

# Committee Recommendations

## Introduction

This policy ensures that recommendations made from Council or Mandated Committees will be considered by Council at the earliest opportunity.

## Objective

1. To ensure recommendations made by a Council or Mandated Committee are presented to Council for consideration.
2. To ensure that Council or Mandated Committee recommendations are tracked and that agreed action is completed.

## Scope

The onus of this policy rests with the CEO who is responsible for ensuring Council or Mandatory Committee recommendations are considered by Council and implemented as appropriate.

## Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
CEO	Chief Executive Officer
Committees	Council Committees or Mandated Committees that Council nominates representatives for as detailed in the Committee Book endorsed by Council Resolution 241/11/21 at an Ordinary Council Meeting held on 23 Nov 2021.
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008</i> .
Executive Managers Or Executive Management	The Managers defined as Senior Workers that Council resolved (Res. No. OCM026/03/22) to designate in accordance with section 5.37 of the <i>Local Government Act 1995</i> : <ul style="list-style-type: none"> <li>• Manager Corporate and Community Services;</li> <li>• Manager Infrastructure and Assets; and</li> <li>• Manager Development and Regulation.</li> </ul>
Member	In relation to a council or committee, a Council Member in the Act; Elected Member; or Councillor; non-elected member;

Term	Definition
	community member; or a member of the committee.
Next appropriate meeting	The next scheduled Ordinary Council Meeting or the meeting after that, depending on when the Committee has met, and the amount of time and research required to prepare an Officer's report.
Regulations	Local Government (Administration) Regulations 1996.
Shire	The Shire of Toodyay.

## Policy Statement

The management process when recommendations come from Committees is as follows:

### 1. Recommendations of a Committee Meeting

An extract of the Committee's unconfirmed minutes will be provided to all Members.

Committee recommendations will be considered, accompanied by an Officer Report, at the next appropriate meeting.

### 2. Committee Meeting Status Report

The Status Report will be updated by the Minute Taker upon finalisation of the minutes of a Committee Meeting.

The Report may be forwarded to Executive Managers to consider and/or discuss at their regular Executive Management meetings.

The Status Report will include in summary form such information as is reasonably necessary to track progress of recommendations. Once recommendations have been completed, they may be removed from the status report.

## Reference Information

- *Governance Framework*

## Legislation

*Local Government Act 1995*

## Associated documents

Status Reports

## Version control information

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V1	19/03/2013	Adopted	CEO	Council

Version No.	Date Issued	Review position	Developed by	Approved by
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