



**Chief Executive Officer Attachments
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9.4.3	Committee and Advisory Groups booklet 1. Updated Committee and Advisory Groups Booklet	1 – 30
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Council Committee and Advisory Groups



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INTRODUCTION

This booklet contains details of:

1. Council Committees
 2. Portfolios – Elected Members
 3. Working Groups
 4. 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.

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

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 (1) 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.

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.*

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

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.

Quorum

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

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.

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.

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.

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".

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:

**1.1 Audit Committee****MEMBERSHIP**
As at 19 October 2011

Members	Deputies
Shire President Cr Alex Douglas	-
Deputy Shire President Cr Robert Hawes	-
Cr Don Gibson	-
Cr Doreen Mackie	-
Cr Barni Norton	-
Cr Sandra Clarke	-
Cr Michelle Rossouw	-

Quorum: 4 members



CHITTERING AUDIT COMMITTEE

TERMS OF REFERENCE

Adopted by Council on 19 October 2011

FUNCTIONS

1.0 NAME

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

2.0 DISTRICT

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

3.0 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*.

4.0 ESTABLISHMENT

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

5.0 OBJECTIVES

The primary objective of the SOCAC is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility of external financial reporting
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

6.0 POWERS OF THE AUDIT COMMITTEE

The SOCAC is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO 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.

5.0 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.

8.0 REPORTING

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

9.0 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the committee will be—

- 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 an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council—
 - a list of those matters to be audited
 - the scope to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include—
 - the objectives of the audit
 - the scope of the audit
 - a plan of the audit
 - details of the remuneration and expenses to be paid to the auditor
 - the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
 - ensure that audits are conducted successfully and expeditiously.
- g) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - determine if any matters raised require action to be taken by the local government,
 - ensure that appropriate action is taken in respect of those matters.
- h) 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.



- i) Review the scope of the audit plan and program and its effectiveness.
- j) 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".
- k) 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.

10.0 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.*

11.0 DELEGATED AUTHORITY

Nil

12.0 COMMITTEE

12.1 Chairperson

The members shall appoint the Chairperson of the SOCAC.

12.2 Secretary

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

12.3 Standing Ex-Officio Members

Nil

13.0 MEETINGS

13.1 Annual General Meeting

Nil

13.2 Committee meetings

The committee shall meet at least annually.

Additional meetings shall be convened at the discretion of the presiding person.



13.3 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 (4) voting members.

13.4 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.*

13.5 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.*

13.6 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.*

13.7 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.*



13.8 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.



1.2 Chittering Bush Fire Advisory Committee

MEMBERSHIP As at 19 October 2011

Members	Deputies
Cr Doreen Mackie	Cr Barni Norton
Chief Executive Officer	-
Community Emergency Services Manager	Manager Human Resources and Community Services
Chief Bush Fire Control Officer	-
Deputy Chief Bush Fire Control Officer Southern Region	-
Deputy Chief Bush Fire Control Officer Northern Region	-
Muchea Brigade: Dennis Harvey	Peter Hall
Lower Chittering Brigade: Ian Hollick	Max Brown
Upper Chittering Brigade: Phil Humphrey	Bob Wainwright
Bindoon Brigade: Frank Shubert	Paul Groves
Wannamal Brigade: Kim Haeusler	-
Incident Support Brigade: Rose Coci	Bob Smillie

Quorum: 6 members



CHITTERING BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by Council on 20 July 2011

FUNCTIONS

1.0 NAME

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

2.0 DISTRICT

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

3.0 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.

4.0 GUIDING PRINCIPLES

Nil

5.0 ESTABLISHMENT

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

6.0 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:

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

7.0 MEMBERSHIP

7.1 Membership

- One (1) Shire of Chittering Councillor as member and one (1) Councillor as deputy
- Chief Executive Officer as member and one (1) deputy
- Community Emergency Services Manager as member and Manager Human Resources and Community Services as deputy
- Chief Bush Fire Control Officer as member



- Deputy Chief Bush Fire Control Officer Southern Region as member
- Deputy Chief Bush Fire Control Officer Northern Region as member
- Muchea Brigade - one (1) Bush Fire Control Officer as member and one (1) Bush Fire Control Officer as deputy
- Lower Chittering Brigade one (1) Bush Fire Control Officer as member and one (1) Bush Fire Control Officer as deputy
- Upper Chittering Brigade one (1) Bush Fire Control Officer as member and one (1) Bush Fire Control Officer as deputy
- Bindoon Brigade one (1) Bush Fire Control Officer as member and one (1) Bush Fire Control Officer as deputy
- Wannamal Brigade - one (1) Bush Fire Control Officer as member and one (1) Bush Fire Control Officer as deputy

7.2 Tenure of Membership

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

8.0 ATTENDANCE BY GOVERNMENT AGENCIES

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

- DFES Fire Services Manager Perth North Coastal
- Conservation and Land Management Officer

9.0 DELEGATED AUTHORITY

Nil

10.0 COMMITTEE

10.1 Chairperson

The members shall appoint the Chairperson of the CBFAC.

10.2 Secretary

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

10.3 Standing Ex-Officio Members

Nil

11.0 MEETINGS

11.1 Annual General Meeting

Nil

11.2 Committee meetings

Meetings shall be as determined by the CBFAC.

11.3 Quorum

At least 50% of the members of the Committee.

**11.4 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.

11.5 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 fourteen (14) 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.

11.6 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.*

11.7 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.

11.8 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.

**11.9 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.

11.10 Deputations

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

11.11 Power of the Council

Nothing herein contained shall restrict the powers of Council.



PART 2 - COUNCIL PORTFOLIOS

Councillor may choose to hold one (1) 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 the 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 with the membership and other relevant information as shown:

Education	Cr Sandra Clarke
Environment	Cr Robert Hawes
Health	Cr Doreen Mackie
Heritage	Cr Don Gibson
Tourism and Culture	Cr Alex Douglas
Light Industry and Waste Management	Cr Alex Douglas
Sport and Recreation	Cr Barni Norton
Water	Cr Barni Norton
Works	Cr Don Gibson



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 via an Officer’s Report.

“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

Chittering Australia Day Advisory Group

Membership

Members	Deputies
Shire President Cr Alex Douglas	Cr Barni Norton
Wannamal Community Centre representative	-
Chittering Valley Progress Association representative	-
Bindoon Community Progress Association representative	-
Upper Chittering community representative	-
Muchea community member	-
Manager Human Resources and Community Services	-

Quorum: 4 members

Objectives:

Process

Overseeing the process of calling for nominations for the Shire of Chittering Premier’s Australia Day Active Citizenship Awards the categories of:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year



Selection criteria

Each year two local citizens and one local community group in Chittering Shire will be eligible for the Premier's Australia Day Active Citizenship Awards:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award/or a community group or event

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of Western Australia (ADCWA) provides three awards each year for presentation in the Shire of Chittering on Australia Day.

The winners will have been judged to have shown active citizenship and:

- Significant contribution to the Chittering community.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

Nominees should reside principally within the Chittering Shire.

Awards will not be granted posthumously.

Groups of people or couples will not normally be eligible except when meeting the criteria/or a community group.

A person cannot receive the same award twice, but can be considered for another award. Unsuccessful nominees may be nominated in future years.

Sitting members of State, Federal and Local Government are not eligible.

All category winners of the Premier's Australia Day Active Citizenship Awards will be selected from nominations received from the community.

These prestigious awards are only available to one recipient in each category in each year.

Emergency service volunteers

Recognising emergency service volunteers' length or quality of service by presenting award certificates to nominees on Australia Day each year.

Award winners

Determining and recommending to Council the winners of the Shire of Chittering - Premier's Australia Day Active Citizenship Awards.

Review

Review the process at least annually.

Community initiatives

Nil



Community awareness

To promote the Shire of Chittering Premier’s Australia Day Active Citizenship Awards’ and encourage the community to nominate persons/events in the various categories.

Encourage attendance and participation of the community at the Australia Day Celebration held on 26 January each year.

Chittering Community Planning Advisory Group

Membership

Members	Deputies
Cr Alex Douglas	Cr Sandra Clarke
Manager Human Resources and Community Services	Club and Community Development Officer
Bindoon Primary School P&C representative	-
Chittering Tourist Centre representative	-
Wannamal Community Centre representative	-
Muchea Hall representative	-
Bindoon & Districts Agricultural Building representative	-
Bindoon Town Hall representative	-
Sandown Park representative	-
Lower Chittering Hall representative	-
Chinkabee Complex representative	-
Chittering Chamber of Commerce representative	-
Brockman Interpretive Centre representative	-

Quorum: 7 members

Objectives:

Develop and implement community plan

To integrate community planning and development with other council functions so that it becomes a key component of Council’s Strategic planning process.

Community attitudes and perceptions

To determine community attitudes and perceptions towards the development of the Shire of Chittering

Identify opportunities

To identify opportunities for community development through creative utilisation of existing and future resources and funding.



Promotion

To widely promote the importance of community planning development in the Shire of Chittering.
To raise awareness of the role of the Advisory group both internally to Councillors and staff externally to the wider community.

Communication with Council

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

Budget priorities

To identify and make recommendations to Council on budget provisions for community development projects.

Community facilities

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

Community cultural and arts projects

Assist and support, where appropriate, any new community arts projects.

Community sport and recreation projects

Assist and support, where appropriate, any new community sport and recreation projects.

Community demographic specific projects

Assist and support, where appropriate, any new community demographic specific projects.

Chittering Community Support Funding Advisory Group

Membership

Members	Deputies
Shire President Cr Alex Douglas	Cr Doreen Mackie
Deputy Shire President Cr Robert Hawes	-
Executive Manager Corporate Services	-
Economic and Community Development Support Officer	-

Quorum: 2 members

Objectives:

Recommendations

To assess the Financial Assistance Grant applications received from not for profit organizations operating in the Shire of Chittering in order of priority and based on any Council policies with respect to donations.

To make recommendations to Council of the applications for inclusion in the annual Budget.



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 an annual budget of \$35,000.

Community awareness

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

Chittering Education Scholarship Advisory Group

Membership

Members	Deputies
Cr Sandra Clarke	Cr Michelle Rossouw
Gingin Chittering Lions Club representative	-
Manager Human Resources	

Quorum: 2 members

Objectives:

Promotion

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

Determination

To assess and recommend to Council the Year 7 and Year 10 winners of the Education Scholarship (\$1000) using the following selection criteria:

- i. Year 7 or 10 student residing in the Shire of Chittering
- ii. Applicants’ ability to benefit financially from the Scholarship
- iii. Academic reports
- iv. Citizenship and community involvement
- v. Suitability for the chosen school.

Process

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

- i. Advertising through the local schools and media the availability of two scholarships of an agreed budgeted annual amount.
- ii. The scholarships being open to residents of the Chittering Shire only and are for one graduating year seven and one graduating year ten student to further their education.
- iii. Application forms (pro forma) closing 30 September 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.

Community initiatives

Nil

Community awareness

To promote the Education Scholarship program to students residing in the Shire of Chittering.



Chittering Health Advisory Group

Membership

Members	Deputies
Shire President Cr Alex Douglas	--
Cr Doreen Mackie	-
Chief Executive Officer	Executive Manager Corporate Services
Manager Human Resources and Community Services	
Practice Manager Bindoon Medical Centre Liz Choules	-
Physiotherapist Judy Dennis	-
Community representative Christ Pietraszek	-
Primary Health Manager, West Wheatbelt Erik Anda	
Community resident Helen Kerr	Helen Taylor
Service Coordinator Toodyay, Silver Chain Avon Sharon Richards	-
Coordinator Primary Care Integration WACHS (SIHI) Karen Beardsmore	

Quorum: 6 members

Objectives:

To establish networks to liaise and cooperate with all Federal, State and local health care agencies to achieve the highest standard of health available to the residents of this Shire.

To initiate and facilitate the development of all necessary infrastructure to support the provision of the highest standard of health available to the residents of this Shire.

To investigate and pursue all funding sources and opportunities to support the provision of the highest standard of health available to the residents of this Shire.



Chittering Mining Advisory Group

Membership

Members	Deputies
Shire President Cr Alex Douglas	Deputy Shire President Cr Robert Hawes
Chief Executive Officer	-
Landcare representative Rosanna Hindmarsh	-
Community representatives <ul style="list-style-type: none"> • Derek Gascoine • Claire Medhurst • Terry Jones • Jackie Shervington • Ron Renton • Bob Blizzard 	-

Quorum: 5 members

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 Town Planning Scheme 6.

To facilitate community consultation on all pertinent matters while providing an impartial forum for all interested parties.



3.2 Advisory Groups Terms of Reference

1.0 NAME

The names of the Advisory Groups shall be as follows:

Name	Abbreviation
Chittering Australia Day Advisory Group	CADAG
Chittering Community Planning Advisory Group	CCPAG
Chittering Community Support Funding Advisory Group	CCSFAG
Chittering Education Scholarship Advisory Group	CESAG
Chittering Health Advisory Group	CHAG
Chittering Mining Advisory Group	CMAG

1.1 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 Officers
Chittering Australia Day Advisory Group	Community Development Officer
Chittering Community Planning Advisory Group	Economic Development Officer
Chittering Community Support Funding Advisory Group	Economic and Community Development Support Officer
Chittering Education Scholarship Advisory Group	Community Development Officer
Chittering Health Advisory Group	Executive Support
Chittering Mining Advisory Group	Executive Support

2.0 DISTRICT

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

3.0 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.

4.0 MEMBERSHIP

4.1 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 fifteen (15) inclusive of members and deputies.

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

4.2 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 CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group;
 - (c) the advisory group is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

5.0 DELEGATED AUTHORITY

Nil

6.0 ADVISORY GROUP

6.1 Chairperson

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

6.2 Secretary

A Shire staff officer will fulfil the role of Secretary.

6.3 Standing Ex-Officio Members

Nil

7.0 MEETINGS

7.1 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.

7.2 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.

7.3 Voting

- (1) Each council member and each member of an advisory group who is present at a meeting of the advisory group is entitled to one vote.
- (2) If the votes of a member present at an advisory group meeting are equally divided, the person presiding is to cast a second vote.
- (3) If a member of an advisory group 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 advisory group, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

7.4 Minutes

- (1) The person presiding at a meeting of an advisory group is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of an advisory group are to be forwarded to Council via the monthly Elected Members Information Bulletin
- (3) 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.



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

7.5 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.

7.6 Meetings

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

7.7 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.



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 organisation 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
Avon Midland Zone (WALGA)	Nominated	Deputy Shire President (Cr Robert Hawes)	As required
	Deputy	Shire President (Cr Alex Douglas)	
Avon Regional Organisation of Councils (AROC)	Nominated	Shire President (Cr Alex Douglas)	As required
	Deputy	Deputy Shire President (Cr Robert Hawes)	
Bindoon Agricultural Society	Nominated	Cr Doreen Mackie	As required
	Deputy	Cr Robert Hawes	
Bindoon Community Progress Association	Nominated	Cr Doreen Mackie	Monthly
	Deputy	Nil	
Bindoon Historical Society	Nominated	Cr Don Gibson	As required
	Deputy	Cr Alex Douglas	
Bindoon Sport and Recreation Association	Nominated	Cr Sandra Clarke	Monthly
	Deputy	Cr Barni Norton	
Central Coastal Small Business Centre	Nominated	Cr Barni Norton	As required
	Deputy	Nil	
Central Midlands Voluntary Region Organisation of Councils (CMVROC)	Nominated	Shire President (Cr Alex Douglas)	Bi-monthly
	Deputy	Deputy Shire President (Cr Robert Hawes)	
Chittering Tourism Association	Nominated	Cr Alex Douglas	Monthly
	Deputy	Cr Barni Norton	
Chittering Valley Progress and	Nominated	Cr Michelle Rossouw	Monthly



Association	Position	Membership	Meeting Frequency
Sporting Association	Deputy	Cr Barni Norton	
Chittering Valley Land Conservation District Committee	Nominated	Cr Doreen Mackie	As required
District Health Advisory Committee	Nominate	Cr Doreen Mackie	Bi-monthly
	Deputy	Manager Human Resources and Chief Executive Officer	
Ellen Brockman Integrated Catchment Committee	Nominate	Cr Doreen Mackie	Bi-monthly
	Deputy	Cr Robert Hawes	
Livestock Centre Muchea Consultative Group	Nominated	Cr Barni Norton	As required
	Deputy	Cr Michelle Rossouw	
Local Emergency Management Committee	Nominated	Deputy Shire President (Cr Robert Hawes)	As required
	Deputy	Shire President (Cr Alex Douglas)	
Muchea Employment Node Steering Committee	Nominated	Cr Alex Douglas	As required
	Deputy	Cr Barni Norton	
North East Reference Group	Nominated	Development Services	As required
	Deputy	Development Services	
Sandown Park	Nominated	Cr Barni Norton	As required
	Deputy	Club Community Development Officer	
Tiwest Community Consultative Committee	Nominated	Cr Sandra Clarke	2-4 times per year
	Deputy	Cr Michelle Rossouw	
Wannamal Community Centre Inc	Nominated	Cr Robert Hawes	Monthly
	Deputy	Cr Barni Norton	
Wheatbelt Development Assessment Panel	Member	Cr Barni Norton Cr Robert Hawes	As required
	Alternate Member	Cr Alex Douglas Cr Doreen Mackie	
Wheatbelt North Regional Road Group	Nominated	Cr Don Gibson	As required
	Deputy	Cr Alex Douglas	