Committees, Advisory Groups, and External Representation Reference Booklet

As of 19 August 2026

CONTENTS

Document Control

Document Title	Committees, Advisory Groups and External Representation Reference Booklet
Document Owner	Governance
File Reference	SOCR-1845402348-159373
Current Version	18.0
Current Version Date	19 August 2026

This booklet is to be reviewed following each Ordinary Local Government Election and otherwise updated as required where Council establishes, disbands or materially amends a committee or group, changes its external representation, or adopts or amends an applicable policy or Terms of Reference.

This Reference Booklet provides an overview of the committees, advisory, working and strategic groups in which the Shire of Chittering participates, together with Council representation on relevant external organisations and associations.

The booklet is intended as a practical reference for Elected members and Shire employees. It provides a summary of the purpose, membership, meeting arrangements, authority and reporting requirements of each group.

The booklet should be read together with the applicable legislation, Council policies, Terms of Reference and governance documents. Where there is any inconsistency, the applicable legislation, policy or Terms of Reference prevails.

Council Committees

Council committees are formally established under applicable legislation and operate subject to that legislation, their Terms of Reference and any decisions or delegations made by Council.

Advisory, Working and Strategic Groups

These groups support consultation, assessment, planning or other specific activities. They are not committees of Council unless expressly established as such and do not exercise decision-making authority unless specifically provided through an applicable policy or other authority.

Terms of Reference and Policies

Where a committee or group operates under Terms of Reference or a Council policy, those documents govern its operation. The summaries in this booklet are provided for reference only.

Roles of Council Representatives

Council representatives appointed to external organisations participate on behalf of the Shire and provide a link between Council and the relevant organisation.

Representatives should have regard to adopted Council positions and Shire priorities when participating in external discussions and should report significant matters affecting the Shire back to Council through the appropriate reporting process.

Appointment as a Council representative does not, of itself, provide authority to commit the Shire to expenditure, policy positions, contractual obligations or other commitments unless separately authorised.

1. COUNCIL STATUTORY COMMITTEES

This section outlines committees established by Council under legislation or other statutory requirements. These committees operate in accordance with their legislative requirements, Council-approved Terms of Reference or applicable policies.

1.1. Audit, Risk and Improvement Committee (ARIC)

Established	20 August 2025
Legislative Basis	• *Local Government Act 1995* • *Local Government (Audit) Regulations 1996* • *Local Government (Administration) Regulations 1996*
Terms of Reference	Adopted by Council on 20 August 2025 and amended on 15 July 2026 by Council Resolution 160726. Terms of Reference can be found here.
Purpose	The Audit, Risk and Improvement Committee (ARIC) assists Council in overseeing the Shire's audit, risk management, internal control, legislative compliance and financial management responsibilities. The Committee provides independent oversight and advice to support informed and accountable decision-making by Council. It is an advisory committee and does not have executive, management or financial decision-making authority.
Key Functions	The Committee: • reviews the annual Compliance Audit Return (CAR) • reviews external audit reports and management letters and recommends appropriate action to Council; • monitors the implementation of audit findings and recommendations; • reviews the CEO's report on risk management, internal controls and legislative compliance; • reviews the Financial Management Systems Review; and • provides advice and guidance to Council on matters within the Committee's Terms of Reference.
Membership	The Committee comprises: • all Elected members of Council; • one independent external member appointed by Council as Chairperson; and • one independent external member appointed by Council as Deputy Chairperson. The Deputy Chairperson presides over meetings when the Chairperson is unavailable. Staff, auditors and other relevant persons may be invited by the CEO to attend meetings as observers or to provide information. They are not Committee members.

Meetings	Meetings are held as required, at the discretion of the Chairperson, Shire President or CEO. Members may attend electronically where required, subject to the arrangements set out in the Terms of Reference. Each Committee member has one vote, with the person presiding having a casting vote where required.
Quorum	At least 50% of the Committee membership.
Delegated Authority	Nil The Committee provides advice and recommendations to Council. It cannot make decisions on behalf of Council, undertake management functions or commit the Shire to expenditure.
Reporting	Minutes of each meeting are presented to the next available Council meeting for consideration.

1.2. Behaviour Complaints Committee

Established	16 June 2021
Legislative Basis	• *Local Government Act 1995* • *Local Government (Model Code of Conduct) Regulations 2021* – Division 3
Policy Reference	Shire Policy 4.6 – Behaviour Complaints Management. Policy can be found here.
Approved Form	Behaviour Complaint Form, adopted by Council on 18 March 2026 by Council Resolution 180326.
Purpose	The Behaviour Complaints Committee determines complaints about alleged breaches of the behaviour requirements in Division 3 of the Shire's Code of Conduct for Council Members, Committee members and Candidates. The Committee considers the information available, determines whether a breach has occurred and, where required, determines an appropriate outcome. Complaints are to be dealt with fairly, confidentially and in accordance with the Code of Conduct and Shire Policy 4.6. Rules of Conduct complaints under Division 4 are not considered by this Committee. These complaints must be made to the Inspector of Local Government.
Key Functions	The Committee: • considers behaviour complaints referred to it for determination; • considers the available evidence and determines whether a breach has occurred; • determines whether no further action is required or an appropriate outcome should be imposed; and • determines appropriate measures where a breach is found, which may include mediation, counselling, training or other suitable actions.
Membership	The Committee comprises: • all Elected members of Council; • the Shire President as Presiding Member; and • the Deputy Shire President as Deputy Presiding Member. Council appointed the President and Deputy President to the presiding roles on 18 March 2026.

Behaviour Complaints Officers	Council has authorised the following positions as Behaviour Complaints Officers: • Chief Executive Officer; • Deputy Chief Executive Officer; and • Executive Manager Development Services. Behaviour Complaints Officers administer the complaints process. Their role includes receiving complaints, checking that submission requirements have been met, facilitating informal resolutions where appropriate, preparing information for determination, notifying the parties of the outcome and maintaining complaint records. They are not members of the Committee by virtue of being a Behaviour Complaints Officer.
Meetings	Meetings are held as required, when behaviour complaint needs to be determined by the Committee. Due to the personal and confidential nature of behaviour complaints, meeting or parts of meetings may be closed to the public in accordance with the *Local Government Act 1995*.
Authority	The Committee is responsible for determining behaviour complaints referred to it in accordance with the Code of Conduct and Shire Policy 4.6. It may: • find that a breach has not occurred; • determine that no further action is required; or • determine that a plan or other appropriate action is required to address the behaviour.
Reporting	The outcome of a complaint is provided in writing to the complainant and the person who was the subject of the complaint. The Behaviour Complaints Officer is responsible for issuing the notification and maintaining the Shire's records of the complaint and its outcome.

1.3. Chittering Bush Fire Advisory Committee (CBFAC)

Established	Under section 67 of the *Bush Fires Act 1954* and section 5.8 of the *Local Government Act 1995*.
Legislative Basis	• *Local Government Act 1995* • *Bush Fires Act 1954* – section 67
Terms of Reference	Adopted by Council on 19 August 2026. Terms of Reference can be found here.
Purpose	The Chittering Bush Fire Advisory Committee (CBFAC) provides advice and recommendations to Council on bush fire prevention, control and management within the Shire. The Committee also provides an important forum for communication and coordination between Council, Shire Administration, the volunteer bush fire brigades and relevant emergency management agencies.
Key Functions	The Committee: • advises Council on the prevention, control and extinguishment of bush fires; • provides advice on firebreaks and other bush fire control measures; • considers matters relating to the organisation and operation of the Shire's bush fire brigades; • promotes cooperation and coordination between brigades; • liaises with emergency management agencies and other relevant organisations; and • considers other matters relating to bush fire control within the Shire.

Membership	The Committee comprises:
	• one Councillor as Member and one Councillor as Deputy;
	• Chief Executive Officer;
	• Community Emergency Services Manager / Chief Bush Fire Control Officer;
	• Deputy Chief Bush Fire Control Officer; and
	• Representatives from each of the following Bush Fire Brigades;
	  ○ Muchea;
	  ○ Lower Chittering;
	  ○ Upper Chittering;
	  ○ Bindoon; and
	  ○ Wannamal.
	
	Each brigade is represented by its Bush Fire Control Officer 1 as the Member and Bush Fire Control Officer 2 as the Deputy.

Invited Attendees	The following are invited to attend meetings in a non-voting capacity: • Department of Fire and Emergency Services representative; • Department of Biodiversity, Conservation and Attractions representative; • one representative from the Incident Support Brigade; and • the Shire officer providing secretariat support. The Committee may also invite other people or organisations to attend where their input would assist with a matter under consideration.
Chairperson	The Chairperson is appointed by the members of the Committee. Where the person appointed to preside is unavailable, the Committee will appoint a member present to preside in accordance with the *Local Government Act 1995*.
Meetings	Meetings are held as determined by the Committee and are open to the public in accordance with the *Local Government Act 1995*.
Quorum	At least 50% of the Committee membership. Voting is undertaken in accordance with the *Local Government Act 1995*. Elections for positions to be recommended to Council are conducted by secret ballot.
Delegated Authority	Nil. The Committee provides advice and recommendations to Council. Council retains responsibility for decisions arising from Committee recommendations.
Reporting	Each member brigade provides a brigade report to the Committee, together with relevant Shire training information. Unconfirmed minutes are circulated to Committee members following each meeting. Recommendations requiring Council consideration are then presented to the next available Council meeting for endorsement of action.

1.4. Chittering Local Emergency Management Committee (LEMC)

Established	Under section 38 of the *Emergency Management Act 2005*.
Legislative Basis	• *Emergency Management Act 2005* • *Emergency Management Regulations 2006*
Terms of Reference	Adopted by Council on 9 September 2022. Terms of Reference can be found here.
Purpose	The Chittering Local Emergency Management Committee (LEMC) assists the Shire to plan and prepare for emergencies that may affect the district. The Committee brings together the Shire, emergency services, government agencies and community organisation to coordinate local emergency management arrangements and strengthen the community's ability to prepare for, respond to and recover from emergencies.
Key Functions	The Committee: • assists the Shire to establish and review its local emergency management arrangements; • coordinates input from emergency services, government agencies and other relevant organisations; • supports emergency preparedness, response and recovery planning; • reviews and tests the effectiveness of local emergency management arrangements; • undertakes at least one emergency management exercise each year; • promotes community preparedness and resilience; and • prepares an annual report on its activities for the relevant District Emergency Management Committee.
Membership	Membership is drawn from organisations and agencies with a role in managing the Shire's identified emergency risks. The Committee includes representatives from: • Council – Councillor Chairperson and Councillor proxy; • Shire Administration – Community Emergency Services Manager, Local Recovery Coordinator, Deputy Chief Bush Fire Control Officers and Local Welfare Liaison Officer; • WA Police – including the Local Emergency Coordinator; • St John Ambulance; • Department of Fire and Emergency Services; • State Emergency Service;

	• Department of Communities; • Department of Defence / RAAF; • Western Australian Meat Industry Authority; • local schools; and • community organisations. Each voting member is required to nominate a proxy from within their agency or organisation. Membership is reviewed regularly to ensure the Committee continues to represent the agencies, organisations and expertise relevant to local emergency risks. Special guests may also be invited where appropriate.
Chairperson and Executive Officer	The Chairperson is an Elected Member appointed by Council. Council also appoints an Elected Member as the Chairperson's proxy. The Community Emergency Services Manager is the Executive Officer and is responsible for coordinating meetings and preparing agendas and minutes.
Meetings	Meetings are held quarterly, generally on the fourth Wednesday of: • February; • May; • August; and • November. Additional meetings may be called by the Chairperson when required.
Quorum	At least 50% of the Committee's voting membership.
Delegated Authority	Nil. The Committee cannot commit Council, the Shire or any participating organisation to expenditure without the Shire's approval. Changes to the Committee's Terms of Reference also require Council approval.
Reporting	Minutes are provided to Committee members within two weeks of each meeting and made available to Council for information. Following each financial year, the Committee prepares an annual report on its activities for submission to the relevant District Emergency Management Committee.

2. ADVISORY, WORKING AND STRATEGIC GROUPS

This section outlines advisory, working and strategic groups established by the Shire to support specific programs, assessment processes, consultation or strategic planning. These groups are not statutory committees of Council unless otherwise stated and operate within the authority set out in their applicable policy or Terms of Reference.

2.1. Chittering Education Scholarship Advisory Group

Established	2011
Policy Reference	Shire Policy 5.2 – Education Scholarship Award. Policy can be found here.
Responsible Area	Corporate Services – Community Development.
Purpose	The Chittering Education Scholarship Advisory Group assesses nominations for the Shire's annual Education Scholarship Awards and recommends the preferred recipients to Council. The scholarship program provides financial assistance to two local students continuing their education in the following year: • one student graduating from Year 6 and commencing Year 7; and • one student graduating from Year 10 and commencing Year 11.
Key Functions	The Group: • reviews eligible scholarship nominations; • assesses nominations against the Shire's approved selection criteria and Education Scholarship Assessment Matrix; • considers academic achievement, all-round achievement, community involvement and leadership; • recommends one Year 6 and one Year 10 scholarship recipient to Council; and • supports a fair and consistent annual assessment process.
Membership	The Group operates as a three-member assessment panel appointed by Council. The current membership arrangement comprises: • two Councillor representatives appointed by Council; and • one representative from the Lions Club of Chittering. A Community Development Officer provides administrative support to the Group but is not part of the assessment panel.
Meetings	The Group meets once each year, generally in November or December, to assess nominations and finalise its recommendation before the December Ordinary Council Meeting.

Authority	Nil. The Group does not select the scholarship recipients on behalf of Council. It assesses the nominations and makes a recommendation, with Council making the final decision at the December Ordinary Meeting.
Reporting	The Group's recommendations are presented to Council for consideration at the December Ordinary Council Meeting. Following Council's decision, applicants are advised of the outcome and invited to attend the Australia Day Awards in January. Successful recipients receive the scholarship award, while unsuccessful applicants receive a Certificate of Merit.
Scholarship Funding	Scholarship funds are paid directly to the successful student's school and held in trust. The funds may be used for education-related expenses such as school fees, uniforms, books, school trips, camps and other extracurricular activities.

2.2. Community Assistance Grants and Sponsorship (CAGS) Working Group

Established	Under Shire Policy 5.4 – Community Funding.
Policy Reference	Shire Policy 5.4 – Community Funding. Policy can be found here.
Responsible Areas	Office of the CEO – Community Development.
Purpose	The CAGS Working Group assesses applications for financial and in-kind assistance under the Shire's Community Assistance Grants and Sponsorship program. The program supports eligible community and sporting organisations to deliver projects, events and activities that provide a wider community benefit and strengthen participation, connection and wellbeing within the Shire.
Key Functions	The Working Group: • assesses applications received through the annual CAGS funding round; • checks applications against the eligibility and funding requirements in Policy 5.4; • considers the community benefit of each proposed project, event or activity; • considers the applicant's financial and in-kind contribution; • determines the level of funding to be provided within the limits of the policy; and • ensures funding is allocated consistently within the Shire's approved Community Funding budget.
Membership	The Working Group comprises: • Chief Executive Officer, or representative; • Shire President, or representative; and • Community Development Officer, or representative.
Meetings	The Working Group meets once each year to assess applications received through the annual CAGS funding round.

Funding Categories	The CAGS program provides: • Infrastructure and Equipment Grants – up to $5,000; and • Sponsorship for Events and Programs – up to $3,000. The Shire's contribution will generally be limited to one-third of the total project cost. The Working Group may approve funding of up to 50% of the total project value where appropriate. Retrospective funding is not available, and projects must not materially commence before successful applications are announced.
Authority	The Working Group operates under Shire Policy 5.4 – Community Funding and does not have separate Terms of Reference. The policy provides the Working Group with responsibility for assessing CAGS applications and discretion to determine the level of funding within the limits set by the policy.
Administration and Reporting	The Community Development Team administers the Community Funding program, with the Chief Executive Officer responsible for implementation of the policy. Successful applicants are required to enter into a funding agreement and use the funding only for the approved project, event or activity.

2.3. Muchea Recreation Centre Strategic User Group

Established	15 July 2026
Terms of Reference	Adopted by Council on 15 July 2026 by Council Resolution 150726. Appendix 1
Purpose	The Muchea Recreation Centre Strategic User Group provides a forum for facility users and the Shire to discuss the long-term use, development and future planning of the Muchea Recreation Centre. The group helps identify future priorities, improve coordination between users and provide input into the Shire's budgeting and long-term planning processes.
Scope	The Group focuses on strategic matters such as: • long-term planning for the facility; • future infrastructure and development needs; • coordinated use and strategic programming; • emerging community needs; and • partnership and funding opportunities. The Group does not deal with day-to-day operational matters such as maintenance, cleaning, bookings, fees and charges or routine facility management. These matters are to be raised directly with the Shire Administration through the appropriate channels.
Membership	Membership is open to individuals and organisations with a current, regular or ongoing connection to the Muchea Recreation Centre. Membership may include: • individual facility users; • representatives of clubs, associations, organisations and other regular user groups; • the Councillor Delegate appointed by Council as Chairperson; and • Shire Administration representatives, as required. Prospective members are required to submit a membership application. Shire Administration verifies that applicants are active facility users and maintains the membership register. Membership does not require separate Council approval. At least three approved facility-user members are required for the Group to operate.

Chairperson and Responsible Officer	The Councillor Delegate appointed by Council acts as Chairperson and is responsible for keeping discussion focused on strategic matters and referring operational issues to Shire Administration where appropriate. A Shire Administration officer acts as the Responsible Officer and provides administrative support, including coordinating meetings, preparing agendas, recording minutes and facilitating communication between tup and the Shire.
Meetings	The Group meets a maximum of three times each year, aligned where practicable with the Shire's planning and budget cycle: • Late July – following adoption of the annual budget; • November – to identify priorities and future infrastructure needs for the next budget process; and • February – to provide input during the budget review period and discuss emerging strategic matters. Additional meetings may be held where there is a demonstrated strategic need.
Quorum	Quorum is at least 50% of the current approved facility-user membership, rounded up to the nearest whole number. The Councillor Chairperson and Shire Administration representatives are not counted when calculating quorum.
Authority	Nil. The Strategic User Group is an advisory reference group and is not a Committee of Council. It cannot make decisions on behalf of Council or the Shire Administration. The Group does not make decisions by formal vote. Feedback and recommendations are developed through discussion facilitated by the Chairperson.
Reporting	Minutes are recorded for each meeting and distributed to members. Where a matter has strategic or future planning implications, key outcomes may be reported to Council. The Chairperson may also provide an update through the Councillor Delegate reporting process.
Trial and Continuation	The Group will initially operate for its first three scheduled meetings as a trial period to confirm that there is sufficient ongoing participation and strategic value. If quorum is not achieved at any of those first three meetings, the Group will cease operating. After the trial period, the Group will cease if quorum is not achieved at two consecutive scheduled meetings.

2.4. Sandown Park Strategic User Group

Established	15 July 2026
Terms of Reference	Adopted by Council on 15 July 2026 by Council Resolution 150726. Appendix 2
Purpose	The Sandown Park Strategic User Group provides a forum for facility users and the Shire to discuss the long-term use, development and future planning of Sandown Park. The Group helps identify future priorities, improve coordination between users and provide input into the Shire's budgeting and long-term planning processes.
Scope	The Group focuses on strategic matters such as: • long-term planning for Sandown Park; • future infrastructure and development needs; • coordinated use and strategic programming; • emerging community needs; and • partnership and funding opportunities. The Group does not deal with day-to-day operational matters such as maintenance, cleaning, bookings, fees and charges or routine facility management. These matters are to be raised directly with Shire Administration through the appropriate channels.
Membership	Membership is open to individuals and organisations with a current, regular or ongoing connection to Sandown Park. Membership may include: • individual facility users; • representatives of clubs, associations, organisations and other regular user groups; • the Councillor Delegate appointed by Council as Chairperson; and • Shire Administration representatives, as required. Prospective members are required to submit a membership application. Shire Administration verifies that applicants are active facility users and maintains the membership register. Membership does not require separate Council approval. At least three approved facility-user members are required for the Group to operate.

Chairperson and Responsible Officer	The Councillor Delegate appointed by Council acts as Chairperson and is responsible for keeping discussions focused on strategic matters and referring operational issues to Shire Administration where appropriate. A Shire Administration officer acts as the Responsible Officer and provides administrative support, including coordinating meetings, preparing agendas, recording minutes and facilitating communication between the Group and the Shire.
Meetings	The Group meets a maximum of three times each year, aligned where practicable with the Shire's planning and budget cycle: • Late July – following adoption of the annual budget; • November – to identify priorities and future infrastructure needs for the next budget process; and • February – to provide input during the budget review period and discuss emerging strategic matters. Additional meetings may be held where there is a demonstrated strategic need.
Quorum	Quorum is at least 50% of the current approved facility-user membership, rounded up to the nearest whole number. The Councillor Chairperson and Shire Administration representatives are not counted when calculating quorum.
Authority	Nil. The Strategic User Group is an advisory reference group and is not a Committee of Council. It cannot make decisions on behalf of Council or the Shire Administration. The Group does not make decisions by formal vote. Feedback and recommendations are developed through discussion facilitated by the Chairperson.
Reporting	Minutes are recorded for each meeting and distributed to members. Where a matter has strategic or future planning implications, key outcomes may be reported to Council. The Chairperson may also provide an update through the Councillor Delegate reporting process.
Trial and Continuation	The Group will initially operate for its first three scheduled meetings as a trial period to confirm that there is sufficient ongoing participation and strategic value. If quorum is not achieved at any of those first three meetings, the Group will cease operating. After the trial period, the Group will cease if quorum is not achieved at two consecutive scheduled meetings.

3. EXTERNAL AGENCY GROUPS

The Shire of Chittering participates in a number of external agency groups to support regional collaboration, advocacy, coordinated planning and the representation of shared local government interests.

These groups are not committees or advisory groups established by the Shire. They operate under their own governance arrangements, with Council appointing delegates or representatives to participate on the Shire's behalf.

Council representatives provide a link between the Shire and the relevant regional organisation and, where appropriate, report significant matters or outcomes back to Council.

3.1. WALGA Avon Midland Country Zone

Purpose / Description	The WALGA Avon Midland Country Zone provides a regional forum for participating local governments to consider matters of common interest, develop regional positions and coordinate advocacy through the Western Australian Local Government Association (WALGA). It enables local governments within the Zone to collectively raise issues affecting their communities and contribute to broader local government sector policy and advocacy.
Council Representation	• Delegate: Shire President • Deputy Delegate: Deputy Shire President Council confirmed these positions as part of its external agency appointments in March 2026.
Meetings	Meetings are generally held quarterly and hosted at different locations throughout the Zone.
Role of the Shire Representative	The Shire’s representatives participate in regional discussions, represent Council’s interests and provide input into matters requiring coordinated local government advocacy.

3.2. Northern Growth Alliance (NGA)

Purpose / Description	The Northern Growth Alliance is a strategic partnership involving the Shires of Chittering, Gingin and Dandaragan. The Alliance provides a mechanism for the participating local governments to work together on shared regional priorities, including planning, economic development and advocacy.
Council Representation	• Delegate: Shire President • Deputy Delegate: Deputy Shire President These appointments were confirmed by Council in March 2026.
Meetings	Meetings are generally held quarterly, with venues rotated between the participating local governments.
Roles of the Shire Representative	The Shire's representatives contribute to the Alliance's regional priorities and advocate for matters where collaboration between the three local governments can provide a stronger regional outcome.

3.3. Avon Midland Peri-Urban Partnership (AMP-UP)

Purpose / Description	The Avon Midland Peri-Urban Partnership (AMP-UP) is a regional local government partnership that supports cooperation on matters affecting participating communities. Its regional priorities include areas such as: • advocacy; • housing; • emergency management; • Corella management; • waste services; • shared services; and • securing funding for regional initiatives. AMP-UP was previously known as the Avon Regional Organisation of Councils (AROC).
Council Representation	• Delegate: Shire President • Deputy Delegate: Deputy Shire President Council confirmed these appointments in March 2026.
Meetings	Meetings are held in accordance with AMP-UP's meeting schedule. Meetings are not open to the public; however, meeting agendas and minutes are publicly available.
Role of the Shire Representative	The Shire's representatives participate in regional discussions and advocacy on issues where participating local governments have common interests or may benefit from a coordinated approach.

3.4. Rural Water Council of Western Australia (Inc.)

Purpose / Description	The Rural Water Council of Western Australia Inc. advocates for the water needs of rural and regional communities, with a focus on sustainable and reliable rural water infrastructure and access.
Council Representation	A Councillor Delegate is appointed by Council to represent the Shire.
Meetings	Meetings are generally held twice each year at various locations throughout the Wheatbelt.
Role of the Shire Representative	The Councillor Delegate represents the Shire's interests in discussions relating to rural water supply, infrastructure and other water-related matters affecting regional communities.

3.5. Wheatbelt North Regional Road Group

Purpose / Description	The Wheatbelt North Regional Road Group provides a regional forum for considering road priorities and coordinating the prioritisation of projects and funding available through the Regional Road Program. The Group provides an important link between participating local governments and Main Roads Western Australia in relation to regional road investment and priorities.
Council Representation	• Delegate: Shire President • Deputy Delegate: Deputy Shire President
Meetings	Meetings are generally held quarterly and are coordinated with Main Roads Western Australia.
Role of the Shire Representative	The Shire's representatives advocate for local and regional road priorities and participate in the consideration and prioritisation of projects competing for regional road funding.

4. EXTERNAL INCORPORATED ASSOCIATIONS

The Shire of Chittering appoints Councillor representatives to external incorporated associations that support environmental management, natural resource management and regional catchment coordination.

These associations are not committees, advisory groups or working groups established by the Shire. They operate independently, with the Shire's representatives participating on Council's behalf.

Council representatives provide a link between the Shire and the relevant association and may report significant matters affecting the Shire back to Council.

Representation and Authority

Councillor representatives participate in these associations in accordance with the governance arrangements of the relevant organisation.

Their appointment as a Shire representative does not, by itself, provide authority to commit the Shire to expenditure, policy positions or other obligations. Any such commitment would need to be separately authorised through the appropriate Council or administrative process.

4.1. Chittering Land Conservation District Committee (t/as Chittering Landcare Group)

Purpose	The Chittering Land Conservation District Committee, trading as Chittering Landcare Group, is a community-based natural resource management organisation supporting environmental sustainability, landcare and conservation initiatives within the Shire of Chittering. The Shire works with Chittering Landcare on environmental and natural resource management matters relevant to the district.
Council Representation	A Councillor Delegate is appointed by Council to represent the Shire. The Council representation records also provide for a Proxy.
Meetings	Meetings are held as required. The association also liaises with the relevant Shire officer on environmental matters.
Role of the Shire Representative	The Councillor representative provides a connection between Council and Chittering Landcare, participates in discussions relevant to the Shire and may report significant environmental or landcare matters back to Council.

4.2. Ellen Brockman Integrated Catchment Committee

Purpose	The Ellen Brockman Integrated Catchment Committee supports integrated catchment management across the local government areas within the Ellen Brook catchment. It provides a forum for cooperation on environmental and catchment management matters that extend across local government boundaries.
Council Representation	A Councillor Delegate is appointed by Council to represent the Shire. The Council representation records also provide for a Deputy Delegate.
Meetings	Meetings are generally held quarterly.
Role of the Shire Representative	The Councillor representative participates in regional catchment discussions on behalf of the Shire and provides a link between Council and the Committee. Relevant matters may be reported to Council through the Councillor Delegate reporting process or another appropriate reporting mechanism.

APPENDIX 1: MUCHEA RECREATION CENTRE STRATEGIC USER GROUP TERMS OF REFERENCE

6177 Great Northern Highway
PO BOX Bindoon WA 6502
(08) 9576 4600
chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

MUCHEA RECREATION CENTRE STRATEGIC USER GROUP

TERMS OF REFERENCE

These Terms of Reference were adopted by the Shire of Chittering Council on 15 July 2026 by Council Resolution 150726

TABLE OF CONTENTS

NAME

The name of the group shall be the Muchea Recreation Centre (MRC) Strategic User Group.

PURPOSE

The purpose of the Strategic User Group is to provide a structured forum for strategic discussion regarding the long-term use, development, and future planning of the Muchea Recreation Centre.

The group will assist the Shire of Chittering by:

- Identifying opportunities to improve utilisation of the facility.
- Encouraging collaboration between facility user groups.
- Identifying strategic priorities and future development opportunities.
- Providing input to inform future budgeting and long-term planning.
- Strengthening communication between facility users and the Shire.

The Strategic User Group is an advisory reference group established by the Shire of Chittering.

It is not a Committee of Council under the *Local Government Act 1995*, does not exercise delegated authority, and cannot make decisions on behalf of the Council or the Administration.

SCOPE

The Strategic User Group will focus on strategic matters, including:

- Long-term planning for the facility
- Future infrastructure or development opportunities
- Strategic programming and coordinated use
- Identification of emerging community needs
- Opportunities for partnerships or funding

The group will not deal with operational or administrative matters, including:

- Maintenance issues
- Cleaning concerns
- Bookings administration
- Fees and charges
- Day-to-day facility management

Operational matters must be directed to the Shire Administration through the appropriate reporting channels.

COMMENCEMENT AND TRIAL PERIOD

Following Council endorsement, the Strategic User Group will operate for an initial trial period comprising the first three scheduled meetings.

The purpose of the trial period is to confirm whether there is sufficient ongoing facility-user interest and whether the group is able to provide strategic input consistent with these Terms of Reference.

If quorum is not achieved at the first scheduled meeting, the Strategic User Group will cease operation and no further meetings will be scheduled.

If quorum is achieved at the first scheduled meeting but not achieved at the second or third scheduled meeting, the Strategic User Group will cease operation.

GOVERNANCE

The Strategic User Group operates under the governance framework of the Shire of Chittering.

The group is established to support strategic discussion aligned with the Shire's Strategic Council Plan and organisational priorities.

The group does not have delegated authority and cannot make decisions on behalf of the Council.

MEMBERSHIP

Membership of the Strategic User Group is open to facility users and community members who have a current, regular or ongoing connection with the facility.

Membership may include:

- Individual facility users
- Representatives of organisations, clubs, associations or groups that regularly use the facility;
- The Councillor Delegate appointed by Council as Chairperson; and
- Shire Administration representatives as required.

The purpose of membership is to ensure that a broad range of facility users have the opportunity to participate in strategic discussions regarding the long-term use, planning and development of the facility.

Shire staff attending meetings do so in an administrative support capacity only and do not act as decision-makers within the Strategic User Group.

The Councillor Delegate and Shire Administration representatives are not counted as members for the purpose of determining quorum.

Chairperson

The appointed Councillor Delegate will act as Chairperson of the Strategic User Group.

The Chairperson will:

- Chair all meetings
- Ensure discussion remain strategic in nature
- Guide meeting discussions in accordance with the agenda
- Redirect discussion where matters fall outside the group's scope

The Chairperson may:

- Redirect discussion where matters fall outside the Strategic User Group's scope
- Defer agenda items
- Conclude discussion where adequate consideration has been given
- Refer operational matter to Shire Administration

A Shire Administration officer will act as the Responsible Officer, supporting the group by:

- Coordinating meeting logistics
- Preparing and circulating agendas
- Recording meeting minutes
- Assisting with follow-up actions where required
- Facilitating communication between the group and the Shire

Membership Application

Individuals, organisations, clubs, associations or groups wishing to participate in the Strategic User Group must complete a membership application form.

The purpose of the application process is to enable Shire Administration to:

- Verify that the applicant is a current and active user of the facility
- Maintain an accurate record of Strategic User Group members
- Ensure membership remains relevant to the use and future planning of the facility, and
- Support effective communication with members.

Applications will be reviewed and validated by Shire Administration.

Membership is administrative in nature and does not require Council approval.

Membership Duration

Membership of the Strategic User Group will remain valid while the individual or organisation continues to actively utilise the facility.

Membership will lapse where:

- The organisation or individual ceases to use the facility, or
- The organisation or individual no longer has a regular or ongoing presence at or connection with the facility

Administration may periodically review membership to ensure representation remains relevant and current.

The Shire Administration may suspend or revoke membership where a member:

- No longer represents an active facility user or active community member
- Fails to comply with the Code of Conduct
- Disrupts the effective operation of the Strategic User Group

Any such decision will be made by the Chief Executive Officer or their delegate.

Representation of Organisations

Membership is open to both individual facility users and representatives of organisations, clubs, associations or groups that regularly use the facility.

Where an organisation, club, association or group has multiple representatives, the Chairperson may manage discussion to ensure the meeting remains balanced, efficient and inclusive.

The Chairperson may request that an organisation nominate a primary contact person for communication purposes.

All members will have a reasonable opportunity to contribute to discussion. However, the Strategic User Group operates as an advisory reference group only and does not make decisions by formal vote.

The Chief Executive Officer, or their delegate, retains discretion to approve, decline, suspend or revoke membership where necessary to support effective governance, meeting conduct and the strategic purpose of the group.

Minimum Membership

The Strategic User Group will only commence where at least three approved facility-user members are confirmed by Administration.

If approved membership falls below three facility-user members, Administration may suspend meetings until membership is restored. If membership remains below three facility-user members for a period of three months, the group will cease operation.

MEETINGS

Strategic User Group meetings will be held a maximum of three (3) times per year, aligned where practicable with the Shire's annual budget and planning cycle.

Meetings will generally be scheduled as follows:

- Late July – following adoption of the annual budget, to discuss approved budget items and any relevant facility matters for the coming year.
- November – to identify strategic matters, facility priorities or future infrastructure needs that may require consideration as part of the next annual budget process; and
- February – to provide input, where relevant, during the budget review period and to discuss any emerging strategic matters.

Additional meetings may be convened where required, by agreement between the Chairperson and the Responsible Officer, where there is a demonstrated strategic need.

Meetings will be conducted in a respectful and constructive manner. The Chairperson will ensure discussion remains orderly, focused on strategic matters, and that all members have a reasonable opportunity to contribute

Member Conduct and Meeting Expectations

Members of the Strategic User Group are expected to participate in a respectful and constructive manner that supports the strategic purpose of the group.

Members must:

- Engage in discussions that align with the strategic objectives of the facility
- Respect the role of the Chairperson in guiding discussions
- Allow all members the opportunity to contribute
- Avoid raising operational or administrative matters during meetings

Where discussions move into operational or administrative matters, the Chairperson may redirect discussion or refer the matter to the appropriate administrative reporting channel.

The Chairperson may also curtail discussion where matters fall outside the scope of the Strategic User Group.

Repeated failure to adhere to the expectations of the Strategic User Group may result in the Chairperson referring the matter to the Shire Administration for review of the member's participation.

AGENDA

Prior to each meeting:

- Group members will be invited to submit agenda items.
- Agenda items must align with the strategic purpose of the group.
- The agenda will be prepared by the Responsible Officer in consultation with the Chairperson and circulated prior to the meeting.

The Responsible Officer, in consultation with the Chairperson, may decline or defer agenda items that relate to operational matter or fall outside the scope of Strategic User Group.

Where no Agenda items of a strategic nature are received by the agenda submission deadline, the Chairperson and Responsible Officer may determine that the scheduled meeting is not required.

Where two consecutive scheduled meetings are not required fur to the absence of strategic agenda items, the Chief Executive Officer, or their delegate, may determine that the Strategic User Group has ceased to serve an ongoing purpose and may close the group.

MINUTES AND REPORTING

Minutes will be recorded for each meeting and distributed to members following the meeting.

Key outcomes from the meeting may be reported to Council where strategic matters or future planning considerations arise.

The Strategic User Group operates on a discussion and advisory basis only.

Recommendations or feedback provided to the Shire are not determined through formal voting, but through discussion facilitated by the Chairperson.

The Chairperson may provide a summary of strategic matter arising from the Strategic User Group to Council through the Councillor Delegate report process where appropriate.

QUORUM

A quorum will consist of at least 50% of the current approved Strategic User Group membership, rounded up to the nearest whole number.

For the purpose of calculating quorum:

- the Councillor Delegate appointed as Chairperson is not counted;
- Shire Administration representatives are not counted;
- apologies are not counted; and
- quorum is calculated by reference to the current approved membership list maintained by Shire Administration.

A meeting must not proceed as a formal Strategic User Group meeting unless quorum is achieved.

If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will not proceed. The Responsible Officer may record that quorum was not achieved.

During the initial trial period, if quorum is not achieved at any of the first three scheduled meetings, the Strategic User Group will cease operation without the requirement for a further report to Council.

Following the initial trial period, if quorum is not achieved for two consecutive scheduled meetings, the Strategic User Group will cease operation without the requirement for a further report to Council.

CONFLICT OF INTEREST

Members of the Strategic User Group must disclose any financial, impartiality or proximity interests in accordance with the requirements of the *Local Government Act 1995*.

CODE OF CONDUCT

Members must comply with the Shire of Chittering's relevant Code of Conduct while participating in the Strategic User Group.

REVIEW

These Terms of Reference may be reviewed periodically to ensure continued alignment with Council governance practices and the strategic objectives of the Shire.

APPENDIX 2: SANDOWN PARK STRATEGIC USER GROUP TERMS OF REFERENCE

6177 Great Northern Highway
PO BOX Bindoon WA 6502
(08) 9576 4600
chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

SANDOWN PARK STRATEGIC USER GROUP

TERMS OF REFERENCE

These Terms of Reference were adopted by the Shire of Chittering Council on 15 July 2026 by Council Resolution 150726

TABLE OF CONTENTS

NAME

The name of the group shall be the Sandown Park Strategic User Group.

PURPOSE

The purpose of the Strategic User Group is to provide a structured forum for strategic discussion regarding the long-term use, development, and future planning of Sandown Park.

The group will assist the Shire of Chittering by:

- Identifying opportunities to improve utilisation of the facility.
- Encouraging collaboration between facility user groups.
- Identifying strategic priorities and future development opportunities.
- Providing input to inform future budgeting and long-term planning.
- Strengthening communication between facility users and the Shire.

The Strategic User Group is an advisory reference group established by the Shire of Chittering.

It is not a Committee of Council under the *Local Government Act 1995*, does not exercise delegated authority, and cannot make decisions on behalf of the Council or the Administration.

SCOPE

The Strategic User Group will focus on strategic matters, including:

- Long-term planning for the facility
- Future infrastructure or development opportunities
- Strategic programming and coordinated use
- Identification of emerging community needs
- Opportunities for partnerships or funding

The group will not deal with operational or administrative matters, including:

- Maintenance issues
- Cleaning concerns
- Bookings administration
- Fees and charges
- Day-to-day facility management

Operational matters must be directed to the Shire Administration through the appropriate reporting channels.

COMMENCEMENT AND TRIAL PERIOD

Following Council endorsement, the Strategic User Group will operate for an initial trial period comprising the first three scheduled meetings.

The purpose of the trial period is to confirm whether there is sufficient ongoing facility-user interest and whether the group is able to provide strategic input consistent with these Terms of Reference.

If quorum is not achieved at the first scheduled meeting, the Strategic User Group will cease operation and no further meetings will be scheduled.

If quorum is achieved at the first scheduled meeting but not achieved at the second or third scheduled meeting, the Strategic User Group will cease operation.

GOVERNANCE

The Strategic User Group operates under the governance framework of the Shire of Chittering.

The group is established to support strategic discussion aligned with the Shire's Strategic Council Plan and organisational priorities.

The group does not have delegated authority and cannot make decisions on behalf of the Council.

MEMBERSHIP

Membership of the Strategic User Group is open to facility users and community members who have a current, regular or ongoing connection with the facility.

Membership may include:

- Individual facility users
- Representatives of organisations, clubs, associations or groups that regularly use the facility;
- The Councillor Delegate appointed by Council as Chairperson; and
- Shire Administration representatives as required.

The purpose of membership is to ensure that a broad range of facility users have the opportunity to participate in strategic discussions regarding the long-term use, planning and development of the facility.

Shire staff attending meetings do so in an administrative support capacity only and do not act as decision-makers within the Strategic User Group.

The Councillor Delegate and Shire Administration representatives are not counted as members for the purpose of determining quorum.

Chairperson

The appointed Councillor Delegate will act as Chairperson of the Strategic User Group.

The Chairperson will:

- Chair all meetings
- Ensure discussion remain strategic in nature
- Guide meeting discussions in accordance with the agenda
- Redirect discussion where matters fall outside the group's scope

The Chairperson may:

- Redirect discussion where matters fall outside the Strategic User Group's scope
- Defer agenda items
- Conclude discussion where adequate consideration has been given
- Refer operational matter to Shire Administration

A Shire Administration officer will act as the Responsible Officer, supporting the group by:

- Coordinating meeting logistics
- Preparing and circulating agendas
- Recording meeting minutes
- Assisting with follow-up actions where required
- Facilitating communication between the group and the Shire

Membership Application

Individuals, organisations, clubs, associations or groups wishing to participate in the Strategic User Group must complete a membership application form.

The purpose of the application process is to enable Shire Administration to:

- Verify that the applicant is a current and active user of the facility
- Maintain an accurate record of Strategic User Group members
- Ensure membership remains relevant to the use and future planning of the facility, and
- Support effective communication with members.

Applications will be reviewed and validated by Shire Administration.

Membership is administrative in nature and does not require Council approval.

Membership Duration

Membership of the Strategic User Group will remain valid while the individual or organisation continues to actively utilise the facility.

Membership will lapse where:

- The organisation or individual ceases to use the facility, or
- The organisation or individual no longer has a regular or ongoing presence at or connection with the facility

Administration may periodically review membership to ensure representation remains relevant and current.

The Shire Administration may suspend or revoke membership where a member:

- No longer represents an active facility user or active community member
- Fails to comply with the Code of Conduct
- Disrupts the effective operation of the Strategic User Group

Any such decision will be made by the Chief Executive Officer or their delegate.

Representation of Organisations

Membership is open to both individual facility users and representatives of organisations, clubs, associations or groups that regularly use the facility.

Where an organisation, club, association or group has multiple representatives, the Chairperson may manage discussion to ensure the meeting remains balanced, efficient and inclusive.

The Chairperson may request that an organisation nominate a primary contact person for communication purposes.

All members will have a reasonable opportunity to contribute to discussion. However, the Strategic User Group operates as an advisory reference group only and does not make decisions by formal vote.

The Chief Executive Officer, or their delegate, retains discretion to approve, decline, suspend or revoke membership where necessary to support effective governance, meeting conduct and the strategic purpose of the group.

Minimum Membership

The Strategic User Group will only commence where at least three approved facility-user members are confirmed by Administration.

If approved membership falls below three facility-user members, Administration may suspend meetings until membership is restored. If membership remains below three facility-user members for a period of three months, the group will cease operation.

MEETINGS

Strategic User Group meetings will be held a maximum of three (3) times per year, aligned where practicable with the Shire's annual budget and planning cycle.

Meetings will generally be scheduled as follows:

- Late July – following adoption of the annual budget, to discuss approved budget items and any relevant facility matters for the coming year.
- November – to identify strategic matters, facility priorities or future infrastructure needs that may require consideration as part of the next annual budget process; and
- February – to provide input, where relevant, during the budget review period and to discuss any emerging strategic matters.

Additional meetings may be convened where required, by agreement between the Chairperson and the Responsible Officer, where there is a demonstrated strategic need.

Meetings will be conducted in a respectful and constructive manner. The Chairperson will ensure discussion remains orderly, focused on strategic matters, and that all members have a reasonable opportunity to contribute

Member Conduct and Meeting Expectations

Members of the Strategic User Group are expected to participate in a respectful and constructive manner that supports the strategic purpose of the group.

Members must:

- Engage in discussions that align with the strategic objectives of the facility
- Respect the role of the Chairperson in guiding discussions
- Allow all members the opportunity to contribute
- Avoid raising operational or administrative matters during meetings

Where discussions move into operational or administrative matters, the Chairperson may redirect discussion or refer the matter to the appropriate administrative reporting channel.

The Chairperson may also curtail discussion where matters fall outside the scope of the Strategic User Group.

Repeated failure to adhere to the expectations of the Strategic User Group may result in the Chairperson referring the matter to the Shire Administration for review of the member's participation.

AGENDA

Prior to each meeting:

- Group members will be invited to submit agenda items.
- Agenda items must align with the strategic purpose of the group.
- The agenda will be prepared by the Responsible Officer in consultation with the Chairperson and circulated prior to the meeting.

The Responsible Officer, in consultation with the Chairperson, may decline or defer agenda items that relate to operational matter or fall outside the scope of Strategic User Group.

Where no Agenda items of a strategic nature are received by the agenda submission deadline, the Chairperson and Responsible Officer may determine that the scheduled meeting is not required.

Where two consecutive scheduled meetings are not required fur to the absence of strategic agenda items, the Chief Executive Officer, or their delegate, may determine that the Strategic User Group has ceased to serve an ongoing purpose and may close the group.

MINUTES AND REPORTING

Minutes will be recorded for each meeting and distributed to members following the meeting.

Key outcomes from the meeting may be reported to Council where strategic matters or future planning considerations arise.

The Strategic User Group operates on a discussion and advisory basis only.

Recommendations or feedback provided to the Shire are not determined through formal voting, but through discussion facilitated by the Chairperson.

The Chairperson may provide a summary of strategic matter arising from the Strategic User Group to Council through the Councillor Delegate report process where appropriate.

QUORUM

A quorum will consist of at least 50% of the current approved Strategic User Group membership, rounded up to the nearest whole number.

For the purpose of calculating quorum:

- the Councillor Delegate appointed as Chairperson is not counted;
- Shire Administration representatives are not counted;
- apologies are not counted; and
- quorum is calculated by reference to the current approved membership list maintained by Shire Administration.

A meeting must not proceed as a formal Strategic User Group meeting unless quorum is achieved.

If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will not proceed. The Responsible Officer may record that quorum was not achieved.

During the initial trial period, if quorum is not achieved at any of the first three scheduled meetings, the Strategic User Group will cease operation without the requirement for a further report to Council.

Following the initial trial period, if quorum is not achieved for two consecutive scheduled meetings, the Strategic User Group will cease operation without the requirement for a further report to Council.

CONFLICT OF INTEREST

Members of the Strategic User Group must disclose any financial, impartiality or proximity interests in accordance with the requirements of the *Local Government Act 1995*.

CODE OF CONDUCT

Members must comply with the Shire of Chittering's relevant Code of Conduct while participating in the Strategic User Group.

REVIEW

These Terms of Reference may be reviewed periodically to ensure continued alignment with Council governance practices and the strategic objectives of the Shire.