILABILITY OF POLICY


This Policy, Appendix and details of current committees will be available for inspection at Council’s principal office during ordinary business hours and on the Council’s website www.wudinna.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council’s Schedule of Fees and Charges.

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APPENDIX

Wudinna District Council currently has the following Committees established:

Committee Name	Committee Established	Members of the Committee
Section 41 Committees		
Audit Committee	November 2006	Cr MW Cook, Cr EK Habermann, Cr NL Scholz, T Scholz & A Barns as Independent Members, Chief Executive Officer, Finance Manager
Bushfire Prevention Committee	December 2017	Cr NRC Luscombe, Cr MW Cook, <i>Vacant Position</i> (MES & Fire Prevention Officer), B Heddle & L Veitch (Community Representatives), L Scholz (Harvest Ban Group), Plus: 1 Representative from the CFS (T Cummings or C Jericho as available), K Scholz (Permit Issuing Officer), CFS Region Six Fire Prevention Officer
Chief Executive Officer Review Committee	February 2023	Cr EI Scholz, Cr RA Du Bois (Elected Members), Independent Member to be appointed when review is due
Civic Centre Development Committee	February 2017	Cr EI Scholz, Cr NL Scholz, Cr EK Habermann & other elected members in attendance at a meeting Advisory: (CEO), (OM), (ECDM), <i>Vacant Position</i> (MES), (FM), (MWIS)
Competitive Neutrality/Complaints Committee	May 2003	Cr EK Habermann, Cr NRC Luscombe, (CEO), (MES)
Public Consultation Strategy Committee	May 2003	Chief Executive Officer, Economic and Community Development Manager and Cr EI Scholz
Wudinna Homes for the Aged Management Committee		Cr EI Scholz, Cr EK Habermann, (CEO), Aged Homes Residents: All residents & unit leaseholders (or their appointed proxies)
Town Development & Amenities Committee	December 2006	Cr EI Scholz, Cr EK Habermann, Cr NL Scholz, Cr RA DuBois, Mrs Irene Scholz, Mrs Sue DuBois, <i>Vacant Position</i> , (CEO), (ECDM), (MWIS)
Water Management Committee	March 2005	Cr EI Scholz, Cr NRC Luscombe, Cr RA Du Bois, Cr MW Cook, (CEO), (OM), (MWIS), (MES)
Strategic Planning & Development Policy Committee	November 2014	Cr EI Scholz, Cr NRC Luscombe, Cr EK Habermann, Cr DC Petty, Cr RA DuBois, Cr NL Scholz, Cr MW Cook, (CEO) and other staff upon secondment
Machinery & Works Committee	April 2004	Cr NRC Luscombe, Cr RA DuBois, MW Cook, DC Petty, (CEO), (MWIS), (Mechanic)
<i>Sub-Committees of Machinery & Works Committee</i>		
<i>Cemeteries Committee</i>		Cr EI Scholz, Cr NRC Luscombe, Cr EK Habermann, Cr MW Cook, DC Petty, (MWIS)
Parks, Recreation and Open Space Committee		Cr NL Scholz, Cr EK Habermann, Cr MW Cook, Cr DC Petty, (CEO), (MWIS), (ECDM)
<i>Road Naming Committee</i>		Cr EI Scholz, Cr NRC Luscombe, (MWIS)
<i>Stormwater Management Committee</i>		Cr RA DuBois, Cr DC Petty, (CEO), (MWIS)
<i>Vegetation Clearance Committee</i>		Cr NRC Luscombe, Cr NL Scholz, DC Petty, (MWIS), (Gardeners)

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Advisory and Informal Level Committees		
Australia Day Committee	December 2006	Cr EI Scholz, Cr NL Scholz, Cr RA DuBois Cr EK Habermann CC Midgley (ECDM), A Cook or proxy (Minnipa Progress Association Representative), E Seal or proxy (Wudinna & Districts Business & Tourism Association Representative), K Bartley & M Luscombe (Community Representatives)

Internal Committees (Specific Purpose)		
Health & Safety Committee (Workplace Health and Safety Act 2012)	May 1989	KL Davis (CEO), AJ Buckham (OM), RD Richter (WHS Coordinator & Admin WHS Representative), KM Niblett (MWIS), (Works WHS Representative), Vacant Position (Staff Representative), Nikita Cummings (General Employee Representative)
Emergency Planning Committee (Subsidiary of the HSC)		KL Davis (CEO), AJ Buckham (OM), RD Richter (WHS Coordinator & Admin WHS Representative), KM Niblett (MWIS), (Works WHS Representative), Vacant Position (Staff Representative), Nikita Cummings (General Employee Representative)

COMMITTEES (OTHER)


The following committees have been developed to undertake specific advisory, management and operational aspects of the proposed Central Eyre Peninsula Iron Project development:

Wudinna Mine Ready Working Group	March 2018	The Working Group will comprise of Council Officers and may include Councillors. Stakeholder representation will be invited to participate as necessary
Central Eyre Iron Project – Community Development Group	March 2018	<i>Committee with primary function of being a communication forum between Council, Iron Road Ltd (or superseding developer of CEIP), the community and other stakeholders. To be formed under Memorandum of Understanding with Iron Road Ltd</i> Iron Road Ltd (Two natural persons as principal members, with proxy appointment rights upon principal member unavailability); two Council Members as appointed by Council, either elected members or employees (with proxy appointment rights upon principal member unavailability); two local community members (appointment at discretion of Council)

COMMITTEES (OTHER LEGISLATION)		
Wudinna Homes for the Aged Residents Committee (Retirement Villages Act 2016)	April 2004 <i>(as Le Hunte Homes for the Aged Committee)</i>	<u>Aged Homes Operator Representatives:</u> Cr EI Scholz, Cr EK Habermann, (CEO), (MES), (OM) <u>Aged Homes Residents:</u> All residents & unit leaseholders (or their appointed proxies)

REGIONAL SUBSIDIARIES

Committee	Council Representative
Eyre Peninsula Local Government Association	Cr EI Scholz (Member Voting Delegate), Cr NL Scholz (Proxy Delegate), (CEO)
Northern & Eyre Peninsula Health Alliance	Cr EI Scholz
Upper EP Regional Building Fire Safety Committee	Manager Environmental Services
Upper EP Bushfire Management Committee	(OM), (MES)

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Zone Emergency Management Committee	(OM), (MES)
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COMMUNITY COMMITTEES

Committee	Council Representative
Karcultaby School Library Advisory Group	Cr NL Scholz
Minnipa Progress Association	Cr EI Scholz, Cr MW Cook (as proxy), (ECDM)
Wudinna School/Community Library Advisory Group	Cr EI Scholz, Cr NL Scholz
Wudinna Sport & Recreation Facilities Committee	Cr RA DuBois, (ECDM)
Wudinna Telecentre Management Committee	Cr EI Scholz, Cr NL Scholz
Wudinna & Districts Business & Tourism Association	Cr EK Habermann, Cr RA Du Bois, (ECDM)
Wudinna & Districts Swimming Pool Committee	Cr NL Scholz
Wudinna & Districts Community Directions Group	Cr EI Scholz, Cr EK Habermann, Cr NL Scholz, (OM)