

## POLICY CC5 - ADVISORY AND WORKING GROUPS

**Responsible Officer:** Chief Executive Officer

**Approved By:** Council

**Adoption Date:** 26 February 2026

**Last Reviewed:** 26 February 2026

**Version:** Version 1

**Next Review Date:** February 2029

### 1. Purpose

To provide a consistent framework for the governance of Council-established advisory and working groups, including their establishment, membership, roles, responsibilities, operation, and reporting, to ensure transparency, accountability, and effective community engagement.

### 2. Scope

This Policy applies to all Council-established advisory and working groups comprising elected members, community members, and Shire officers.

This Policy does not apply to statutory committees established under Section 5.8 of the *Local Government Act 1995*.

### 3. Definitions

Term	Definition
Advisory Group	A group established by Council resolution to provide strategic advice on a specific matter.
Working Group	A group established by Council resolution to deliver a policy, strategy, plan, or strategic outcome.
Council Member	An elected member of the Shire of Bridgetown–Greenbushes, including the Shire President and Deputy Shire President.
Community Member	A resident, ratepayer, or organisation representative appointed by Council to an advisory or working group.
Officer	A Shire employee appointed by the CEO to provide administrative, professional, or governance support.
CEO	Chief Executive Officer of the Shire of Bridgetown–Greenbushes.
Terms of Reference	Document detailing the purpose, objectives, membership, and operational procedures of a group.
Quorum	At least 50% of appointed members, required for formal meetings.
Community Member	A resident, ratepayer, or organisation representative appointed by Council to an advisory or working group.

### 4. Policy Statement

The Shire of Bridgetown-Greenbushes recognises the importance of community participation and collaborative governance. Advisory and working groups provide a formal mechanism for:

- Community input into Council decision-making.
- Co-design and delivery of strategic outcomes.
- Strengthening trust and accountability.

Advisory groups provide strategic guidance and may operate on an ongoing basis, while working groups support the implementation of policies, strategies, or plans and can be established as one-off initiatives. All groups operate in alignment with Council’s strategic direction and this Policy.

Groups have no delegated authority to act on behalf of Council.

## 5. Roles and Responsibilities

Role	Responsibility
Council	Establish advisory and working groups; approve Terms of Reference; appoint elected and community members; approve remuneration if applicable.
CEO	Administer appointments; advertise community vacancies; ensure groups have governance and administrative support; provide compliance monitoring; report to Council on group activities.
Presiding Member	Lead meetings, ensure compliance with Terms of Reference, maintain order, and report to Council.
Council Members	Attend meetings, contribute to strategic advice, adhere to Code of Conduct, support community participation.
Community Members	Participate actively, contribute skills and knowledge, abide by the Code of Conduct, assist in achieving group objectives.
Officers	Provide research, professional advice, and administrative support; do not hold voting rights.

## 6. Procedures / Implementation

### 6.1 Establishment

- Groups established by Council resolution.
- Define group type, purpose, objectives, membership, and criteria.
- Publicly advertise community vacancies for at least two weeks.

### 6.2 Membership

- Council Members: Max one-third of total group; appointed for 2-year terms; maximum 3 consecutive terms.
- Community Members: Appointed by Council following CEO assessment; 2-year terms; maximum 3 consecutive terms.
- Officers: Appointed by CEO; advisory/support role only.

### 6.3 Remuneration and Expenses

- Members are not remunerated unless Council resolves otherwise.
- Officers and Council Members are never remunerated.
- Community Members may be reimbursed for travel with CEO approval.
- Members may be reimbursed for travel

#### 6.4 Meetings

- A Presiding Member and Deputy Presiding Member are elected by Council from among the group members.
- Meet at least quarterly or as required.
- Decisions by consensus; Presiding Member may make final decision if consensus fails.
- Quorum: minimum 50% of members.

#### 6.5 Terms of Reference

- Drafted by group, adopted by Council within three months.
- Published on Shire website.

#### 6.6 Reporting

- Agendas published 3 working days prior.
- Minutes published 5 working days after meetings.
- Minutes submitted to next Ordinary Council Meeting.
- Progress reports or presentations to Council as requested.

### 7. Legislative and Other References

*Local Government Act 1995*

*Local Government Amendment Act 2023*

*Local Government (Model Code of Conduct) Regulations 2021*

*Shire of Bridgetown-Greenbushes Code of Conduct*

### 8. Review and Monitoring

This Policy will be reviewed every three years, or earlier if:

- Legislative changes occur
- Governance requirements change

Monitoring of compliance will be undertaken by the Chief Executive Officer.

### 9. Related Documents / Forms

<b>Document / Form</b>	<b>Description / Purpose</b>
Member Code of Conduct	