



Special Council Meeting Attachments Friday 24 October 2025

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NOMINATION – SHIRE PRESIDENT

A. NOMINATION OF SELF

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby give notice of my nomination for the position of **Shire President**.

B. NOMINATION OF COUNCILLOR OTHER THAN SELF

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby nominate another Councillor for the position of **Shire President**.

C. ACCEPTANCE OF NOMINATION

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby accept the nomination for the position of **Shire President**.

To be decided at a **Special Council Meeting** on **24 October 2025**

Signature of Nominee

Date



BALLOT PAPER
ELECTION OF SHIRE PRESIDENT

Election Date: Friday, 24 October 2025

Name of Nominated Member	Place a (1) next to your most preferred candidate. Optional (2) for second preferred and so on



BALLOT PAPER
ELECTION OF SHIRE PRESIDENT

Election Date: Friday, 24 October 2025

Name of Nominated Member	Place a (1) next to your most preferred candidate. Optional (2) for second preferred and so on



Form 7. Declaration by elected member of council [r.13(1)(c)]

*Local Government Act 1995
Local Government (Constitution) Regulations 1998*

DECLARATION BY ELECTED MEMBER

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **President** of the Shire of Chittering, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Chittering under section 5.104 of the *Local Government Act 1995*.

Declared at **Bindoon**, on **24 October 2025**

by _____
(signature of Elected Member)

Before me: _____
Hon Rob Hortsman MLC
Shadow Minister for Emergency Services; Volunteering



NOMINATION – DEPUTY SHIRE PRESIDENT

A. NOMINATION OF SELF

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby give notice of my nomination for the position of **Deputy Shire President**.

B. NOMINATION OF COUNCILLOR OTHER THAN SELF

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby nominate another Councillor for the position of **Deputy Shire President**.

C. ACCEPTANCE OF NOMINATION

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Councillor** of the Shire of Chittering, hereby accept the nomination for the position of **Deputy Shire President**.

To be decided at a **Special Council Meeting** on **24 October 2025**

Signature of Nominee

Date



BALLOT PAPER
ELECTION OF DEPUTY SHIRE PRESIDENT

Election Date: Friday, 24 October 2025

Name of Nominated Member	Place a (1) next to your most preferred candidate. Optional (2) for second preferred and so on



BALLOT PAPER
ELECTION OF DEPUTY SHIRE PRESIDENT

Election Date: Friday, 24 October 2025

Name of Nominated Member	Place a (1) next to your most preferred candidate. Optional (2) for second preferred and so on



Form 7. Declaration by elected member of council [r.13(1)(c)]

*Local Government Act 1995
Local Government (Constitution) Regulations 1998*

DECLARATION BY ELECTED MEMBER

I, _____
(insert your full name)

of _____
(insert your residential address)

having been elected to the office of **Deputy President** of the Shire of Chittering, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Chittering under section 5.104 of the *Local Government Act 1995*.

Declared at **Bindoon**, on **24 October 2025**

by _____
(signature of Elected Member)

Before me: _____
Hon Rob Hortsman MLC
Shadow Minister for Emergency Services; Volunteering



COMMITTEES, ADVISORY GROUPS & EXTERNAL GROUPS

2025



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1. COUNCIL STATUTORY COMMITTEES

1.1. AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

Established: 20 August 2025

Legislation: *Local Government Act 1995 – s.7.1A; Local Government (Audit) Regulations 1996*

Terms of Reference: Adopted by Council 20 August 2025 (Appendix 1)

Purpose: To provide independent oversight, guidance, and assistance to Council on matters relating to audit, risk, financial reporting, and continuous improvement. The Committee enhances Council's governance framework by reviewing financial systems, risk management practices, internal control processes, and compliance with statutory obligations.

Key Functions:

- Review the annual *Compliance Audit Return* and the external auditor's report, providing recommendations to Council on identified matters.
- Oversee the effectiveness of internal control systems, risk management, and legislative compliance, including the CEO's biennial review under Regulation 17.
- Review the Financial Management Systems Review (FMSR) and monitor implementation of audit recommendations.
- Provide an avenue of communication between Council, the CEO, and the external auditor.
- Monitor the effectiveness of governance and organisational improvement initiatives to ensure transparency and accountability.

Membership:

- All Councillors (voting members)
- 1 x Independent External Member (Chairperson – CEO, Shire of Victoria Plains)
- CEO and Executive Manager Corporate Services (non-voting attendees)

Meeting Frequency: Held at least twice annually, or more frequently as required to meet reporting obligations.

Delegated Authority: Nil

Reporting: Minutes and recommendations presented to the next Ordinary Council Meeting.

1.2. BEHAVIOUR COMPLAINTS COMMITTEE

Established: 16 June 2021

Legislation: *Local Government Act 1995* – Part 5, Division 9; *Local Government (Model Code of Conduct) Regulations 2021*

Policy Reference: Code of Conduct – Behaviour Complaints Management (Adopted 16 June 2021, amended) (Appendix 2)

Purpose: To determine complaints alleging breaches of Division 3 (Behaviour Requirements) of the Shire's Code of Conduct for Council Members, Committee Members and Candidates. The Committee upholds procedural fairness, impartiality, and confidentiality while ensuring consistency and transparency in decision-making.

Key Functions:

- Assess behaviour complaints referred by the Behaviour Complaints Officer.
- Dismiss complaints already resolved by the Presiding Member or remedial action (Clause 15).
- Make findings as to whether a breach occurred (Clause 14).
- Determine whether no further action is required or a *Behaviour Management Plan* is to be implemented.
- Ensure written notification of findings and reasons to the parties involved.

Membership:

- All Councillors (voting members)
- Presiding and Deputy Presiding Members appointed at the first meeting
- Behaviour Complaints Officer (non-voting administrative support)

Meeting Frequency: As required upon referral of a complaint. Meetings are confidential under s.5.23(2) of the *Act*.

Delegated Authority: Yes – delegated power to determine complaints in accordance with Clauses 12–15 of the *Model Code of Conduct Regulations*.

Reporting: Confidential outcomes provided to Complainant and Respondent; summary report to Council where appropriate.

1.3. CHITTERING BUSH FIRE ADVISORY COMMITTEE (BFAC)

Established: Pursuant to s.67 of the *Bush Fires Act 1954*

Legislation: *Local Government Act 1995* – Division 2, Subdivision 2; *Bush Fires Act 1954*

Terms of Reference: Reviewed annually (Appendix 3)

Purpose: To advise Council on all matters relating to bush fire prevention, preparedness, response, and recovery across the Shire. The Committee provides an important communication and coordination link between the Shire, its volunteer bush fire brigades, DFES, and the community.

Key Functions:

- Provide advice to Council on fire prevention measures, firebreak orders, and enforcement.
- Recommend appointments of Chief and Deputy Bush Fire Control Officers.
- Facilitate coordination and cooperation between brigades and emergency services.
- Assist with planning and implementation of bushfire mitigation and response activities.
- Provide feedback on training, resourcing, and operational matters affecting local brigades.

Membership:

- Chief Bush Fire Control Officer (Chairperson)
- Deputy Chief Bush Fire Control Officers
- Two Bush Fire Control Officers from each Brigade
- Two Councillor Representatives
- CEO and Community Emergency Services Manager (CESM) – non-voting advisors
- DFES District Officer – invited attendee

Meeting Frequency: Quarterly, with additional meetings convened before the commencement of the fire season or as required.

Delegated Authority: Nil

Reporting: Minutes presented to the next Ordinary Council Meeting.

1.4. CHITTERING LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

Established: Pursuant to s.38 of the *Emergency Management Act 2005*

Legislation: *Emergency Management Act 2005* – s.38, s.39

Terms of Reference: Adopted 9 September 2022 (Appendix 4)

Purpose: To assist the Shire in the development, maintenance, and testing of local emergency management arrangements. The Committee fosters collaboration among government agencies, emergency services, and community organisations to ensure readiness for, response to, and recovery from emergencies.

Key Functions:

- Advise and assist Council in establishing and reviewing local emergency management arrangements.
- Coordinate local preparedness and response strategies across agencies.
- Promote public awareness and resilience within the community.
- Liaise with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).
- Support local recovery operations following emergencies or natural disasters.

Membership:

- Chairperson – Councillor Delegate (appointed by Council)
- Deputy Chairperson – Councillor Deputy Delegate
- Executive Officer – CESM
- Local Emergency Coordinator – WA Police (OIC Gingin)
- Representatives from DFES, St John Ambulance, SES, Department for Communities, RAAF, schools, and community groups.

Meeting Frequency: At least twice annually, with additional meetings convened as required by the SEMC or in response to an emergency event.

Delegated Authority: Nil

Reporting: Minutes presented to the next Ordinary Council Meeting.

2. ADVISORY GROUPS

2.1. CHITTERING EDUCATION SCHOLARSHIP ADVISORY GROUP

Established: 2011 (Policy adopted 18 May 2011; amended 2015, 2016)

Policy Reference: *Education Scholarship Award Policy* (Appendix 5)

Responsible Directorate: Corporate Services / Community Development

Purpose: To administer the Shire of Chittering Education Scholarship Awards, which provide financial assistance and civic recognition to outstanding local students progressing from Year 6 and Year 10. The program promotes youth achievement, leadership, and community participation, supporting students to continue their education within or beyond the district.

Key Functions:

- Assess scholarship applications against the approved *Education Scholarship Assessment Matrix*.
- Recommend two annual recipients (Year 6 and Year 10) to Council for endorsement at the December Ordinary Council Meeting.
- Ensure all eligible students residing within the Shire are given fair opportunity through open promotion and advertising.
- Oversee presentation of certificates and awards at the annual *Australia Day Awards Ceremony*.
- Encourage local schools and community organisations to foster civic engagement and educational excellence.

Membership:

- 2 × Councillor Representatives (appointed by Council)
- 1 × Lions Club of Chittering Representative
- 1 × Community Development Coordinator (Executive Support Officer)

Meeting Frequency: Annually (November – December) to assess applications and finalise recommendations prior to Council consideration.

Delegated Authority: Nil

Reporting: Recommendations presented to Council via Officer Report; all applicants notified of Council's decision.

Additional Notes: Scholarship funds are held in trust by the recipient's nominated school for use toward educational expenses such as fees, uniforms, books, or extracurricular opportunities. Unsuccessful applicants receive a Certificate of Merit recognising community contribution and participation.

2.2. CHITTERING TOURISM ADVISORY GROUP (CTAG)

Established: December 2020

Legislation / Policy Reference: *Chittering Tourism Advisory Group Terms of Reference* (adopted December 2020) (Appendix 6)

Responsible Directorate: Economic Development

Purpose: To provide strategic advice and recommendations to Council on tourism development, marketing, investment attraction, and visitor experience enhancement, consistent with the *Shire of Chittering Strategic Community Plan* and *Economic Development and Tourism Strategy*. The Group acts as a key partnership forum between industry stakeholders, the Chittering Tourism Association, and Council to position the district as a thriving, sustainable, and diverse tourism destination.

Key Functions:

- Advise Council on economic development strategies directly related to tourism growth and diversification.
- Recommend priorities for tourism infrastructure, investment attraction, and event delivery.
- Support coordination of Shire-led and partner tourism events and major projects.
- Encourage collaboration between industry, local businesses, and community organisations.
- Track progress against strategic tourism objectives and provide feedback on performance indicators such as visitation, satisfaction, and regional engagement.

Membership:

- 1 × Councillor Representative (Chairperson)
- 1 × Councillor Deputy (Proxy)
- 1 × Chittering Tourism Association Representative
- 5 × Tourism Industry Stakeholders or Community Members (from within the district)
- Economic Development Coordinator (Responsible Officer / Secretariat)

Meeting Frequency: As determined by the Group, typically quarterly or as required; schedule for the following year confirmed at the final meeting of each calendar year.

Delegated Authority: Nil

Reporting: Minutes and recommendations are submitted to Council through the Responsible Officer for consideration at the next Ordinary Council Meeting.

Additional Notes: Meetings are closed to the public, and members must comply with conflict-of-interest and Code of Conduct provisions under the *Local Government Act 1995* s 5.65. The Group may co-opt additional members with relevant expertise as required to fill knowledge or industry representation gaps.

3. EXTERNAL AGENCY GROUPS

Organisation	Purpose / Description	Council Representation	Meeting Frequency / Notes
WALGA Avon Midland Country Zone	Regional collaboration and policy advocacy forum of member local governments.	Shire President, Deputy Shire President (Deputy)	Quarterly; hosted across Zone region.
Northern Growth Alliance (NGA)	Strategic alliance between Chittering, Gingin, and Dandaragan to coordinate regional planning, economic development, and advocacy.	Shire President, CEO (observer)	Quarterly; rotating venues.
Avon Regional Organisation of Councils (AROC)	Forum of Wheatbelt and Northern Councils for joint advocacy and regional initiatives.	Shire President, Deputy Shire President (Deputy)	Quarterly; hosted in Toodyay.
Rural Water Council of WA (Inc.)	Advocacy group promoting sustainable rural water infrastructure and access.	Councillor Delegate (appointed)	Biannually; various Wheatbelt locations.
Wheatbelt North Regional Road Group	Determines road project priorities and oversees Regional Road Program funding allocations.	Shire President, Deputy Shire President (Deputy)	Quarterly; chaired by Main Roads WA.

4. EXTERNAL INCORPORATED ASSOCIATIONS

Organisation	Purpose / Description	Council Representation	Meeting Frequency / Notes
Chittering Land Conservation District Committee (t/a Chittering Landcare Group)	Community-based natural resource management body supporting environmental sustainability projects.	Councillor Delegate (appointed)	As required; liaison with Shire Environment Officer.
Ellen Brockman Integrated Catchment Committee	Coordinates integrated catchment management across local governments in the Ellen Brook catchment.	Councillor Delegate (appointed)	Quarterly; reports to OCM as required.

Appendix 1: Audit Risk & Improvement Terms of Reference



Audit, Risk and Improvement Committee Terms of Reference Adopted by Council on 20 AUGUST 2025

ESTABLISHMENT

In accordance with section 7.1A of the *Local Government Act 1995* ("the Act") the Council of the Shire of Chittering ("the Shire") has established an Audit, Risk and Improvement Committee ("the Committee").

The Committee will operate in accordance with all relevant provisions of the Act, the *Local Government (Audit) Regulations 1996* and the *Local Government (Administration) Regulations 1996*.

These Terms of Reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

AUTHORITY

As prescribed in Regulation 16 of the *Local Government (Audit) Regulations 1996*, the Committee is to provide guidance and assistance to Council on matters relevant to its terms of reference. This role is designed to facilitate informed decision-making by Council in relation to its legislative functions and duties that have not been delegated to the Chief Executive Officer ("CEO").

The Committee is a formally appointed Committee of the Council and is responsible to the Council.

The Terms of Reference imposes the obligations above on the Committee from the date the Committee commences.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislated responsibility, and it does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures. The Committee does not have decision making authority, the power to bind Council, nor the power to incur expenditure.

All Committee members will be required to adhere to the Shire's confidentiality requirements. In particular, no confidential information received or generated by the Committee will be disclosed to persons not authorised by the Committee to receive such information.

MEMBERSHIP AND COMPOSITION

Committee Composition

The Committee will consist of:

- All Elected Members of Council; and
- One (1) Independent External Member, who shall be appointed by Council as the Chairperson.

Committee members must declare conflicts of interest in accordance with regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*, in written notice given to the CEO before the meeting or at the meeting immediately before the matter is discussed.

All members of the Committee are bound by the Code of Conduct for Elected Members, Committee Members and Candidates. Any instances where a committee member has a commercial interest or is closely associate with an organisation that has an interest in the business of the Shire which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, much be declared to the CEO before or at the Committee meeting.



Audit, Risk and Improvement Committee Terms of Reference

Adopted by Council on 20 AUGUST 2025

Tenure of Appointment

The tenure of all members' appointment to the Committee must be compliant with section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time positions will become vacant.

The terms and conditions of each independent member's appointment to the Committee are to be set out in a letter of appointment.

MEETINGS

The Committee will meet on an as-and-when-required (ad hoc) basis, at the discretion of the Presiding Member of the committee, the Shire President or the CEO.

Members are expected to attend the committee in person; however, electronic attendance is permitted where a member is unable to be present in person. The Presiding Member and COE must be informed of electronic attendance by a member 24 hours prior to the meeting.

The CEO will invite staff, auditors and other relevant persons to attend meetings as observers and to provide pertinent information, as necessary.

The Presiding Member will preside at all meetings.

Each member of the Committee will have one vote. The Presiding Member will have a casting vote and simple majority will prevail. A simple majority is the agreement of not less than half of the members present at the meeting.

As prescribed in section 5.19 of the Act, the quorum shall be at least 50% of the number of members of the Committee, which equates to three (3) members.

Meeting agendas will be prepared and will be provided at least three (3) days prior to the meeting.

Minutes will be taken at each meeting and presented to the next available Council meeting for adoption.

FUNCTIONS AND RESPONSIBILITIES

The Committee is to provide guidance and assistance to Council in fulfilling its obligations to:

- Review the annual Compliance Audit Return and report to Council on the results of that review (*Audit Regs 1996*, r14 & r16)
- Review the Auditor's Report and Management Letter received from the local governments external auditor and report to Council on any matters raised, including appropriate actions to be taken (*Local Government Act 1995*, s7.12A)
- Monitor the implementation of audit recommendations to ensure appropriate responses are taken in a timely manner (*Local Government Act 1995*, s7.12A(3))
- Review the CEO's report on the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control, and legislative compliance (biannually) (*Audit Regs 1996* r17)
- Review the Financial Management Systems Review (FMSR) conducted in accordance with Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

Appendix 2: Behaviour Complaints Shire Policy

Code of Conduct – Behaviour Complaints Management

Policy Owner: Governance
Distribution: All Elected Members and Staff
Person Responsible: All Executive Managers
Date of Approval: 16 June 2021
Amended

Objective

To establish, in accordance with Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and Shire of Chittering Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Chittering's Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Chittering's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 13 of the Shire of Chittering Elected Member Policy 4.1 - Code of Conduct for Council Members, Committee Members and Candidates policy.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 13(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Chittering Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Chittering Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Chittering or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 13 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 13(2)(a) of in the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Shire of Chittering.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with under clause 13(2)(a) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 14(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
 - the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
 - any findings made will be based on proper and genuine consideration of the evidence.

1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3 Confidentiality

The Shire of Chittering will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.4 Accessibility

The Shire of Chittering will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Chittering's Administration Building and on the Shire of Chittering's website. The Shire of Chittering will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1 Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 13(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with the Chief Executive Officer, to receive administrative support, including the appointment of a Complaints Assessor, where the Behaviour Complaints Officer determines that it is necessary to do so.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2 Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

2.3 Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in "Committee Handbook - Behaviour Complaints Committee Terms of Reference".

3. Procedure

3.1 *Making a complaint*

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 13(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 13(2)(c) of the Code of Conduct].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made [clause 13(2)(c) of the Code of Conduct].

3.2 *Candidate Complaints*

A complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and

To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with [clause 17(1) of the Code of Conduct].

3.3 *Withdrawing a Complaint*

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint [clause 16 of the Code of Conduct].

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4 *Notice to Complainant*

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
 - outlines the process that will be followed and possible outcomes;
 - explains the application of confidentiality to the complaint;
 - includes a copy of this Policy; and
 - if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5 *Notice to Respondent*

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
 - includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
 - includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6 *Alternative Dispute Resolution*

The Shire of Chittering recognises that alternative dispute resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative dispute resolution requires the consent of both parties to the complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of alternative dispute resolution. If both parties agree to participate in alternative dispute resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of alternative dispute resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as alternative dispute resolution.

If alternative dispute resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

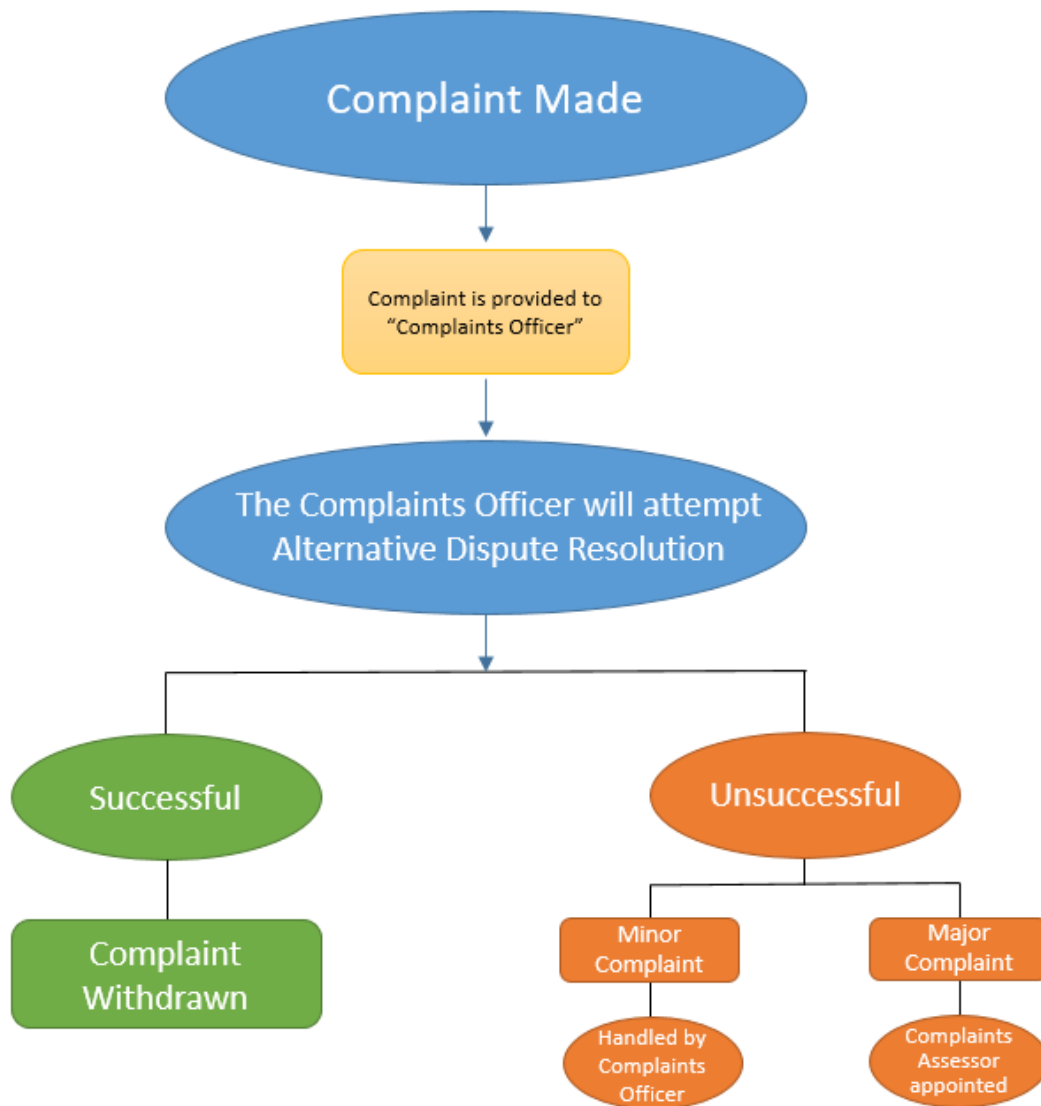
If alternative dispute resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8 Appointment of Complaints Assessor



If alternative dispute resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint the Complaints Officer can elect to follow the formal process internally or appoints a Behaviour Complaints Officer.

For "major" breaches the Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Chittering's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
 - the Respondent has taken remedial action in accordance with the Shire of Chittering Standing Orders Local Law 2023

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10 Assessment of the Complaint

The Complaints Officer or Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
 - include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
 - include recommendations on each decision that may be made by the Complaints Committee; and
 - include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 14(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12 Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 15 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 15(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 14 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 14(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 14(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 14(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 14(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 14(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 25 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1 *Objective and Principles*

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2 *Dismissal*

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 15(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Chittering Standing Orders Local Law 2023 .

4.3 *Finding*

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [clause 14(3) of the Code of Conduct].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4 *Action*

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5 Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

References:	<i>Local Government Act 1995</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i> <i>Shire of Chittering Standing Orders Local Law 2023</i>
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Appendix 3: Chittering Bushfire Advisory Committee Terms of Reference

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
Muchea Brigade representative Shelly Pannell	Muchea 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.

Appendix 4: Chittering Local Emergency Management Committee Terms of Reference



Terms of Reference for the Local Emergency Management Committee

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Adopted	<i>Date</i>
Last Reviewed	<i>Date</i>
Review Date	Every 5 years or as required
Associated Legislation	Emergency Management Act 2005
Associated Documents	State Emergency Management Policy and Procedure
Review Responsibility	Shire of Chittering Local Emergency Management Committee



1. Name

Shire of Chittering Local Emergency Management Committee (LEMC)

2. 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.

3. 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.



4. Duties and Responsibilities

4.1	Advise and assist the Shire of Chittering in ensuring that local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4.4	Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
4.5	After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

5. 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
Councillor Proxy	Councillor
Executive Officer	Community Emergency Services Manager
Members	SoC Local Recovery Coordinator
	St John Ambulance Gingin/Chittering
	SoC Deputy Chief Bush Fire Control Officers SoC Local Welfare Liaison Officer
	WA Police – Gingin representative
	Department of 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 38(3)***.

**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

MEMBERSHIP NOTES:

- Special guests may be invited to attend committee meetings as determined by the LEMC;
- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Executive Officer of their resignation and nominate an alternative representative for membership;
- Committee membership will be reviewed quarterly to ensure that it is representative of the community and the potential risks and scenarios;
- New members may join the LEMC via resolution of the committee;
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.

6. 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.

Appendix 5: Education Scholarship Award Shire Policy

Education Scholarship Award

Policy Owner:	Corporate Services
Person Responsible:	Community Development Coordinator
Date of Approval:	18 May 2011
Amended:	16 September 2015; 20 July 2016 ^(N161852)

Objective

To provide financial assistance to local residential students in the upcoming financial year.

Policy

The Shire of Chittering offers two scholarships for local students: one graduating from Year 6 and one graduating from Year 10.

Eligible criteria

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.

About the scholarship

The scholarship can assist the student with school fees, uniform(s), books and other extracurricular activities that may otherwise be missed out on (i.e. school trips / camps) as determined by the student and his/her parent or guardian.

The money is forwarded to the school the winning student will be attending, where it is held in trust until requested.

Winning the scholarship not only provides an important financial benefit to the student, it also recognises academic excellence and a strong commitment towards civic engagement.

Advertising

The Scholarship Awards are advertised in the Northern Valley News and via other Shire communication strategies such as Facebook, Keep me Posted and the Shire website in line with the Shire Communication Plan in September each year.

Application forms are also forwarded to the relevant high schools.

Applications open first Friday of September and close on the first Friday of November each year.

Assessment process

Applications are reviewed by the Education Scholarship group consisting of a three-member panel appointed by Council and assessed against the Shire of Chittering Education Scholarship Assessment matrix.

Time frame

All applicants will be notified of the receipt of their application within a month of the closing date for applications.

The Education Scholarship group will make a recommendation to Council at the December Ordinary meeting of Council. All applicants will be notified of Council's decision and invited to attend the Australia Day awards in January.

Presentation of awards

All unsuccessful applicants will be awarded a certificate of merit and the winners will be presented with a certificate and a glass award. The nominated school of the winning students will be forwarded the monetary award to be held in trust until requested by the student and their parent / guardian.

Appendix 6: Chittering Tourism Advisory Group Terms of Reference

Chittering Tourism Advisory Group Terms of Reference

NAME

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

VISION

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

OBJECTIVES OF THE TOURISM ADVISORY GROUP

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

RESPONSIBLE OFFICER

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

MEMBERSHIP

Membership

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

Tenure of Membership

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

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

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

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

DELEGATED AUTHORITY

Nil

ADVISORY GROUP

Chairperson

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

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

MEETINGS

Advisory Group meetings

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

Quorum

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

Voting

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

Notes

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

Meetings

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

Members interests to be disclosed

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

Code of Conduct

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