



Special Council Meeting Attachments Friday 27 October 2023

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| SCM02 – 10/23 | Appointments of Delegates to Committees, Advisory Groups and External Organisations Attachments 1. Council Committees and Advisory Group Booklet | 4 – 42 |



Mr Melinda Prinsloo
Chief Executive Officer
Shire of Chittering
Via email to: melinda.prinsloo@chittering.wa.gov.au

Dear Mr Prinsloo

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form

DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au. Please include a copy of the Council Resolution.

| | |
|-------------------------|--|
| Local Government | |
| DAP Name | |

| | Member 1 | Member 2 |
|---------------------------------|---|---|
| Name | | |
| Address | | |
| Phone | | |
| Email | | |
| Date of Birth | | |
| Sex | | |
| *Employer Name/s | | |
| *Position/s | | |
| *Employment Status | Full Time Part Time/Casual - Specify hours per week | Full Time Part Time/Casual - Specify hours per week |
| *Eligibility for Payment | Yes No | Yes No |

| | Alternate Member 1 | Alternate Member 2 |
|---------------------------------|---|---|
| Name | | |
| Address | | |
| Phone | | |
| Email | | |
| Date of Birth | | |
| Sex | | |
| *Employer Name/s | | |
| *Position/s | | |
| *Employment Status | Full Time Part Time/Casual - Specify hours per week | Full Time Part Time/Casual - Specify hours per week |
| *Eligibility for Payment | Yes No | Yes No |

* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2022/02](#).

| LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER | | | |
|---|--|--------------|--|
| Name | | | |
| Phone | | Email | |



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 |
|-----------|-------------------|---|------------------|
| 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 |
| | 21 April 2021 | Amendment – Approve Muchea Recreation Centre Reference Group as an Advisory Group of Council as per Resolution 140421 | DK 22/04/2021 |
| 11 | 21 July 2021 | Amendment – LCHPRG added as per Resolution 070721 | DK 22/07/2021 |
| 12 | 20 October 2021 | Amendment – as per Resolution 111021 | DK 22/10/2021 |
| 13 | 17 November 2021 | Amendment – as per Resolution 081121 | DK 19/11/2021 |
| 14 | 18 May 2022 | Amendment – Formally Cease Muchea Recreation Centre Reference Group as per Resolution 080522 | DK 19/05/2022 |
| 15 | 15 June 2022 | Amendment – Formally Cease Chittering Health Advisory Group as per Resolution 130622 | DK 16/06/2022 |
| 16 | 20 July 2022 | Amendment – Updated membership for the CBFAC 2022/23 as per Resolution 160722 | DK 21/07/2022 |
| 17 | 21 September 2022 | Amendment – Updated LEMC ToR as per Resolution 100922 | DK 22/09/2022 |
| 18 | 14 December 2022 | Amendment – Amendment to CBFAC Membership as per Resolution 111222 | DK 15/12/2022 |
| 19 | 15 March 2023 | Amendment – Approve Bindoon Mountain Bike Park Project Reference Group as an advisory Group of Council as per Resolution 160323 | DK 16/03/2023 |
| 20 | 19 April 2023 | Amendment – Update of Muchea Hall User Group ToR to Muchea Recreation Centre User Group ToR as per Resolution 250423 | DK 20 April 2023 |
| 21 | 21 June 2023 | Amendment – Approve Bindoon Mountain Bike Park Advisory Group as per Resolution 110623 | DK 22 June 2023 |
| 23 | 21 June 2023 | Amendment – Updated membership for the CBFAC 2023/24 as per Resolution 220623 | DK 22 June 2023 |

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INTRODUCTION

This booklet contains details of:

1. Council Committees
 2. Advisory Groups
 3. 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 17 November 2021:

| Members |
|-------------------------|
| Cr Kylie Hughes (Chair) |
| Cr Carmel Ross |
| Cr Aaron King |
| Cr John Curtis |
| Cr Mary Angus |
| Cr Mark Campbell |
| Cr David Dewar |

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 presentOn 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 21 June 2023:

| Members | Deputies |
|--|--|
| Shire of Chittering Councillor Cr Carmel Ross (Chair) | Shire of Chittering Councillor Cr David Dewar |
| Chief Executive Officer Melinda Prinsloo | 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 |
| Muceha Brigade representative Shelly Pannell | Muceha Brigade representative James Marotta |
| Lower Chittering Brigade representative Jeremy Tennant | Lower Chittering Brigade representative Graham Furlong |
| Upper Chittering Brigade representative Aaron Cover | Upper Chittering Brigade representative Will Lee |
| Bindoon Brigade representative Neil Harvey | Bindoon Brigade representative Dennis Badcock |
| Wannamal Brigade representative Clayton Smith | Wannamal Brigade representative Daniel Smith |
| Incident Support Brigade representative Paul Groves | Incident Support Brigade representative Ian Wright |

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 20 October 2021:

| Members | Deputies |
|---|--|
| Chair Cr Kylie Hughes (Chair) | Deputy Chair Cr Aaron King |
| 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 | |
| Local Welfare Liaison Officer | |
| St John Ambulance Gingin/Chittering | |
| WA Police – Gingin | |
| DFES District Officer – Metropolitan North East | |
| DFES District Emergency Management Advisor | |
| Department for Communities | |
| Department of Health | |
| Department of Primary Industries and Regional Development | |
| Department of Defence | |
| WA Meat Industry Authority | |
| Bindoon Primary School | |
| Edmund Rice College | |
| Immaculate Heart College | |

Quorum

9 Members

1.13.2 *Terms of Reference*

Council adopted updated Terms of Reference on 21 September 2022.

1.13.3 *Functions*

1.13.3.1 **NAME**

Shire of Chittering Local Emergency Management Committee (LEMC).

1.13.3.2 **DISTRICT**

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

1.13.3.3 **AIM**

The aim of the Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency or disaster.

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**

| | |
|------------|--|
| 3.1 | Develop local emergency management arrangements that are practical to all stakeholders and service agencies. |
| 3.2 | Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios. |
| 3.3 | Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District. |
| 3.4 | Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events. |
| 3.5 | Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies. |
| 3.6 | Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement. |
| 3.7 | Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community. |
| 3.8 | Strategise on ways to mitigate potential emergencies and to improve recovery arrangements. |

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 | Councillor |
| Deputy Chair | Councillor |
| Executive Officer | Community Emergency Services Manager |
| Members | SoC Local Recovery Coordinator St Johns Ambulance Gingin/Chittering SoC Deputy Chief Bush Fire Control Officers WA Police – Gingin representative Department for Communities representative DFES District Officer - North East Metropolitan State Emergency Service (Swan) representative Department of Defence (RAAF) representative Western Australian Meat Industry Authority representative Bindoon Primary School representative Edmund Rice College representative Immaculate Heart College representative Country Women’s Association representative |

Tenure of Membership

Shall be in accordance with the **Emergency Management Act 2005, Section 31(3)**.

1.13.3.8 **ATTENDANCE BY GOVERNMENT AGENCIES**

Services
 Department of Communities
 Department of Primary Industries & Regional Development
 Department of Health
 Department of Defence
 State Emergency Services
 Shire of Chittering

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 MEETING MANAGEMENT

| |
|---|
| 6.1 Chairperson |
| The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson. |
| 6.2 Deputy Chair |
| The Local Emergency Coordinator shall be appointed as deputy Chair |
| 6.3 Executive Officer |
| The LEMC Executive Officer shall be the Community Emergency Services Manager within the Shire of Chittering. |
| 6.4 Quorum |
| A quorum for the committee will be at least 50% of its voting membership. |
| 6.5 Minutes/Agendas |
| The Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting. An administration assistant may be appointed to assist as required to prepare all meeting documentation. |
| A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting. |
| Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members within two (2) weeks post the meeting. |
| 6.6 Schedule |
| Meetings will be held quarterly throughout the financial year and scheduled by the Committee in the last meeting of the calendar year. The fourth Wednesday of the following months: February, May, August and November. Additional meetings will be convened if and as required at the discretion of the Chairperson. |
| 6.7 Authority |
| The LEMC shall not have the authority or power to commit the Council or the Shire of Chittering or any association, organisation, group or individual to expenditure without the Shire's endorsement. |
| The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference. |

PART 2 – 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.

2.1 *Advisory Group Membership and Objectives*

2.1.1 *Chittering Community Support Funding Advisory Group*

2.1.1.1 **MEMBERSHIP**

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

QUORUM

2 members

2.1.1.2 **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.

2.1.1.3 **MEETING TIMES**

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

2.1.1.4 **POLICY IMPLICATIONS**

Community Development Policy 6.4 Community Assistance Grant Scheme

2.1.2 *Chittering Education Scholarship Advisory Group*

2.1.2.1 **MEMBERSHIP**

| Members | Deputies |
|---|----------------|
| Cr Mary Angus | Cr Carmel Ross |
| Gingin Chittering Lions Club representative | - |
| Community Development Coordinator | |

QUORUM

2 members

2.1.2.2 **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:

- i. Year 6 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.

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:

- 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 6 and one graduating year 10 student to further their education.
- iii. 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.

2.1.2.3

MEETING TIMES

Once a year (November)
Shire of Chittering Council Chambers

2.1.2.4

POLICY IMPLICATIONS

Community Development Policy 6.2 Education Scholarship Award

2.1.3 Chittering Mining Advisory Group

2.1.3.1

MEMBERSHIP

| Members | Deputies |
|--|-----------------|
| Cr Aaron King | Cr Kylie Hughes |
| 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

2.1.3.2

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.

2.1.3.3

MEETING TIMES

As and when required

Shire of Chittering Council Chambers

2.1.4 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.

2.1.4.1 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 David Dewar |
| 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

2.1.4.2 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.

2.1.4.3 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.

2.1.4.4 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.

- 2.1.4.5 **MEETING TIMES**
As determined by the current membership

2.1.5 Chittering Tourism Advisory Group

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

2.1.5.1 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 Mark Campbell |
| Chittering Tourist Association representative TBA | |
| Tourism Industry Stakeholders TBA TBA TBA TBA TBA | |

QUORUM

4 members

2.1.5.2 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

2.1.5.3 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

2.1.5.4 **DELEGATED AUTHORITY**

Nil

2.1.5.5 **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.

2.1.6 Lower Chittering Hall Replacement Reference Group

To contribute to the task of overseeing the Lower Chittering Hall Replacement project and where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

2.1.6.1 MEMBERSHIP

- a) Two Elected Members/Council Delegates of the Shire of Chittering (one of whom is to be the Presiding Person). Council Delegates may be re-appointed following biennial Local Government Councillor Elections
- b) Five independent community representatives, with preference for two positions going to representatives of the current users of the existing Lower Chittering Hall facility; and
- c) Other intermittent stakeholders as determined and invited by the Project Manager.

| Council Delegate | Council Deputy Delegate |
|-------------------|-------------------------|
| Cr Mary Angus | Cr Mark Campbell |
| Community Members | |
| TBA | |
| TBA | |
| TBA | |
| TBA | |
| TBA | |

Term of membership

The term of membership for reference group members shall commence upon appointment, and continue for the duration of the development of concept plans for the new facility.

Once concept plans have been finalised and endorsed by council the reference group will fall in to recession.

Upon approval from Council to proceed with the build, the group will be then be reinstated, a revised terms of reference endorsed by Council and; a new term will continue for the duration of the build.

At the conclusion of the build component of the project, transition arrangements will be implemented to the management model for the new facility.

QUORUM

4 members

2.1.6.2 OUR OBJECTIVES

The Reference Group is to contribute to the task of overseeing the Lower Chittering Hall Replacement project and where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

Reference Group members will meet (as determined by the Project Manager) throughout the project to make recommendations on:

- a) Development of a Communication Plan to guide how the Shire should share information and seek input from stakeholders and community;
- b) Designs and reports regarding estimated cost, risk, and deliverables for a new facility;
- c) The register of design changes, including impact to cost/size/scope;
- d) Final documented concept designs before presentation to Council for endorsement;
- e) Wherever timeliness allows, major variations (over \$100,000? in cost, or where they exceed total budget, or change in scope that affects functionality or purpose of area) for recommendation to the Chief Executive Officer/Council;
- f) An Agreement of Operational Use and Costs Responsibility for the various Stakeholder Groups and for the various parts of the new Facility;
- g) The development of a Facility Programming Framework outlining how the various users will utilise the new Facility.

2.1.6.3 **DELEGATED AUTHORITY**

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities.

2.1.6.4 **MEETINGS**

To be held as required and advised by the Project Manager.

2.1.7 Bindoon Mountain Bike Park Project Reference Group

2.1.7.1 MEMBERSHIP

Membership of the Reference Group shall consist of:

- The Shire of Chittering; Project Manager, and Council Delegate and Deputy
- Three representatives of the Chittering Mountain Bike Club
- Two other stakeholders as invited by the Project Manager – Three Chillies Design and WestCycle
- Two community members via expression of interest which fit the criteria outlined below

In order to appoint two community members to the Bindoon Mountain Bike Park Project Reference Group they must meet the below selection criteria:

- Live locally in the Shire of Chittering, preferably Bindoon as this community may be more likely to use the park over others in other localities
- Must not be a part of the already represented groups in the reference group i.e. Chittering Mountain Club and WestCycle
- Diversity in demographics

| Council Delegate | Council Deputy Delegate |
|-------------------|-------------------------|
| Cr Mark Campbell | Cr John Curtis |
| Community Members | |
| TBA | |
| TBA | |
| TBA | |
| TBA | |
| TBA | |

Term of membership

The term of membership for committee members shall commence upon appointment for the duration of the project and until dissolved by Council Decision.

QUORUM

4 members

2.1.7.2 OUR OBJECTIVES

The reference group is to contribute to the task of overseeing the Bindoon Mountain Bike Park Project and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

Reference Group members will meet (as determined by the Project Manager) throughout the Project to make recommendations on:

- a) The Bindoon Mountain Bike Park official name along with considerations from community consultation
- b) The Bindoon Mountain Bike Park logo design
- c) Trail names for all stages of proposed trail development
- d) Designs and concept plans for the development of the parks trails, and infrastructure

- e) Provide valuable input into considerations in regard to the Mountain Bike Park's operational activities;
- f) Be courteous, constructive, and receptive to the views of others;
- g) Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- h) Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- i) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- j) Ensure that any private or confidential information shared during the project is protected and remains confidential.

2.1.7.3

DELEGATED AUTHORITY

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities.

2.1.7.4

MEETINGS

To be held as required and advised by the Project Manager.

2.1.8 Bindoon Mountain Bike Park Advisory Group

2.1.8.1 MEMBERSHIP

The Bindoon Mountain Bike Park Advisory Group consists of:

- Council Delegate
- Deputy Council Delegate
- Shire Officer
- Member of the Chittering Tourist Association (1 member and 1 proxy)
- Member of the Chittering Chamber of Commerce (1 member and 1 proxy)
- Chittering Mountain Bike Club (2)
- Tourism WA (1)
- Members of the Chittering community who have professional expertise in tourism promotion and/or business management (3)

The Chittering Tourist Association and Chittering Chamber of Commerce will be asked to nominate a deputy delegate to attend if their appointed delegate is unavailable.

Authority to recruit members is delegated to the CEO, with a recommendation submitted to Council to appoint those selected.

| Council Delegate | Council Proxy Delegate |
|---|------------------------|
| Cr Mark Campbell | Cr John Curtis |
| Community Organisation/Group Members | |
| Chittering Tourism Association (1 member and 1 proxy) Chittering Chamber of Commerce (1 member and 1 proxy) Chittering Mountain Bike Club (2) Tourism WA (1) Member of the Chittering community who have professional expertise in tourism promotion and/or business management (3) | |

Term of membership

Members are appointed for the term of the current Council (usually two years).

Members may have their appointment renewed and/or new members may be appointed following a Council election, for the term of that Council.

Usually, no member will serve for more than three consecutive terms (i.e., six years).

Members not actively participating will be replaced after missing two consecutive meetings, unless there are valid reasons for their absence.

QUORUM

4 members

- Council Delegate or Deputy
- Shire of Chittering Officer
- 2 x Members

2.1.8.2 **OUR OBJECTIVES**

The Bindoon Mountain Bike Park Advisory Group will be responsible for providing advice and recommendations to Council on the following:

- Drafting a promotional plan for the facility which will include the marketing, promotion and ongoing operations of the Park. Particular attention should be given to the launch of the Stage 1 Trails.
- Investigating potential uses of the Park and activating the space.
- Developing branding, tourism, and information signage.
- Drafting an events calendar.
- Identifying ancillary business development opportunities.

Responsibilities

It is a responsibility of each group to ensure that they have at least one representative present at each Bindoon Mountain Bike Park Advisory Group meeting.

Members are expected to:

- Contribute the expertise of their respective committee / organisation.
- Share communications and information with their respective committee; and organisation where relevant, except where identified as confidential.
- Provide a brief update on recent activities and issues relevant to the operations of the facility
- Engage in open and honest discussions with respect for others views and opinions
- Observe the Shire's Code of Conduct.

The appointed Council Delegate will chair the meetings; or their appointed deputy in their absence.

The Shire Officer is appointed as the administration officer to the group but will also contribute to discussions.

2.1.8.3 **DELEGATED AUTHORITY**

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities.

2.1.8.4 **MEETINGS**

Each meeting will have a formal agenda advised at least 7 working days prior to the meeting.

Items for agendas must be submitted at least two weeks in advance through the administration officer.

Minutes will be circulated to members within 7 working days following the meeting.

Meetings are held at least quarterly 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.

2.2 Advisory Groups Terms of Reference

2.2.1 NAME

The names of the Advisory Groups shall be as follows:

| Name | Abbreviation |
|---|--------------|
| 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 Tourism Advisory Group | CTAG |
| Lower Chittering Hall Replacement Reference Group | LCHRRG |
| Bindoon Mountain Bike Park Project Reference Group | BMBPPRG |
| Bindoon Mountain Bike Park Advisory Group | BMBPAG |

2.2.2 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 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 Tourism Advisory Group | Tourism Events and Marketing Coordinator |
| Lower Chittering Hall Replacement Reference Group | Community Development Coordinator |
| Bindoon Mountain Bike Park Project Reference Group | Deputy Chief Executive Officer |
| Bindoon Mountain Bike Park Advisory Group | Deputy Chief Executive Officer |

2.2.3 DISTRICT

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

2.2.4 **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.

2.2.5 **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.

2.2.6 **DELEGATED AUTHORITY**

Nil

2.2.7 **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

2.2.8 **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 3 – 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 Aaron King | Quarterly | October 2023 |
| | Deputy | Deputy President Cr Mary Angus | | |
| Bindoon and Districts Historical Society | Representatives | Cr John Curtis Cr Mark Campbell | Monthly | October 2023 |
| Chittering Land Conservation District Committee (t/a Chittering Landcare Group) | Delegate | Cr Kylie Hughes | Bi-monthly | October 2023 |
| | Proxy | Cr John Curtis | | |
| Ellen Brockman Integrated Catchment Committee | Delegate | Cr Kylie Hughes | Six times a year | October 2023 |
| | Deputy | Cr John Curtis | | |
| Muclea Recreation Centre User Group | Delegate | Cr Kylie Hughes | Quarterly | October 2023 |
| | Deputy | Cr David Dewar | | |
| Northern Growth Alliance | Delegate | President Cr Aaron King | As required | October 2023 |
| | Deputy | Deputy President Cr Mary Angus | | |
| Rural Water Council of WA (Inc) | Delegate | Chief Executive Officer Cr David Dewar | As required | October 2023 |
| | Deputy | Cr Mark Campbell | | |
| Wannamal Community Centre | Representatives | Cr Carmel Ross Cr David Dewar | Bi-monthly | October 2023 |
| Wheatbelt Development Assessment Panel | Members | Cr Mary Angus Cr Carmel Ross | As required | October 2023 |
| | Alternate Members | Cr Aaron King Cr Kylie Hughes | | |
| Wheatbelt North Regional Road Group | Delegate | Cr John Curtis | As required | October 2023 |
| | Deputy | Cr Kylie Hughes | | |
| Sandown Park User Group | Delegate | Cr Kylie Hughes | Quarterly | October 2023 |
| | Deputy Delegate | Cr Mark Campbell | | |