



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 NOVEMBER 2021**

| REPORT NUMBER | REPORT TITLE AND ATTACHMENT DESCRIPTION | PAGE NUMBER(S) |
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Council Committees and Advisory Groups Membership

Endorsed by Council on 22 October 2019

OFFICE USE ONLY:

Adoption and Amendment Record

| AMENDMENT | | DETAILS OF ADOPTION / AMENDMENT | AMENDED BY |
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| NUMBER | DATE | | |
| 1 | 22 October 2019 | Adopted | NM 25/10/2019 |
| 2 | 11 December 2019 | Amendment – added membership to the Rural Water Council of WA (Inc) | NM 18/12/2019 |
| 3 | 18 March 2020 | Amendment – added membership to the Wannamal Community Centre Inc | NM 19/03/2020 |
| 4 | 20 May 2020 | Amendment – added Chittering Health Advisory Group | NM 02/06/2020 |
| 5 | 17 June 2020 | Amendment – updated CHAG Terms of Reference | NM 09/07/2020 |
| 6 | 15 July 2020 | Amendment – updated membership to LEMC Amendment – updated membership to CBFAC | NM 16/07/2020 |
| 7 | 16 September 2020 | Amendment – update to CMAG Amendment – added CTAG | NM 19/09/2020 |
| 8 | 18 November 2020 | Amendment – as per Resolution 111120 | NM 07/12/2020 |
| 9 | 9 December 2020 | Amendment – updated CTAG Terms of Reference | NM 18/12/2020 |
| 10 | 21 April 2021 | Amendment – as per Resolution 080421 | DK 22/04/2021 |

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INTRODUCTION

This booklet contains details of:

1. Council Committees
 2. Council Portfolios
 3. Advisory Groups
 4. Council Representation on External Organisations
-

PART 1 – COUNCIL COMMITTEES

Section 5.8 of the **Local Government Act 1995** provides that Council can establish committees of three (3) or more persons. An **Absolute Majority** decision is required.

1.1 *Types of Committees*

Section 5.9 provides that a committee can comprise:

- a) Council Members only
- b) Council Members and Employees
- c) Council Members and Employees and other persons
- d) Council Members and other persons
- e) Other persons only

1.2 *Appointment of Committee Members*

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an **Absolute Majority** decision of Council.

At any given time each Council member is entitled to be a member of at least one committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.

If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a) to be a member of the committee, or
 - b) that a representative of the Chief Executive Officer be a member of the committee
- the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

1.3 *Tenure of Committee Membership*

Where a person is appointed as a member of a committee under *section 5.10(4) or (5)* (i.e. the sections relating to appointing the President and the Chief Executive Officer or the Chief Executive Officer's representative to a committee), the person's membership of the committee is valid until:

- a) *the person no longer holds the office by virtue of which the person becomes a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be,*
 - b) *the person resigns from membership of the committee,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

Where a person is appointed as a member of a committee other than under *section 5.10(4) or (5)*, the person's membership of the committee continues until:

- a) *the term of the person's appointment as a committee member expires,*
 - b) *the Council removes the person from the office of committee member or the office of committee member otherwise becomes vacant,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

1.4 *Elected members obligation when appointed by Council*

Councillors are to represent the views of Council, as deemed by resolution Policy or strategic objectives, when attending Committee meetings and Working Groups that include "**other persons**".

"Other Persons" means a person who is not a Council member or employee

1.5 *Election of Presiding Member and Deputies*

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with *section 5.12*.

1.6 Quorum

The quorum for a meeting of a committee is at least 50% of the number of offices whether vacant or not.

The Council may, with an **Absolute Majority** decision, reduce the number of offices of committee members required for a quorum at a committee meeting specified by the Council if there would not otherwise be a quorum for the meeting.

1.7 Presiding at Committee meetings

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

1.8 Delegation of some powers and duties to certain committees

Under and subject to *section 5.17*, Council may delegate to a committee any of its powers and duties other than the power of delegation. An **Absolute Majority** decision of Council is required.

A delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.

A delegation has effect for the period of time specified in the delegation or if no period has been specified, indefinitely.

Any decision to amend or revoke a delegation is to be made by an **Absolute Majority**.

Although Council may have delegated authority to a committee, nothing prevents the Council from performing any of its functions by acting through another person.

1.9 *Limits on the delegation of powers and duties to certain committees*

The Council can delegate:

- a) to a committee comprising Council members only, any of the Council's powers or duties under the Act except:
 - i. any power or duty that requires a decision of an absolute majority or a 75% majority of the Council; and
 - ii. any other power or duty that is prescribed;
- b) to a committee comprising Council members and employees, any of the council's powers or duties that can be delegated to the Chief Executive Officer; and
- c) to a committee comprising Council members, employees and other persons, Council members and other persons, and employees and other persons, any of the council's powers or duties that are necessary or convenient for the proper management of:
 - i. the Council's property; or
 - ii. an event in which the Council is involved.

The Council cannot delegate any of its powers or duties to a committee comprising "other persons only".

1.10 *Statutory compliance*

The Presiding Member, deputy presiding member, committee members and the Council officer responsible for the committee are to make themselves fully conversant with all of the provision of the **Local Government Act 1995** and Council's Standing Orders relating to committees and committee meetings.

Council has resolved to formally establish the following committees with the membership and other relevant information as shown.

1.11 Audit and Risk Committee

1.11.1 Membership

As at 22 October 2019:

| Members |
|---------------------------|
| Cr Kylie Hughes (Chair) |
| Cr Carmel Ross |
| Cr Peter Osborn |
| Cr John Curtis |
| Cr Mary Angus |
| Cr Mark Campbell |
| Cr Rebecca Foulkes-Taylor |

Quorum

4 members

1.11.2 Terms of Reference

Adopted by Council on 22 October 2019

1.11.3 Function

1.11.3.1 NAME

The name of the Committee shall be the Shire of Chittering Audit and Risk Committee hereinafter referred to in its abbreviated form as ARC.

1.11.3.2 DISTRICT

The ARC shall operate within the local government boundaries of the Shire of Chittering.

1.11.3.3 GUIDING PRINCIPLES

The guiding principles are in accordance with the *Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities*.

1.11.3.4 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the *Local Government Act 1995*.

1.11.3.5

OBJECTIVES

The Regulations state that an audit committee:

- a) is to provide guidance and assistance to the local government:
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor;
- b) may provide guidance and assistance to the local government as to:
 - i. matters to be audited;
 - ii. the scope of audits;
 - iii. its functions under Part 6 of the Act;
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management;
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the council the results of that review;
 - ii. give a copy of the CEO's report to the council;
- d) review the annual Compliance Audit Return and report to the council the results of that review, and
- e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

The role of the audit and risk committee is to support council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit and risk committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the audit and risk committee.

The audit and risk committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

1.11.3.6 POWERS OF THE AUDIT AND RISK COMMITTEE

The ARC is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or delegated authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

1.11.3.7 MEMBERSHIP

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

1.11.3.8 REPORTING

Reports and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

1.11.3.9 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the ARC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (c) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the **Local Government Act 1995**,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (d) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (e) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.

- (f) Review the scope of the audit plan and program and its effectiveness.
- (g) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (h) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.

1.11.3.10

TENURE OF MEMBERSHIP

Shall be in accordance with the **Local Government Act 1995, section 5.11.**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.

1.11.3.11

DELEGATED AUTHORITY

Nil

1.11.3.12

COMMITTEE

Chairperson

The members shall appoint the Chairperson of the ARC.

Secretary

A Shire staff officer will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

1.11.3.13

MEETINGS

Annual General Meeting

Nil

Committee meetings

The ARC shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be four voting members.

Voting

Shall be in accordance with the **Local Government Act 1995, Section 5.21.**

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present**On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995, Section 5.22.**

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Who acts if no presiding member?

Shall be in accordance with the **Local Government Act 1995, Section 5.14.**

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the **Local Government Act 1995, Section 5.23** and include question time for members of the pursuant to the **Local Government Act 1995, Section 5.24**.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

1.12 Chittering Bush Fire Advisory Committee

1.12.1 Membership

As at 18 August 2021:

| Members | Deputies |
|--|---|
| Shire of Chittering Councillor Cr Carmel Ross (Chair) | Shire of Chittering Councillor Cr Mark Campbell |
| Chief Executive Officer Matthew Gilfellow | Nil |
| Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll | Nil |
| Deputy Chief Bush Fire Control Officer Southern Region David Wilson | Nil |
| Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler | Nil |
| Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry | Nil |
| Muchea Brigade representative Shelly Pannell | Muchea Brigade representative Shane Robertson |
| Lower Chittering Brigade representative Johan Rossouw | Lower Chittering Brigade representative Max Brown |
| Upper Chittering Brigade representative Aaron Cover | Upper Chittering Brigade representative Gordon Carter |
| Bindoon Brigade representative Peter Watterston | Bindoon Brigade representative Nic Walter |
| Wannamal Brigade representative Richard Rose | Wannamal Brigade representative Kim Haeusler |
| Incident Support Brigade representative Peter Hall | Incident Support Brigade representative Paul Groves |

QUORUM

6 members

1.12.2 Terms of Reference

Adopted by Council on 22 October 2019

1.12.3 *Function*

1.12.3.1 **NAME**

The name of the Committee shall be the Chittering Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as CBFAC.

1.12.3.2 **DISTRICT**

The CBFAC shall operate within the local government boundaries of the Shire of Chittering.

1.12.3.3 **VISION**

Our vision is for the Shire of Chittering to have an efficient and responsive fire service and as a Committee to educate and inform the community of the dangers of fire.

1.12.3.4 **GUIDING PRINCIPLES**

Nil

1.12.3.5 **ESTABLISHMENT**

The CBFAC is established pursuant to the *Local Government Act 1995, Section 5.8* and the *Bush Fires Act 1954, Section 67*.

1.12.3.6 **OBJECTIVES**

To make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954, Section 67(1)*.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the *Bush Fire Act 1954*
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

1.12.3.7 **MEMBERSHIP**

Membership

- (a) One Shire of Chittering Councillor as member and one Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member
- (d) Deputy Chief Bush Fire Control Officer Southern Region as member
- (e) Deputy Chief Bush Fire Control Officer Northern Region as member
- (f) Deputy Chief Bush Fire Control Officer Central Region as member
- (g) Muchea Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (h) Lower Chittering Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (i) Upper Chittering Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (j) Bindoon Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (k) Wannamal Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (l) Incident Support Brigade
 - i. one Bush Fire Control Officer as member
 - ii. one Bush Fire Control Officer as deputy

Tenure of Membership

Shall be in accordance with the **Local Government Act 1995, Section 5.11.**

1.12.3.8 **ATTENDANCE BY GOVERNMENT AGENCIES**

The following are invited (non-voting) to attend meetings of the CBFAC:

- (a) DFES Fire Services Manager Perth North Coastal
- (b) DEC Conservation and Land Management Officer

1.12.3.9 **DELEGATED AUTHORITY**

Nil

1.12.3.10 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the CBFAC.

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

Standing Ex-Officio Members

Nil

1.12.3.11

MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be as determined by the CBFAC.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all CBFAC members within five to 10 days of the meeting for endorsement at the next meeting.

CBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Brigade and Shire Training Coordinator reports

Each member brigade shall provide a brigade report to the meeting. The Shire Training Coordinator shall provide a report to the Chief Bush Fire Control for presentation at the meeting.

Working groups

The CBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Deputations

The CBFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

1.13 Local Emergency Management Committee

1.13.1 Membership

As at 16 July 2020:

| Members | Deputies |
|---|--|
| Shire President Cr Kylie Hughes (Chair) | Shire Deputy President Cr Carmel Ross |
| Chief Executive Officer | |
| Community Emergency Services Manager Chief Bush Fire Control Officer | Deputy Chief Bush Fire Control Officer Southern/Northern Region |
| Executive Manager Technical Services | |
| Executive Manager Corporate Services | |
| Executive Manager Development Services | |
| Principal Building Surveyor | |
| Principal Environmental Health Officer | |
| St John Ambulance Gingin/Chittering | |
| WA Police – Gingin | |
| Department of Fire and Emergency Services | |
| Department for Communities | |
| Department of Health | |
| Department of Primary Industries and Regional Development | |
| Australian Defence Force | |
| WA Meat Industry Authority | |
| Bindoon Primary School | |
| Edmund Rice College | |
| Immaculate Heart College | |

Quorum

9 Members

1.13.2 Terms of Reference

Adopted by Council 22 October 2019

1.13.3 Functions

1.13.3.1 NAME

The name of the Committee shall be the Local Emergency Management Committee hereinafter referred to in its abbreviated form as LEMC.

1.13.3.2 DISTRICT

The LEMC shall operate within the local government boundaries of the Shire of Chittering.

1.13.3.3 VISION

Our vision is for the Shire of Chittering to have an efficient and responsive emergency management.

1.13.3.4 GUIDING PRINCIPLES

Nil

1.13.3.5 ESTABLISHMENT

The LEMC is established pursuant to *Section 5.8* of the **Local Government Act 1995** and *Section 38* of the **Emergency Management Act 2005**.

1.13.3.6 OBJECTIVES

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Shall be in accordance with the **Emergency Management Act 2005**, Section 39.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the OEM or prescribed by the regulations.*

1.13.3.7 **MEMBERSHIP**

Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

| | |
|--------------------------|--|
| Chair | President |
| Deputy Chair | Deputy President |
| Executive Officer | Community Emergency Services Manager / Chief Bush Fire Control Officer |
| Members | SoC Local Recovery Coordinator |
| | SoC President |
| | St Johns Ambulance Gingin/Chittering |
| | SoC Principal Environmental Health Officer |
| | SoC Building Surveyor |
| | SoC Executive Manager Development Services |
| | SoC Executive Manager Corporate Services |
| | SoC Executive Manager Technical Services |
| | SoC Deputy Chief Bush Fire Control Officers |
| | SoC Local Welfare Liaison Officer |
| | WA Police – Gingin representative |
| | Department for Communities representative |
| | DFES District Manager North East |
| | RAAF Defence representative |
| | Western Australian Meat Industry Authority representative |
| | Bindoon Primary School |
| | Edmund Rice College |
| | Immaculate Heart College |

Tenure of Membership

Shall be in accordance with the **Local Government Act 1995**, Section 5.11.

1.13.3.8 **ATTENDANCE BY GOVERNMENT AGENCIES**

Department of Fire and Emergency Services
Department for Communities

1.13.3.9 **DELEGATED AUTHORITY**

Nil

1.13.3.10 **COMMITTEE**

Presiding Member

Shire of Chittering Councillor

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting)

Standing Ex-Officio Members

Nil

1.13.3.11

MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be held quarterly

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,*on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all LEMC members within five to 10 days of the meeting for endorsement at the next meeting.

LEMC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Working groups

The LEMC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

PART 2 – COUNCIL PORTFOLIOS

Councillors may choose to hold one or more portfolios in relation to a particular matter that is of interest to Council. An Elected Member may be delegated by Council the function of monitoring and providing elected member reports to Council on items of interest to Council.

Elected Members of Council holding a particular portfolio may be requested by the Council or Chief Executive Officer to attend various meetings in relation to the portfolio, and provide input from the Shire of Chittering's perspective taking into consideration the corporate goals and policies of Council.

No sitting fee shall be paid in connection with an allocated portfolio; however any bona fide expense shall be reimbursed. Should a portfolio holder meet with a Minister in relation to the portfolio, the President in the first instance or Deputy President of the Council shall be invited to attend.

Council has resolved to formally establish the following portfolios in line with the Strategic Community Plan 2017-2027 with the membership and other relevant information as shown:

| Description | Membership |
|---|-----------------|
| Community Development <ul style="list-style-type: none"> Health and aged care Youth and related services Sport and recreation | Cr Mary Angus |
| Natural Environment <ul style="list-style-type: none"> Chittering Landcare Waste management Catchment management | Cr Kylie Hughes |
| Built Environment <ul style="list-style-type: none"> Precinct planning Recreation trails and reserves Infrastructure services Project activities Heritage | Cr John Curtis |
| Economic Development and Tourism <ul style="list-style-type: none"> Chamber of Commerce Chittering Tourist Association Regional tourism initiatives Small business Project activities Events | Cr Carmel Ross |
| Governance <ul style="list-style-type: none"> Integrated Planning Asset Management Financial Sustainability | Cr Peter Osborn |

PART 3 – ADVISORY GROUPS

An "Advisory Group" will **NOT** be a formal committee established under section 5.8 of the **Local Government Act 1995**. An "Advisory Group" is to meet as and when required and membership is to vary dependent on the issues to be addressed. The Officer responsible for the "Advisory Group" will report any outcomes from working group meetings direct to Council.

"Advisory Groups" will not attract a sitting fee to elected members as the "Advisory Group" is not a formal committee constituted pursuant to the **Local Government Act 1995**.

Council members are to represent the views of Council when attending an external organisation as a member appointed by the Council, not their personal views if these conflict with Council policy and position.

Representation of external organisations will not attract a sitting fee to elected members but any out of pocket expenditure or travelling expenses will be reimbursed.

3.1 Advisory Group Membership and Objectives

3.1.1 Chittering Community Planning Advisory Group

The Chittering Community Planning Advisory Group (CCPAG) is made up of representatives of diverse community interests from within the Shire of Chittering; representing the localities of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

3.1.1.1 MEMBERSHIP

Sporting groups and Community groups from within the Shire of Chittering are encouraged to nominate one representative per group.

Alternatively, for those groups involved in a Chittering Shire facility user group a representative from the user group are encouraged to participate on CCPAG.

| Members | Deputies |
|--|---|
| Delegate Cr Mark Campbell | Deputy Delegate Cr Rebecca Foulkes-Taylor |
| Community Development Coordinator (CDC) | And any other Shire staff by invitation as determined by projects of the committee |
| Bindoon Agricultural Society representative | - |
| Bindoon Community Progress Association representative | - |
| Bindoon Chittering Retirees / CWA representative | - |
| Bindoon Theatre Incorporated representative | - |

| Members | Deputies |
|--|---|
| Brockman Historical Precinct user group representative representing the: <ul style="list-style-type: none"> Bindoon Historical Society Bindoon Arts & Crafts Bindoon Men's Shed | - |
| Chittering Tourist Association representative | - |
| Chittering Progress Association representative | representing the Lower Chittering Hall user group |
| Bindoon Sport and Recreation Association representative | representing the Chinkabee Complex user group |
| Bindoon Primary School P & C representative | - |
| Sandown Park representative | - |
| Muchea User Group representative | - |
| Wannamal Community Centre representative | - |

QUORUM

7 members (comprising of 5 community members, 1 Councillor and the CDC)

3.1.1.2

OBJECTIVES

- Contribute and participate in the review of the Shire of Chittering Strategic Community Plan
A point of reference for the Shire of Chittering as part of community engagement activities. To ensure that community planning and development remain a key component of Council's Strategic planning process.
- Community attitudes and perceptions
A collective voice for advocating community attitudes and perception, ideas and projects of the communities within the Shire of Chittering between the Council, funding providers and government agencies.
- Identify opportunities
To identify opportunities for community development through creative utilisation of existing and future resources and funding by collectively identifying, supporting and working towards projects that serve to build community pride. This will be achieved through the dissemination of information, brainstorming and/ or a collective think tank of ideas facilitated by the broad knowledge base of the group.

(d) Promotion

To promote the importance of community planning development in the Shire of Chittering by being a conduit between the community, sporting and community groups, Shire of Chittering and potential partners i.e. funding providers and Government agencies.

Provide a focal point for the exchange of information among the local community and the Shire of Chittering, on issues of concern or projects of interest that serve to build pride within our community, being mindful of not replicating work that is already being done within the community.

(e) Communication with Council

To facilitate and encourage widespread consultation with the community by communication to the council on community planning and development issues and; make recommendations to Council on all matters relating to this.

(f) Budget priorities

To identify and make recommendations to Council on budget provisions for community development projects by advocating community priorities to council for budgetary considerations.

(g) Community facilities

To advise and assist Council in the development of community facilities and services within the Shire of Chittering.

(h) Community projects

Assist and support, where appropriate, any new community projects and; advocate for improved use of resources (time, people, financial etc.) through utilising the networking opportunities present within the group.

3.1.1.3

MEETING TIMES

Once a year held in April

1 – 3pm in the Shire of Chittering Council Chambers

Meetings may be held more regularly where necessary to projects of the group.

3.1.2 Chittering Community Support Funding Advisory Group

3.1.2.1 MEMBERSHIP

| Members | Deputies |
|---|---|
| Delegate Cr Kylie Hughes | Deputy Delegate Cr Mary Angus |
| Executive Manager Corporate Services | - |
| Community Development Officer | - |

QUORUM

2 members

3.1.2.2 OBJECTIVES

(a) Recommendations

- i. To assess the Financial Assistance Grant applications received from not for profit organisations operating in the Shire of Chittering in order of priority and based on any Council policies with respect to donations.
- ii. To make recommendations to Council of the applications for inclusion in the annual Budget.

(b) Community initiatives

To encourage not for profit organisations operating in the Shire of Chittering to submit applications for financial assistance towards projects that will benefit the Chittering community based on the adopted annual budget.

(c) Community awareness

To ensure the Financial Assistance Grant scheme is advertised via media and correspondence to known 'not-for-profit' organisations.

3.1.2.3 MEETING TIMES

Twice a year (July and November)
Shire of Chittering Council Chambers

3.1.2.4 POLICY IMPLICATIONS

Community Development Policy 6.4 Community Assistance Grant Scheme

3.1.3 Chittering Education Scholarship Advisory Group

3.1.3.1 MEMBERSHIP

| Members | Deputies |
|---|---------------------------|
| Cr Mary Angus | Cr Rebecca Foulkes-Taylor |
| Gingin Chittering Lions Club representative | - |
| Community Development Coordinator | |

QUORUM

2 members

3.1.3.2 OBJECTIVES

(a) Promotion

To promote and assist education opportunities for the youth of the Shire.

(b) Determination

To assess and recommend to Council the Year 6 and Year 10 winners of the Education Scholarship (\$1,000) using the following selection criteria:

- Year 6 or 10 student residing in the Shire of Chittering
- Applicants' ability to benefit financially from the Scholarship
- Academic reports
- Citizenship and community involvement
- Suitability for the chosen school.

To be eligible students must be residents of the Shire of Chittering and be continuing with their schooling during the next calendar year.

Selection is based on outstanding all round involvement and contribution to school life and the local community, including but not limited to:

- Academic achievement
- All round achievement
- Community involvement
- Outstanding leadership

(c) Process

That Council include an annual budget allocation of \$2,000 for education scholarships to be determined as follows:

- Advertising through the local schools and media the availability of two scholarships of an agreed budgeted annual amount.
- The scholarships being open to residents of the Chittering Shire only and are for one graduating year 6 and one graduating year 10 student to further their education.
- Application forms (pro forma) closing first Friday of November of each year to be assessed by a three-member panel appointed by Council.

- iv. The winning scholarship for the successful students to be paid directly to the chosen school.

(d) Community initiatives
Nil

(e) Community awareness
To promote the Education Scholarship program to students residing in the Shire of Chittering.

3.1.3.3 **MEETING TIMES**
Once a year (November)
Shire of Chittering Council Chambers

3.1.3.4 **POLICY IMPLICATIONS**
Community Development Policy 6.2 Education Scholarship Award

3.1.4 Chittering Mining Advisory Group

3.1.4.1

MEMBERSHIP

| Members | Deputies |
|--|------------------|
| Cr Kylie Hughes | Cr Mark Campbell |
| Chief Executive Officer | - |
| Landcare representative | |
| <ul style="list-style-type: none"> Rosanna Hindmarsh Monique Bills Calvin Fidge | - |
| Community representatives | |
| <ul style="list-style-type: none"> Derek Gascoine Claire Medhurst Alasdair Cooke Frank Blanchfield | - |

QUORUM

5 members

3.1.4.2

OBJECTIVES

- To advise Council on all matters concerning mining applications pertaining to the Shire of Chittering in a neutral format.
- To facilitate community consultation while at all times providing an impartial forum for all interested parties.
- To advise Council on mining applications with special reference to the prohibition on "Industry Mining" contained within **Local Planning Scheme 6**.
- To facilitate community consultation on all pertinent matters while providing an impartial forum for all interested parties.

3.1.4.3

MEETING TIMES

As and when required

Shire of Chittering Council Chambers

3.1.5 Chittering Youth Krew Advisory Group

The Chittering Youth Krew (the Krew) is a group of youth aged between 10 – 17 years who live, work or go to school in the Shire of Chittering, covering the areas of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

Youth aged 18 – 25 years are encouraged to remain on the Krew as mentors to the younger Krew members. Parents are also welcome to assist as mentors.

3.1.5.1 MEMBERSHIP

The Krew are supported by the Shire of Chittering's Community Development Coordinator who mentors the group and facilitates group meetings.

| Members | Deputies |
|--|--|
| Cr Mary Angus | Cr Rebecca Foulkes-Taylor |
| Community Development Coordinator | And any other Shire staff by invitation as determined by projects of the Group |
| Youth Membership by application to the Shire | Nil |

QUORUM

Not applicable

3.1.5.2 OUR ROLE

The Krew are passionate about keeping young people in the local area by having events, activities, services and spaces for young people to access.

3.1.5.3 OUR AIM

- (i) Find solutions to youth getting into trouble and to prevent boredom by developing and organising activities and events for local young people.
- (ii) Represent the views of local young people to the broader community and to the Shire.
- (iii) Learn leadership skills
- (iv) Learn event management skills
- (v) Increase youth participation by communicating to local people what is happening in our Shire.
- (vi) Work alongside community groups, sports clubs and businesses to improve youth engagement and participation.
- (vii) Work alongside the Community Development Officer to plan and deliver annual youth related events and workshops.

3.1.5.4

WE WILL DO THIS BY

- (a) Speaking with young people at events and activities about the Krew and what we are trying to do.
- (b) Assist the Shire in communicating information to the broader youth population.
- (c) Communicating youth issues and suggestions to the Shire.
- (d) Assist community and sporting groups to connect with young people.

3.1.5.5

MEETING TIMES

As determined by the current membership

3.1.6 Chittering Health Advisory Group

The Chittering Health Advisory Group (CHAG) is established to provide a forum for ongoing communication and interaction with the Western Wheatbelt Health Service sites, the District Health Advisory Council, private health providers, other relevant government departments, consumers and community members. Providing a structure for community views to be communicated to the relevant health providers and an avenue to advocate for the development of workable solutions to local health service related issues.

3.1.6.1 MEMBERSHIP

Established as a Working Group of Council, CHAG maintains membership to the Western Wheatbelt District Health Advisory Group (DHAG). The CHAG Chairperson is the delegate to the DHAG.

The CHAG membership should reflect and have the capacity to represent community and health service user diversity.

Membership should be drawn from, but not limited to, consumers, local government and health related professionals and agencies. The site Health Service Manager will be a member of the Group as proxy for the Western District Operations Manager.

The recommended maximum number for membership is 11, requiring a quorum of six.

| Members | Deputy |
|--|-----------------|
| Cr John Curtis | Cr Kylie Hughes |
| Community Development Coordinator Lisa Kay | Nil |
| WA Country Health Service Erik Ander, Manager Western Wheatbelt Primary Health Service | |
| Service representatives <i>Jupiter Health Medical Centre</i> Mary Angus <i>Avivo</i> Odette Strothers <i>Vacancy</i> | |
| Community representatives Alison Barnard Clare Mouat Janette Pope Joanna Kavanagh | |

QUORUM

6 members

3.1.6.2

OUR ROLE AND RESPONSIBILITIES

The Advisory Group is to provide a structure for community views to be communicated to the relevant health providers, and an avenue to advocate for the development of workable solutions to local health service related issues.

Responsibilities

- 1) The Chair of CHAG through the appointed District Health Advisory Council (DHAC) member for the area, will inform, provide advice and feedback to the DHAC on health related matters pertaining to their local communities.
- 2) It is a responsibility of members to have an active involvement in supporting CHAG objectives through CHAG or community initiatives.
- 3) The CHAG will advise and support local health service providers in an environment of cooperation, shared understanding and consensus.
- 4) The CHAG is responsible for providing advice, support and feedback to relevant health services on matters relating to health service, quality access, coordination and planning in the locality.
- 5) CHAG liaise with health service providers on related issues or initiatives which could assist to advance the health and wellbeing of the local community.
- 6) CHAG will provide a conduit to organise and coordinate the release of health service related information to the wider community as authorised by the relevant health service.
- 7) Health service providers are responsible for bringing matters raised by CHAG to the attention of the respective managers of the relevant health service provider.
- 8) The health service (where possible) and as authorised by relevant management within the respective organisations, will support CHAG in developing and implementing health initiatives for the local community.
- 9) CHAG members and service representatives will provide a brief update on recent activities and issues relevant to CHAG objectives at each meeting.
- 10) CHAG are responsible for being representative of individuals and their proposals or concerns.

3.1.6.3

OUR OBJECTIVES

- a) Act as a conduit for individuals, community and service providers to the Shire of Chittering on health related matters;
- b) Encourage diverse representation on membership;
- c) Collective voice for advocating community attitudes and perspectives on health related matters between service providers, all levels of government and the community;
- d) Identify opportunities for community health and wellbeing to improve health service provision to residents within the Shire of Chittering;
- e) Promotion of health and wellbeing service provision options available to the community providing a focal point for the exchange of information between service providers and the general community; and
- f) Encourage wide spread consultation with the community on health related issues and solutions found.

Defining Health and Wellbeing:

Chittering Health Advisory Group observe the World Health Organisation (WHO) definition of health and wellbeing where health is defined as “a complete state of mental, physical and social wellbeing and more than just the presence or absence of disease. The social conditions in which a person is born, lives or works, known as the social determinants of health, can either serve to strengthen or undermine an individual or a community’s health” (World Health Organisation 1948, p.1).

3.1.6.4

MEETINGS

The Advisory Group membership should reflect and have the capacity to represent community and consumer diversity. Membership should be drawn from (but not limited to) consumers, local government and health related professionals and agencies. The site Health Service Manager will be a member of the Group as a proxy for the Western District Operations Manager. The recommended number for membership is 11 with the following representation:

- Independent Chair
- SOC Council Member(s) appointed as a Delegate and/or Deputy;
- SoC Community Development Coordinator (administrative support);
- WACHS;
- Service representatives x3; and
- Community representatives x5.

Observers (as identified and invited by CHAG to attend or members of the public, political parties or service providers who choose to attend). Specific issues need to be tabled for inclusion on the agenda prior to the meeting attendance.

It is an expectation that all members attend a minimum of three meetings across the financial year calendar.

3.1.6.5

ORGANISATIONAL SUPPORT

The Community Development Coordinator will facilitate the Group and attend meetings to provide administrative support and advice.

CHAG and Service providers will, as required, jointly develop action plans that outline key issues discussed and actions and resolutions made.

Each meeting will have a formal agenda and minutes. Items for agendas must be submitted at least two weeks in advance through the Chair.

Minutes will be uploaded to the Shire website for community viewing.

3.1.6.6

MEETING TIMES

Meetings are usually held bi-monthly or more frequently if required, and at the discretion of the Chair, at a time and day agreed by all members to ensure regular attendance. A minimum of quarterly.

A meeting schedule should be developed for the year, and post the appointment of the Chair following the first meeting of the financial year. Changes to this schedule should be made at least seven days in advance.

The Chittering CHAG is a public forum with meeting actions documented for public viewing via the Shire of Chittering website and Councillor portal. A briefing to Council will be given regularly.

3.1.6.7 **METHOD AND TERM OF APPOINTMENT**

All positions will be declared vacant and; expressions of interest for committee positions will be advertised annually, at the first meeting of each financial year.

Expression of Interest for membership, as they arise, will be advertised via the Shire community engagement processes. The Group has the power to co-opt people with expertise or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CHAG who will consult with existing membership to consider the application.

A Chairperson will be appointed by the members at the first meeting of each financial year and serve a term of 12 months with an option for re-election. To be eligible for the position of Chair, a person must have served six months on CHAG.

CHAG members are encouraged to promote diversity in membership and give opportunities to other members of the community who wish to join.

After 12 months all CHAG members are required to renominate.

3.1.6.8 **RESIGNATION OF MEMBERSHIP**

CHAG members can resign their membership at any time providing written notice to the Chair of the Group.

Replacement of membership will be sought by the terms expressed under 'Method and Terms of Appointment'.

3.1.6.9 **CONFIDENTIALITY**

CHAG members must be aware of the need for confidentiality in relation to matters addressed by the Group that may be of a sensitive nature and may refer to individual experiences.

3.1.6.10 **CONFLICT OF INTEREST**

CHAG Members must disclose any conflict of interest when it arises and it be recorded by the Chair.

3.1.6.11 **CODE OF ETHICS AND CODE OF CONDUCT**

Personal integrity

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

3.1.6.12 **ADMINISTRATIVE SUPPORT AND RECORD REQUIREMENTS**

CHAG and service providers will (as required) jointly develop action plans that outline key issues discussed and actions and resolutions made.

Each meeting will have a formal agenda and minutes. Items for agendas must be submitted at least two weeks in advance through the Chair.

Minutes will be uploaded to the Shire website for community viewing.

Administrative support is provided by the appointed Shire officer.

3.1.6.13 **REVIEW OF TERMS OF REFERENCE**

These Terms of Reference will be reviewed in six months from date of acceptance.

3.1.7 Chittering Tourism Advisory Group

To develop Chittering as a thriving, sustainable and diverse tourism destination (interpreted from Chittering's *Strategic Community Plan 2016*)

3.1.7.1

MEMBERSHIP

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

| Members | Deputy |
|--|----------------|
| Cr Carmel Ross | Cr John Curtis |
| Chittering Tourist Association representative TBA | |
| Tourism Industry Stakeholders TBA TBA TBA TBA TBA | |

QUORUM

4 members

3.1.7.2

OUR OBJECTIVES

To make recommendations to Council on matters relating to tourism;

- To make recommendations on economic development strategies related to tourism
- To suggest targets and track the progress made by the Shire in undertaking tourism activities
- To suggest targets and track the progress made by the Shire in undertaking tourism development activities

The CTAG will advise Council all matters in tourism relating to:

- a) Stakeholder engagement
- b) Marketing
- c) Business support and development
- d) Investment attraction and infrastructure implementation
- e) Visitor satisfaction
- f) Undertaking major projects
- g) Shire-led tourism-focused events coordination

3.1.7.3

MEMBERSHIP

One Shire of Chittering Councillor as a member and one Councillor as Proxy
One Chittering Tourism Association representative as a member
Five tourism industry personnel from the Chittering local government area

Tenure of membership

At each Ordinary Council Election all positions will be declared vacant and expressions of interest for positions will be advertised every two years in line with Council Elections, at the first meeting following Elections.

Though the inaugural CTAG will be recommended by Shire officers, ongoing recruitment will be advertised via a Shire community engagement process. The CTAG has the power to co-opt people with relevant expertise or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing members to consider the application.

The inaugural CTAG members with the exception of Council and CTA representatives shall be selected by Shire officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the CTAG.

Chairperson

The Council member will act as Chairperson of the CTAG, unless the Council member chooses to delegate to another member as Chair.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

3.1.7.4 **DELEGATED AUTHORITY**

Nil

3.1.7.5 **MEETINGS**

Meetings of the CTAG shall be determined by the Group. Meetings for the next calendar year at to be determined at the final meeting of the year. Meetings are closed to the general public and are not required to have questions as there are no Council delegations.

Quorum

The quorum at any meeting shall be a Shire Councillor representative plus three other voting members.

Voting

When making a recommendation to Council, voting on the motion is required with outcomes to be based on a simple majority.

Notes

- (i) Any notes from the CTAG are to be forwarded to Council via a council report.
- (ii) A report is to be prepared by the responsible officer of the CTAG of any recommendations made by the CTAG, and presented to Council at the next ordinary meeting of council for consideration.

Disclosures of Interest

Members of the CTAG are bound by provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members of the CTAG must comply with the Shire's Staff Policy 3.1 Code of Conduct-Staff, Volunteers and Contractors.

3.2 Advisory Groups Terms of Reference

3.2.1 NAME

The names of the Advisory Groups shall be as follows:

| Name | Abbreviation |
|---|--------------|
| Chittering Community Planning Advisory Group | CCPAG |
| Chittering Community Support Funding Advisory Group | CCSFAG |
| Chittering Education Scholarship Advisory Group | CESAG |
| Chittering Mining Advisory Group | CMAG |
| Chittering Youth Krew Advisory Group | CYKAG |
| Chittering Health Advisory Group | CHAG |
| Chittering Tourism Advisory Group | CTAG |

3.2.2 RESPONSIBLE OFFICER

The Responsible Officer shall be a Shire officer who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations from the Advisory Group to Council.

| Name | Responsible Officer |
|---|-----------------------------------|
| Chittering Community Planning Advisory Group | Community Development Officer |
| Chittering Community Support Funding Advisory Group | Community Development Officer |
| Chittering Education Scholarship Advisory Group | Community Development Coordinator |
| Chittering Mining Advisory Group | Executive Assistant |
| Chittering Youth Krew Advisory Group | Community Development Coordinator |
| Chittering Health Advisory Group | Community Development Coordinator |
| Chittering Tourism Advisory Group | Economic Development Coordinator |

3.2.3 DISTRICT

The Advisory Groups shall operate within the local government boundaries of the Shire of Chittering.

3.2.4 OBJECTIVES

To make recommendations and advise Council on all matters relating to objectives of the Advisory Group as outlined in the Council Committees and Advisory Groups booklet.

3.2.5

MEMBERSHIP

General

Council will appoint at least one Council member to the Advisory Group and one staff members.

Community representation may also be appointed to the Group.

Membership shall be no greater than 15 inclusive of members and deputies.

Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group; or
 - (c) the advisory group is disbanded;
- whichever happens first.

3.2.6

DELEGATED AUTHORITY

Nil

3.2.7

ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

3.2.8

MEETINGS

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be half plus one voting members.

Voting

As advisory groups do not have delegated authority, voting is not required.

Notes

1. A report is to be prepared by the responsible officer of the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Who acts if no presiding member?

If, in relation to the presiding member of an Advisory Group —

- a. the office of presiding member and the office of deputy presiding member are vacant; or
- b. the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,

then the Advisory Group members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the **Local Government Act 1995**, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. Sometimes the constitution of the external organisation requires Council to nominate a representative.

External organisations will be informed in writing of Council representatives. Where appropriate, the external organisations and the Council representative/s are to determine the extent of representation required e.g. attendance at meetings only when necessary, acting as a contact person etc.

Council has resolved to formally establish representation on the following external organisations with the membership as shown:

| Association | Position | Membership | Meeting Frequency | Term Expires |
|---|-------------------|---|-------------------|-----------------|
| Avon Midland Zone (WALGA) | Delegate | President Cr Kylie Hughes | Quarterly | 16 October 2021 |
| | Deputy | Deputy President Cr Carmel Ross | | |
| Bindoon and Districts Historical Society | Representatives | Cr Mary Angus Cr John Curtis | Monthly | 16 October 2021 |
| Chittering Land Conservation District Committee (t/a Chittering Landcare Group) | Delegate | Cr Kylie Hughes | Bi-monthly | 16 October 2021 |
| | Proxy | Cr John Curtis | | |
| Ellen Brockman Integrated Catchment Committee | Delegate | Cr Kylie Hughes | Six times a year | 16 October 2021 |
| | Deputy | Cr John Curtis | | |
| Muchea Hall User Group | Representative | Cr Carmel Ross | Bi-monthly | 16 October 2021 |
| Northern Growth Alliance | Delegate | President Cr Kylie Hughes | As required | 16 October 2021 |
| | Deputy | Deputy President Cr Carmel Ross | | |
| Rural Water Council of WA (Inc) | Delegate | Chief Executive Officer Cr Mark Campbell | As required | 16 October 2021 |
| | Deputy | Cr Kylie Hughes | | |
| Wannamal Community Centre | Representatives | Cr Peter Osborn Cr Carmel Ross | Bi-monthly | 16 October 2021 |
| Wheatbelt Development Assessment Panel | Members | Cr Peter Osborn Cr Kylie Hughes | As required | 16 October 2021 |
| | Alternate Members | Cr Carmel Ross Cr John Curtis | | |
| Wheatbelt North Regional Road Group | Delegate | Cr Peter Osborn | As required | 16 October 2021 |
| | Deputy | Cr Mark Campbell | | |

Chittering Tourism Advisory Group Terms of Reference

NAME

The name of the Committee shall be the Chittering Tourism Advisory Group (CTAG)

VISION

To develop Chittering as a thriving, sustainable and diverse tourism destination. (Interpreted from Chittering's Strategic Community Plan 2016)

OBJECTIVES OF THE TOURISM ADVISORY GROUP

- To make recommendations and advise Council on select matters relating to tourism;
 - To make recommendations on economic development strategies related to tourism
 - To suggest targets and track the progress made by the Shire in undertaking tourism development activities.
- The Advisory Group will advise Council all matters in tourism relating to:
 - Stakeholder engagement
 - Marketing
 - Business support & development
 - Investment attraction & infrastructure implementation
 - Visitor satisfaction
 - Undertaking major projects
 - Shire-led tourism-focused events coordination

RESPONSIBLE OFFICER

The Responsible Officer shall be the Economic Development Coordinator who will ensure agendas and minutes are produced and forwarded to the Advisory Group, and report any recommendations from the Advisory Group to Council.

MEMBERSHIP

Membership

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

Tenure of Membership

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections.

Though the inaugural Advisory group will be recommended by Shire Officers, ongoing recruitment will be advertised via the Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

The inaugural Advisory Group members with the exception of Council and CTA Representatives shall be selected by Shire Officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the Advisory Group.

DELEGATED AUTHORITY

Nil

ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group, unless the Council member chooses to delegate another member as Chair.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

MEETINGS

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings for the next calendar year are to be determined at the final meeting of the year.

Quorum

The quorum at any meeting shall be a Shire Councillor Representative plus three other voting members.

Voting

When making recommendations to Council, voting on the motion is required with outcomes to be based on a simple majority.

Notes

1. Any notes from an advisory group are to be forwarded to Council via a council report.
2. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's [Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors](#)