



Shire of Mundaring

MEMBERSHIP

and

TERMS OF REFERENCE

COMMITTEES OF COUNCIL

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STANDING COMMITTEES

DEVELOPMENT APPROVALS COMMITTEE
COUNCILLOR MEMBERSHIP

MEMBER	REPRESENTING
DULLARD (Shire President)	West Ward
CUCCARO	West Ward
HALL	West Ward
PILGRIM (Deputy Presiding Person)	Central Ward
BLACK	Central Ward
JOHNSON (Presiding Person)	Central Ward
HARVEY	South Ward
JAMIESON	South Ward
LAVELL	South Ward
DAVIES	East Ward
DAW	East Ward
GARDHOUSE	East Ward

Councillors Dullard, Jamieson, Hall, Cuccaro, Harvey, Lavell, Black, Johnson, Pilgrim, Gardhouse, Davies and Daw were appointed as members of this Committee by Council at its special meeting held 30 October 2007 (SC1.10.07)

DEVELOPMENT APPROVALS COMMITTEE
TERMS OF REFERENCE

Established: 26 October 1999

Resolution: R23663 Council 26 October 1999

Membership: The membership of the Development Approvals Committee is to be the 12 elected members of Council.

Meetings: The committee to ordinarily meet on the second Tuesday of each month at 5.30 pm.

No meetings to be held in the months of December and January. (C3.11.06)

For the month of October when the Ordinary election of Council is due, no meetings are to be held. (C3.09.09)

Note: Additional meetings may be held at the committee's discretion.

Terms of Reference:

Adopted **RC17.02.04** 24 February 2004

Amended terms of reference adopted **RC14.05.05** 24 May 2005

Amended terms of reference adopted **C3.11.06** 28 November 2006

Amended terms of reference adopted **C5.08.07** 28 August 2007

Amended terms of reference adopted **SC1.10.07** 30 October 2007

Amended terms of reference adopted **SC1.09.09** 22 September 2009

This committee shall be responsible for reporting to Council on the following matters. (Major or strategic issues including policy are to be dealt with by the Strategic Policy Committee.)

Building

The administration of Codes, Standards, Local Laws and Legislation relating to building, including:

- the consideration of applications for approvals under those Codes, Standards, Local Laws and legislation; and
- contraventions of Codes, Standards, Local Laws and legislation relating to building.

Environmental

The administration of legislation and policies concerning Council's involvement in the management of the environment.

Health

The administration of various Regulations, Local Laws and legislation relating to Public Health, including:

- the consideration of applications for approvals under those Acts, Regulations and Local Laws; and
- contraventions of Acts, Codes and, Local Laws relating to Public Health.

Planning

(Amended 2 October 2007)

The Administration of Town Planning Schemes, Scheme Codes, Policies, Local Laws and Legislation relating to town planning and development, including:

- The consideration of applications for approvals under those Schemes, Local Laws and Legislation, such as Scheme Amendments, Applications for Planning Approval and Local Subdivision and Infrastructure Plans;
- Providing recommendation and comment to various Government Agencies and instrumentalities on subdivision, planning, development, land use and land administration proposals; policies; strategies and the like; and
- Contraventions of Schemes, Local Laws and Legislation relating to planning and development.

Community Safety

- The review of all Acts, Regulations and Local Laws within the ambit of Council's control through the Community Safety Service.

STRATEGIC AND GOVERNANCE COMMITTEE
COUNCILLOR MEMBERSHIP

MEMBER	REPRESENTING
DULLARD (Shire President)	West Ward
CUCCARO (Presiding Person)	West Ward
HALL (Deputy Presiding Person)	West Ward
PILGRIM	Central Ward
BLACK	Central Ward
JOHNSON	Central Ward
HARVEY	South Ward
JAMIESON	South Ward
LAVELL	South Ward
DAVIES	East Ward
DAW	East Ward
GARDHOUSE	East Ward

Councillors Dullard, Jamieson, Hall, Cuccaro, Harvey, Lavell, Black, Johnson, Pilgrim, Gardhouse, Davies and Daw were appointed as members of this Committee by Council at its special meeting held 30 October 2007 (SC1.10.07)

STRATEGIC AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Established: 30 October 2007

Resolution: SC1.10.07 (30.10.07)

Membership: The membership of the Strategic and Governance Committee is to be the 12 elected members of Council.

Meetings: The committee is to ordinarily meet on the Monday immediately prior to the second Tuesday of the month at 5.30 pm.

No meetings are to be held in the months of December and January. (C3.11.06)

For the month of October when the Ordinary election of Council is due, no meetings are to be held. (C3.09.09)

Note: Additional meetings may be held at the committee's discretion.

Terms of Reference:

Adopted **SC1.10.07** 30 October 2007

Amended terms of reference adopted **SC1.09.09** 22 September 2009

This committee shall be responsible for the general administration of all areas of Shire operations not specifically covered by the Development Approvals Committee, including but not limited to the following matters:

Community Services

- Public Relations and Community Information;
- The assessment, planning and provision of services and facilities to the community; and
- The establishment and review of fees for the use of community and recreation facilities.

Infrastructure Services

The management and development of –

- The Road System;
- Recreation and Conservation Reserves vested in or owned by the Shire;
- The Building Assets Infrastructure; and
- Municipal Waste Services.

Strategic Planning and Corporate Governance

- The development of Council's strategic plan and monitoring the implementation of that plan;
- Initiation of new major projects;
- Major policy development and review;
- Major resource allocation, and
- Regional matters.

ADVISORY COMMITTEES

ARTS ADVISORY GROUP 2007

That –

1. the following persons be appointed to the Arts Advisory Group for a 2 year term expiring October 2009 –

NAME OF NOMINEE	REPRESENTING
Paul Jones	Architect or designer
Madeleine Clear	Professional visual artist
Simon O'Hara	Town planner
Sarah Ryan	Strong literary background
Sandra Lee Murphy	Representative of the secondary schools within the Shire of Mundaring
Gail Palmer	Representing people with disabilities
Rose Pinter	Representing the Mundaring Arts Centre
Molly Hewitt	Representing young people under 25
Rebeccah Atkinson	Representing young people under 25
Patrick Bertola	Representing the Business Community

2. Councillors Harvey and Dullard be appointed as members of the Arts Advisory Group.

Members of this Committee were appointed by Council at its meeting held on 11 December 2007 (C11.12.07 and SGC15.11.07)

SHIRE OF MUNDARING ARTS ADVISORY GROUP
TERMS OF REFERENCE

Established: 22 August 2006

Resolution: C10.08.06

Membership: The membership shall consist of up to 12 persons where backgrounds or professions may generally reflect the following -

- architect or designer.
- professional visual artist.
- town planner.
- person with a strong literary background.
- person with a strong performing arts background.
- person representing the business community.
- person representing the secondary schools within the Shire.
- person representing people with disabilities through either a community group, agency or individual.
- two young people between the ages of 18 to 25.
- two Councillors appointed to ensure an effective link between the Committee and Council is maintained.

Meetings: The Arts Advisory Group shall meet at least six times per year or more frequently as required.

Terms of Reference:

1. DEFINITIONS

- 1.1 "Arts Advisory Group" shall mean the Shire of Mundaring Arts Advisory Committee.
- 1.2 "Council" means the Council of the Shire of Mundaring.
- 1.3 "Shire" means the Shire of Mundaring.

2. OBJECTIVES

- 2.1 Create an environment that encourages excellence by artists and related organisations.
- 2.2 Foster the awareness and involvement by residents in the community's artistic life across visual, literary and performing arts.
- 2.3 Through the various mediums of art highlight what is unique about the Shire of Mundaring as a place to work and live.
- 2.4 Administer a Public Art program by determining the placement of public art, the type of art to be used in specific projects and the artist to be engaged, overseeing the maintenance and disposition of public art and recommending the expenditure of the Public Art Program budget. Develop a clear process for the administration of the Public Art Program.
- 2.5 Identify and advise potential funding partnerships and opportunities.
- 2.6 Provide advice to Council on an appropriate level of "investment" in the arts.

3. AMENDMENTS

The Terms of Reference may be amended in the following way –

- 3.1 Art Advisory Group members must receive at least fourteen days notice in writing of the proposed amendment(s).
- 3.2 The amendment(s) as accepted by the Art Advisory Group shall be forwarded to Council for its consideration but cannot be adopted until adopted by Council.

BUSH FIRE ADVISORY COMMITTEE
MEMBERSHIP

BRIGADE	MEMBER FIRE CONTROL OFFICER	CONTACT	DEPUTY MEMBER CAPTAIN	CONTACT
Chidlow Brigade	Mr Gary Rowles 655 Warrigal Way Chidlow WA 6556	9572 4897 0419 917 455	Mr John Coultham 94 Willcox Street Chidlow WA 6556	9572 3165
Darling Range Brigade	Ms Sue Smith 215 Glen Forrest Drv Glen Forrest WA 6071	9298 9868 0409 686 596	Mr Ross Boughton 4175 Jacoby Street Mundaring WA 6073	9295 1898 0417 186 257
Darlington Brigade	Mr Ken Parkin 16 Fischer Road Darlington WA 6070	9299 6365 0419 322 430	Mr Nigel Morgan 1 Melville Court Helena Valley WA 6056	0419 928 135
Glen Forrest Brigade	Mr Paul Sully 695 Forrest Ave Mundaring WA 6073	9295 3523 0438 964 099	Mr Phillip Johnson 1240 Bailey Road Glen Forrest WA 6071	9298 9495 0411 539 275
Mount Helena Brigade	Mr Andrew Duncan 680 Jarrah Road Mundaring WA 6073	0403 335 949	Mr Brendon Cox 9 Treetop Way Mt Helena WA 6082	9572 5287 0429 131 195
Parkerville Brigade	Mr David King 715 Alexandra Road Hovea WA 6071	0428 916 950	Mr Magnus Ohman 2395 Richardson Road Parkerville WA 6081	9295 4961 0447 143 044
Sawyers Valley Brigade	Mr Keith Woodley 640 Stretch Road Mt Helena WA 6082	9572 1172 0407 992 190	Mr Nick Tester 3 Nardini Place Sawyers Valley WA 6073	9295 6410 0429 350 939
Stoneville Brigade	Mr Tim Shaw 2 Jindalee Place Stoneville WA 6081	9295 4744	Mr Ian Zlatnik 70 Prosperity Road Stoneville WA 6071	9295 3096 0429 080 239
Woorloo Brigade	Mr Paul Ker 1345 Government Road Woorloo WA 6558	9573 1089 0408 418 760	Gerard Bale 2600 Needham Road WOORLOO WA 6558	0419 244 397

Cr Pauline Hall	Unit 8, 31 The Lakes Boulevard JANDAKOT WA 6164	9414 1511
Cr Jenny Johnson	630 Richardson Road HOVEA WA 6071	9295 4467
Mr Craig Garrett	Chief Bush Fire Control Officer Shire of Mundaring	0429 002 033
Mr Jonathan Throssell	Chief Executive Officer Shire of Mundaring	9290 6601
Mr Rod Eyre (Presiding Person)	Deputy Chief Bush Fire Control Officer 1660 Thomas Street GLEN FORREST WA 6071	9298 9798 0408 941 532
Mr Mark Luzi	Deputy to Mr Jonathan Throssell Shire of Mundaring	9290 6650

At the 30 October 2007 meeting of Council, Crs Johnson and Hall were appointed as Members of this Committee (C4.10.07).

Note: Council at its meeting of 4 June 2003 resolved (R25361) to appoint the position of Fire Control Officer from each brigade as the Committee Member and the position of Captain as the Deputy Member in preference to appointing a person by name.

The names shown above are the current Fire Control Officers and Captains for each brigade.

BUSH FIRE ADVISORY COMMITTEE
TERMS OF REFERENCE

Established: 2 May 1963

Membership: As provided in the Act, Council shall appoint Bush Fire Control Officers or members of Bush Fire Brigades as members of the Advisory Committee. In so doing, it shall have regard to the following –

Each registered Bush Fire Brigade in the Shire may nominate one member.
The Chief Executive Officer or his nominee.

The Council may appoint two members and a deputy member for the two members.
The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer shall be members of the Committee.

Each Brigade may nominate and Council may appoint a person to be deputy for a member of the Advisory Committee. Deputy members may attend meetings to take the place of a member unable to attend.

The Coordinator of Mundaring Fire School shall be a member of the committee.

Meetings: Ordinary meetings of the Committee shall be held at least six times in a year. Meetings may be suspended during the winter months by resolution of the Committee.

Meetings shall normally be held in the Council Civic Centre, but the Committee may by resolution decide to hold particular meetings at another place.

Meetings shall commence at 7.30pm unless otherwise resolved by the Committee.

Special meetings of the Committee may be convened in the following manner –

- (a) by authority of the Presiding Person
- (b) by notice in writing to all members of the Committee, signed by three members and giving not less than seven days notice of the meeting and the matter to be discussed.
- (c) by the Council.

Terms of Reference RC17.02.04 24 February 2004
Amended terms of reference adopted DAC8.08.08 12 August 2008 Council Decision C3.08.08

1. NAME

The Committee shall be known as the Mundaring Bush Fire Advisory Committee and will be hereinafter referred to as "the Committee".

2. HEAD OF POWER

The Committee is established by Council under Section 5.9(2)(d) of the Local Government Act 1995.

3. PRESIDING Person

At the first ordinary meeting of the Committee held in the new financial year the members shall elect a Presiding Person and a Deputy Presiding for the ensuing year.

4. OBJECTIVES

It shall be the objective of the Committee to advise the Council on all matters relating to:

- 4.1 the preventing, controlling and extinguishing of bush fires;
- 4.2 the planning of the layout of fire breaks in the district;
- 4.3 prosecutions for breaches of the Bush Fires Act;
- 4.4 the formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers;
- 4.5 the ensuring of co-operation and co-ordination of Bush Fire Brigades in their efforts and activities;

- 4.6 any other matter relating to bush fire control whether of the same kind as, or a different kind from those specified.

5. MANAGEMENT OF BUSINESS

5.1 Invitees

The Committee shall invite representatives of the following bodies to its meetings and shall hear and have regard to their views:

Department of Conservation and Land Management
Fire & Emergency Services Authority

Such representatives shall not be members of the Committee.

5.2 Deputations

The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

ENVIRONMENTAL ADVISORY COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Cr Jenny Johnson	Shire of Mundaring	605 Alexandra Road HOVEA WA 6071	9295 4557
Mr Darren Murphy	Community Representative	13 Daleview Close GLEN FORREST WA 6071	9298 8166 (H) 9268 4467 (W)
Mr Mark Robertson	Community Representative	4325 Stoneville Road STONEVILLE WA 6081	9295 3181 (H) 9223 8486 (W)
Dr Paul van der Beeke	Community Representative	6 Evans Street MT HELENA WA 6082	9572 2215 0417 959 123
Mr Tom Hogarth	Community Representative	450 Rickard Road GLEN FORREST WA 6071	9299 6284 0409 086083
Mr Bernard Kelly	Community Representative	6 Feldman Crescent PARKERVILLE WA 6081	9295 5141 (H) 9690 2628 (W)
Ms Helen Lynes	Community Representative	260 Falls Road HOVEA WA 6071	9295 5312
Mr Robert Ragg	Community Representative	Lot 277 Bernard Street MT HELENA WA 6082	9572 2210 0427 722 210
Mr Herbert Titelius	Community Representative	360 Hedges Road HOVEA WA 6071	9298 8220
Mrs Una Bell	Community Representative	260 Walker Street Road MUNDARING WA 6073	9295 1668
Mr Michael Pengelly	Community Representative	PO Box 43 STONEVILLE WA 6081	9295 0528

Cr Johnson was appointed as a member of this Committee, by Council at its meeting of 30 October 2007 (SC.3.10.07).

The remaining members of this Committee were appointed by Council at its meeting of 30 October 2007 (SC.3.10.07).

Mr Michael Pengelly was appointed as a member of this Committee by Council at its meeting of 22 April 2008 (C7.04.08).

ENVIRONMENTAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Established: October 1993

Resolution:

Membership: The Committee shall consist of a maximum of fifteen members including the Presiding Person and Councillor member.

Membership shall be by invitation and appointment by Council.

In March of each year, Council may seek nominations from appropriate individuals or groups from within the community to submit for Council's consideration a panel of names of potential committee members. Nominations will be submitted to Council.

The organisations from which Council may seek nominations include, but are not limited to:

The Volunteer Bush Fire Organisation;
Resident and Ratepayer Associations;
Individuals or community-based organisations that have as their interest, profession or charter, the environment, land conservation and other related issues;
Service Clubs;
Appropriate Government Departments and instrumentalities.

Meetings: Ordinary meetings of the Committee shall be held at least three times in a financial year.

Terms of Reference Adopted RC17.02.04 24 February 2004
Amended terms of reference adopted RC6.05.04 25 May 2004
Amended terms of reference adopted RC5.06.05 28 June 2005
Amended terms of reference adopted C7.04.08 22 April 2008

1. NAME

The Committee shall be known as the "Environmental Advisory Committee" (hereinafter referred to as the Committee).

2. HEAD OF POWER

The Committee is established by Council under Section 5.9(2)(d) of the Local Government Act 1995.

3. DEFINITIONS

"Council" means the Council of the Shire of Mundaring.

4. OBJECTIVES

- To advise Council on community opinion and attitude on environmental issues within the Shire of Mundaring;
- To work within the community to encourage an environmental ethic;
- To consider and provide recommendations to Council on any matter referred to it by Council;
- To, subject to Council direction, conduct functions and activities involving the community to create environmental awareness, canvass issues and/or gain community opinion it deems necessary;
- Membership shall be for a period of 24 months; however, retiring members are eligible for re-nomination.

5. MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

6. AMENDMENTS

The Terms of Reference may be amended in the following way –

- 6.1 Committee members must receive at least fourteen (14) days notice in writing of the proposed amendment(s).
- 6.2 The amendments as accepted by the Committee shall be forwarded to Council for its consideration but cannot be applied until adopted by Council.

INCLUSION AND disABILITY ACCESS ADVISORY COMMITTEE **MEMBERSHIP**

That –

1. the following persons be appointed to the Inclusion and Disability Access Advisory Committee for a 2 year term expiring October 2009 -

Name of Nominee	Representation
Val Shiell	Community Service Organisation
Gail Palmer	Community Service Organisation
Cerys Corrins	Community Service Organisation
Lynne Willis	Community Service Organisation
Duncan Cornwallis	Community member
Anne Jeavons	Community member
Rosalie Leaney	Community member
Denise Makley	Community member

2. Councillor Dullard be appointed as a member of the Inclusion and disAbility Access Advisory Committee;
3. outgoing members be thanked for the time and commitment they have contributed to the Inclusion and Disability Access Advisory Committee;
4. the Terms of Reference for the Inclusion and Disability Access Advisory Committee as shown at **ATTACHMENT 10** be adopted.

Members of this Committee were appointed by Council at its meeting held 22 January 2008 (C18.01.08 and SGC17.11.07).

INCLUSION AND DISABILITY ACCESS ADVISORY COMMITTEE
TERMS OF REFERENCE

Established: 24 July 2001

Resolution: R25374 Council 24 June 2003

Membership: The composition of the Committee shall comprise -

Four Three (4 3) members from Community Service organisations that operate within the Shire of Mundaring and provide support to people with disabilities.

Eight Nine (8 9) members who either have a disability; are carers providing support for people with disabilities; have a family member with a disability, or have a demonstrated interest in access issues for people with disabilities and who reside within the Shire of Mundaring or who utilise the Shire of Mundaring as their local community.

One (1) Councillor appointed in accordance with the Local Government Act.

Additional membership will be considered if a higher than usual response is forthcoming from the community.

The appointment of members must be approved by Council before they are able to act in that capacity.

Meetings: The committee to meet four (4) times each year or more frequently as required.

Terms of Reference: Adopted RC17.02.04 24 February 2004

1. NAME

The name of the body is the Inclusion and disAbility Access Advisory Committee and will be referred to hereafter as "the Committee."

2. HEAD OF POWER

The Committee is established by Council under Section 5.9(2)(d) of the Local Government Act 1995.

3. DEFINITIONS

3.1 Access and Inclusion

As stated in the Shire of Mundaring Access and Inclusion Plan an accessible and inclusive community is one in which all Shire functions, facilities and services (both in house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

3.2 Disability

The WA Disability Service Act (1993) defines disability as a condition which –

- Is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- Is permanent
- May or may not be of a chronic or episodic nature

And results in –

- A substantially reduced capacity of the person for communication, social interaction, learning or mobility
- A need for continuing support services.

Disability Services Commission (2000)

3.3 "Council" means the Council of the Shire of Mundaring. . .

3.4 "Shire" means the Shire of Mundaring.

4. OBJECTIVES

- 4.1 To provide comment and advice to Council on matters relating to disability access and inclusion in the Shire.
- 4.2 To provide a means of communication between the Disability Services Commission, carers, people with disabilities and concerned community members and Council.
- 4.3 To facilitate a co-ordinated approach in the provision of disability access and inclusion within the Shire.
- 4.4 To be proactive in monitoring the Shire of Mundaring's Access and Inclusion Plan .
- 4.5 Assist Council in reviewing the Access and Inclusion Plan.
- 4.6 To encourage and assist community participation in the development of the Access and Inclusion Plan.
- 4.7 To provide representation on working parties for local events for people with disabilities
- 4.8 To examine the implications of of current policies and procedures relating to disability access and inclusion issues and when appropriate, report on and or make recommendations to Council about those policies and procedures
- 4.9 To facilitate the participation of people with disabilities; families and friends in the Shire in local activities and events.

5. MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

6. AMENDMENTS

The Terms of Reference may be amended in the following way -

- 6.1 Committee members must receive, at least fourteen (14) days notice in writing of the proposed amendment(s);
- 6.2 The amendment as accepted by the Committee shall be forwarded to Council for its consideration but can not be applied until adopted by Council.

MOUNT HELENA RECREATION AND AQUATIC CENTRE
ADVISORY COMMITTEE MEMBERSHIP

That –

1. the following persons be appointed to the Mount Helena Recreation and Aquatic Centre Advisory Committee for a 2 year term expiring October 2009 –

NAME OF NOMINEE	REPRESENTING
John Dunning	Eastern Hills Senior High School
Terry Smith	Eastern Hills Senior High School
Sandra Rimmer	Eastern Hills Senior High School
Jared Kealley	Community Representative
Tanya Longley	Community Representative

2. Councillor Davies be appointed as a member of the Mount Helena Recreation and Aquatic Centre Advisory Committee;
3. outgoing members be thanked for the time and commitment they have contributed to the Mount Helena Recreation and Aquatic Centre Advisory Committee;
4. staff continue to seek community representatives and report to a future Operational Services Committee meeting.

Members of this Committee were appointed by Council at its meeting held 27 November 2007(C5.11.07 and SGC20.11.07).

MOUNT HELENA RECREATION AND AQUATIC CENTRE ADVISORY
COMMITTEE
TERMS OF REFERENCE

Established:

Resolution:

Membership: The composition of the Committee shall comprise –

Three (3) members of the Eastern Hills Senior High School
Two (2) community representatives residing in the Shire of Mundaring
One (1) Councillor appointed in accordance with the Local Government Act

The appointment of members must be approved by Council before they are able to act in that capacity.

Meetings: The Committee to meet twice per year or more frequently as required.

Terms of Reference Adopted RC17.02.04 24 February 2004

1. NAME

The Committee shall be known as the Mount Helena Recreation and Aquatic Centre Advisory Committee and shall be referred to hereafter as "the Committee".

2. HEAD OF POWER

The Committee is established by Council under Section 5.9 (2) (d) of the Local Government Act 1995.

3. DEFINITIONS

3.1 "Council" means the Council of the Shire of Mundaring.

4. OBJECTIVES

4.1 To provide advice to Council on the management of the Mount Helena Recreation and Aquatic Centres.

4.2 To provide a venue for discussion between the Eastern Hills Senior High School and the Council with regard to the management of these facilities.

4.3 To ensure the views of the community are reflected in the operation and management of the facility.

5. MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite persons to attend any meeting but such persons shall not be entitled to vote on any decision arising from that meeting.

6. AMENDMENTS

The Terms of Reference may be amended in the following way –

6.1 Committee members must receive at least fourteen (14) days notice in writing of the proposed amendment(s).

6.2 The amendment as accepted by the Committee shall be forwarded to Council for its consideration but cannot be applied until adopted by Council.

MUNDARING BUSINESS ADVISORY GROUP
MEMBERSHIP

That -

1. the following persons be appointed to the Business Advisory Group for a 2 year term expiring October 2009 –

NAME OF NOMINEE	REPRESENTING
Mr Brian Hunt	Statewest Surveying & Planning
Mr Nigel Pierson	Mundaring Denture Company
Mr Tony Watts	Small Business Centre East Metro
Mr Jeff Hunter	Primary Sales Australia
Ms Ailsa Paterson	Jobs Australia
Ms Sandra Wallis	Swan Chamber of Commerce
Ms Pat Russell	Russell Muller & Associates
Mr Dom Italiano	Italiano Property Group and Mortgage Realty
Ms Allison I'Dell	Mundaring Community Financial Services LTD

2. Councillors Dullard and Lavell be appointed as members of the Business Advisory Group.

Members of this Committee were appointed by Council at its meeting held 27 November 2007(C5.11.07 and SGC14.11.07).

MUNDARING BUSINESS ADVISORY GROUP
TERMS OF REFERENCE

Established:

Resolution:

Membership: Composition of membership shall comprise –

1. Business community

Membership will be by invitation through the local media and appointment by Council. This process will be used to ensure that membership of the Mundaring Business Advisory Group reflects a broad cross section of the business community.

Ten (10) persons will be appointed to represent the diverse business interests of the Mundaring business community.

2. Council will appoint two (2) councillors to the Mundaring Business Advisory Group to ensure an effective link between Council and the business community is maintained.

Nominations for membership of the Committee will be every two (2) years during the month of March.

The appointment of members must be approved by Council before they are able to act in that capacity.

Meetings: The Committee shall meet at least six (6) times each year or more frequently, as required.

Terms of Reference

1. NAME

The name of the body is the Mundaring Business Advisory Group and will be referred to hereafter as "The Committee".

2. HEAD OF POWER

The Committee is established by Council under Section 5.9 (2)(d) of the Local Government Act 1995.

3. DEFINITIONS

3.1 "Committee" means the Mundaring Business Advisory Group.

3.2 "Council" means the Council of the Shire of Mundaring.

3.3 "Shire" means the Shire of Mundaring.

4. OBJECTIVES

4.1 To provide an effective means of communication between Council and the Mundaring business community.

4.2 Assist Council to engage the business community on matters of significance to all stakeholders including the dissemination of information to businesses.

- 4.3 Provide advice to Council on issues affecting the business community and to assist in developing solutions to those issues.
- 4.4 Review and provide input to Council on strategic and policy matters including those relating to town planning and land use, traffic and compliance issues.
- 4.5 Provide advocacy in association with Council to enable effective lobbying of State and Federal Governments on matters affecting the business community.
- 4.6 Provide a venue at which parties of interest can be invited to address the Mundaring Business Advisory Group from time to time.

5. MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

6. AMENDMENTS

The Terms of Reference may be amended in the following way:

- 6.1 Committee members must receive at least fourteen (14) days notice in writing of the proposed amendment(s).
- 6.2 The amendment(s) as accepted by the Committee shall be forwarded to Council for its consideration but cannot be applied until adopted by Council.

SENIORS ADVISORY COMMITTEE
MEMBERSHIP

That-

the following persons be appointed to the Seniors Advisory Committee for a 2 year term expiring October 2009:-

Name of Nominee
Robert Burns
Lee Roberts
Deirdre O'Neil
Rosemary Graham
Bob Hutt
Doreen Blankley

2. Councillor Gardhouse be appointed as a member of the Seniors Advisory Committee;
3. outgoing members be thanked for the time and commitment they have contributed to the Seniors Advisory Committee.

Members of this Committee were appointed by Council at its meeting held on 27 November 2007 (C5.11.07 and SGC18.11.07).

SENIORS ADVISORY COMMITTEE
TERMS OF REFERENCE

Established:	26 June 2001
Resolution:	R25374 Council 24 June 2003
Membership:	The composition of the Committee shall comprise: One (1) Councillor appointed in accordance with the Local Government Act; Eight (8) members of the Community residing in the Shire of Mundaring. The appointment of members must be approved by Council before they are able to act in that capacity.
Meetings:	R25057, the Committee shall meet four (4) times each year or more frequently as required.
Terms of Reference	Adopted RC17.02.04 24 February 2004

1. NAME

The name of the body is the Seniors Advisory Committee and will be referred to hereafter as "The Committee."

2. HEAD OF POWER

The Committee is established by Council under Section 5.9 (2)(d) of the Local Government Act 1995.

3. DEFINITIONS

3.1 "Council" means the Council of the Shire of Mundaring.

3.2 "Shire" means the Shire of Mundaring.

4. OBJECTIVES

4.1 To advise Council on policy and other issues affecting Seniors within the Shire.

4.2 To advise Council on safety issues affecting Seniors within the Shire.

4.3 To advise Council on ways to promote Seniors in a positive way within the Shire.

4.4 To examine and recommend to Council, on its role in community education information and service development as related to Seniors within the Shire.

4.5 To advise Council on strategies to support and educate Seniors on their rights, availability and access to community, local, state and commonwealth government support services.

4.6 To recommend and propose to Council strategies to address issues affecting Seniors in the Shire.

5. MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

6. AMENDMENTS

The Terms of Reference may be amended in the following way:

- 6.1 Committee members must receive at least fourteen (14) days notice in writing of the proposed amendment(s);
- 6.2 The amendment as accepted by the Committee shall be forwarded to Council for its consideration but cannot be applied until adopted by Council.

SHIRE OF MUNDARING TENNIS COURT ADVISORY COMMITTEE
MEMBERSHIP

That –

1. the following persons be appointed to the Shire of Mundaring Tennis Court Advisory Committee for a 2 year term expiring October 2009 –

NAME OF NOMINEE	CLUB
Noelene Jennings	Glen Forrest Tennis Club
Jean Taylor	Swan View Tennis Club
Phillip J. Smith	Mundaring Tennis Club
Lyn Shackles	Helena Valley Tennis Club
Michael Le Vaux	Mt Helena Tennis Club
Peter Clark	Mahogany Creek Tennis Club
David Makse	Darlington Tennis Club

2. Councillor Jamieson be appointed as a member of the Shire of Mundaring Tennis Court Advisory Committee;
3. outgoing members be thanked for the time and commitment they have contributed to the Shire of Mundaring Tennis Court Advisory Committee.

Members of this Committee were appointed by Council at its meeting held on 27 November 2007 (C5.11.07 and SGC19.11.07).

SHIRE OF MUNDARING TENNIS COURT ADVISORY COMMITTEE
TERMS OF REFERENCE

Established: 25 May 1993

Resolution: R21868A, Council Meeting 25 May 1993

Membership:

The composition of the Committee shall comprise –
One (1) delegate from each tennis club operating within the Shire of Mundaring.

One (1) Councillor.

Each tennis club may nominate a deputy delegate who is able to attend meetings in the absence of the nominated member and whilst so attending, has all the powers of that member.

Members of the Committee and deputies are appointed to the position for a two year term.

Meetings: The Committee shall meet at least twice per year or as required.

Terms of Reference Amended C3.02.06 Council 28 February 2006

1. NAME

The name of the body is the Shire of Mundaring Tennis Court Advisory Committee and will be referred hereafter as "the Committee".

2. HEAD OF POWER

The committee is established by Council under Sec 5.9(2)(d) of the Local Government Act 1995.

3. DEFINITIONS

3.1 "Council" means the Council of the Shire of Mundaring.

3.2 "Shire" means the Shire of Mundaring.

4. OBJECTIVES

4.1 To provide strategic advice to Council on matters relating to the management and development of Shire owned tennis court facilities within the Shire.

4.2. To assist Council by preparing a Rolling 5 Year Development Plan for tennis court facilities within the Shire.

4.3 To make recommendations to Council on budget provision for the maintenance and development of tennis court facilities within the Shire and to make recommendations to Council on any changes required for casual court hire fees.

4.4 To make recommendations to Council in areas that Council can assist the clubs to encourage the growth and development of junior tennis within the Shire.

4.5 To provide a means of communication on strategic issues between tennis clubs and Council.

5.0 MANAGEMENT OF BUSINESS

5.1 Deputations

The Committee may invite appropriate persons or organisations to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

6.0 AMENDMENTS

The Terms of Reference may be amended in the following way:

- 6.1 Committee members must receive at least fourteen (14) days notice in writing of the proposed amendment(s);
- 6.2 The amendment as accepted by the Committee shall be forwarded to Council for its consideration but cannot be applied until adopted by Council.

OCCASIONAL COMMITTEES

AUDIT OCCASIONAL COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Cr Helen Dullard (Shire President)	Shire of Mundaring	12 Curve Road SWAN VIEW WA 6056	9294 1801
Cr Max Jamieson (Deputy President)	Shire of Mundaring	13 Robinia Rise, HELENA VALLEY WA 6056	9299 7720
Cr Tony Cuccaro (Presiding Person S&GC)	Shire of Mundaring	12 Myles Road, SWAN VIEW WA 6056	9294 2821
Cr Pauline Hall (Deputy Presiding Person S&GC)	Shire of Mundaring	13 Mofflin Ave, DARLINGTON WA 6070	9299 8193
Cr Jenny Johnson (Presiding Person DAC)	Shire of Mundaring	605 Alexandra Road, HOVEA WA 6071	9295 4557
Cr Alan Pilgrim (Deputy Presiding Person DAC)	Shire of Mundaring	765 Hedges Road, HOVEA WA 6071	9295 4249

Members of this Committee were appointed by Council at its meeting held on 27 November 2007 (C16.11.07 and SGC19.11.07).

AUDIT OCCASIONAL COMMITTEE
TERMS OF REFERENCE

- Established:** 28 June 2005
- Resolution:** OSC5.09.06 C4.09.06 Council 26 September 2006
SGC19.11.07 C16.11.07 Council 27 November 2007
- Membership:** The Committee shall consist of the Shire President, Deputy Shire President and the Presiding persons and Deputy Presiding persons of the Strategic & Governance and Development Approvals Committees.
- Meetings:** The Committee will meet at least twice each calendar year
- Terms of Reference:** Resolved C4.09.06 Council 26 September 2006
C16.11.07 Council 27 November 2007

That –

- (a) Council delegate authority to the Audit Committee to meet with the auditor of the Shire of Mundaring at least once in every year to satisfy the requirement of S7.12.A(2) of the Local Government Act 1995.
- (b) the Terms of Reference of the Audit Committee be amended to include:
1. Provide guidance and assistance to Council as to the carrying out of the duties of the Shire of Mundaring in relation to audits;
 2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire of Mundaring's auditor;
 3. Develop and recommend to Council –
 - a. a list of those matters to be audited
 - b. the scope of the audit to be undertaken;
 4. Recommend to Council the person or persons to be appointed as auditor;
 5. Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
 - a. the objectives of the audit;
 - b. the scope of the audit;
 - c. a plan of the audit;
 - d. details of the remuneration and expenses to be paid to the auditor
 - e. the method to be used by the Shire of Mundaring to communicate with, and supply information to, the auditor;
 6. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
 7. Liaise with the CEO to ensure that the Shire of Mundaring does everything in its power to –
 - a. Assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995
 - b. Ensure that audits are conducted successfully and expeditiously;
 8. Examine the reports of the auditor after receiving a report from the CEO on the matters and –

- a. determine if any matters raised require action to be taken by the Shire of Mundaring
 - b. ensure that appropriate action is taken in respect of those matters;
9. Review the report prepared by the CEO 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 6 months after the last report from the auditor is received, whichever is the latest in time;
 10. Review the scope of the audit plan and program and its effectiveness;
 11. Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
 12. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
 13. Review the Shire of Mundaring's draft annual report. Focussing on –
 - a. accounting policies and practices
 - b. changes to accounting policies and practices
 - c. the process used in making significant accounting estimates
 - d. significant adjustments to the financial report (if any) arising from the audit process
 - e. compliance with accounting standards and other reporting requirements
 - f. significant variances from prior years;
 14. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
 15. 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;
 16. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference.

CARRIED 8/0

CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Cr Helen Dullard (Shire President)	Shire of Mundaring	12 Curve Road SWAN VIEW WA 6056	9294 1801
Cr Jenny Johnson	Shire of Mundaring	605 Alexandra Road, HOVEA WA 6071	9295 4557
Cr Sharon Davies	Shire of Mundaring	Lot 11, Lance Street, MT. HELENA WA 6082	9295 3265
Cr Alan Pilgrim	Shire of Mundaring	765 Hedges Road, HOVEA WA 6071	9295 4249

Members of this Committee were appointed by Council at its meeting held on 27 November 2007 (C8.11.07 and SGC21.11.07).

CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE
TERMS OF REFERENCE

Cr Johnson, Cr Daw, Cr Dullard and Cr Beaton (**Presiding Person**) were appointed as Members of this Committee by Council at its meeting held 22 August 2006 (C11.08.06).

Established: 22 August 2006
Resolution: C11.08.06 22 August 2006 for establishment of the committee.
Membership: The Committee shall consist of the four Councillors. A quorum equals three.
Meetings: As required.
Terms of Reference: Resolved C11.08.06 22 August 2006

1. NAME

The Committee shall be known as the "CEO Performance Review Occasional Committee" (hereinafter referred to as the Committee).

2. HEADS OF POWER

The Committee is established by Council under Section 5.8 of the Local Government Act 1995.

3. DEFINITIONS

"Council" means the Council of the Shire of Mundaring.

4. OBJECTIVES

- 4.1 Compile the consensus response for each of the key result areas detailed in clause of the CEO's contract of employment;
- 4.2 Conduct a performance review feedback session with the CEO;
- 4.3 Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation;
- 4.4 Prepare and submit for Council approval the agreed performance objectives for the next review period; and
- 4.5 Prepare and submit for Council approval any variations to the CEO's conditions of employment.

GRANTS SELECTION OCCASIONAL COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Cr Helen Dullard (Shire President)	Shire of Mundaring	12 Curve Road, SWAN VIEW WA 6056	9294 1801
Cr David Lavell	Shire of Mundaring	14 Sandover Road, DARLINGTON WA 6070	9299 7720
Cr Max Jamieson (Deputy President)	Shire of Mundaring	13 Robinia Rise HELENA VALLEY WA 6056	9250 4413
Mr Jonathan Throssell	Chief Executive Officer	Shire of Mundaring	9290 6601

Crs H Dullard, D Lavell, M Jamieson and the CEO were appointed as members of this Committee by Council at its meeting held 27 November 2007 (C5.11.07 and SGC16.11.07).

GRANTS SELECTION OCCASIONAL COMMITTEE
TERMS OF REFERENCE

Established:	27 November 2007
Resolution:	C5.11.07 27 November 2007
Membership:	The Committee shall consist of the Shire President, two Councillors and the Chief Executive Officer.
Meetings:	To meet as and when required to consider grant applications from the community.
Terms of Reference	Adopted RC6.07.04 27 July 2004

1. NAME

The Committee shall be known as the "Grants Selection Occasional Committee" (hereinafter referred to as the Committee).

2. HEAD OF POWER

The Committee is established by Council under Section 5.9(2)(d) of the Local Government Act 1995.

3. DEFINITIONS

"Council" means the Council of the Shire of Mundaring.

4. OBJECTIVES

- 4.1 Build the capacity of existing community groups to access new grant funding from external agencies.
- 4.2 Assist in the development of a culture of partnership amongst community groups and projects.
- 4.3 Provide a pool of project funds as local government support for grant applications to external grant funding agencies.

5. SELECTION CRITERIA

The following selection criteria is to be used by the Committee when assessing applications –

- 5.1 Does the application comprise no more than 25% of project costs up to an amount of \$3,000?
- 5.2 Does the application support Council's strategic direction and plan?
- 5.3 Does the proposal justify why it is high priority for the group?
- 5.4 What level of community support is demonstrated for the project?
- 5.5 Does the project avoid duplication of an existing service or project?
- 5.6 How many partners are involved in the project and who are they?

6. COMMITTEE DELEGATED AUTHORITY

- 6.1 The Committee has delegated authority to allocate funding to support community grant applications.

INFRASTRUCTURE OCCASIONAL COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Cr Helen Dullard (Shire President)	Shire of Mundaring	12 Curve Road SWAN VIEW WA 6056	9294 1801
Cr P Hall	Shire of Mundaring	13 Mofflin Avenue DARLINGTON WA 6070	9299 8193
Cr Alan Pilgrim (Deputy Presiding Person IOC)	Shire of Mundaring	765 Hedges Road, HOVEA WA 6071	9295 4249
Cr Sharon Davies	Shire of Mundaring	Lot 11, Lance Street, MT HELENA WA 6082	9295 3265
Cr Max Jamieson (Deputy President) (Presiding Person IOC)	Shire of Mundaring	13 Robinia Rise, HELENA VALLEY WA 6056	9250 4413

Councillor Dullard (Shire President), Cr Hall (West Ward), Cr Pilgrim (Central Ward), Cr Davies (East Ward) and Cr Jamieson (South Ward) were appointed as members of the Infrastructure Occasional Committee by Council at its meeting held 27 November 2007 (C17.11.07) until the next Ordinary Election of Council in 2009.

INFRASTRUCTURE OCCASIONAL COMMITTEE **TERMS OF REFERENCE**

- Established:** 22 March 2005
- Resolution:** RC15.03.05 22 March 2005
C17.11.07 28 November 2007
- Membership:** The Committee shall consist the Shire President and four other Councillors, one from each ward.
- Four councillors, one from each ward, are to be appointed as deputies to the Committee.
- Support to this Committee shall be provided by the Chief Executive Officer and Executive Managers.
- Meetings:** To be held at least four times per year
- Terms of Reference** Adopted RC15.03.05 22 March 2005
Amended Terms of Reference adopted C7.05.07 22 May 2007

1. NAME

The Committee shall be known as the "Infrastructure Occasional Committee" (hereinafter referred to as the Committee).

2. HEAD OF POWER

The Committee is established by Council under Section 5.9(2)(a) of the Local Government Act 1995.

3. DEFINITIONS

"Council" means the Council of the Shire of Mundaring.

4. OBJECTIVES

- 4.1 To examine the current known major infrastructure needs of the Shire and assess an appropriate method for funding the delivery of those needs.
- 4.2 To oversee the development and review of the Long Term Financial Plan.

INVESTMENT PROPERTY COMMITTEE
MEMBERSHIP

NAME	REPRESENTING	ADDRESS	CONTACT
Mr John Beaton (Presiding Person)	Shire of Mundaring	C/- Shire of Mundaring	9290 6666
Mr Brian Hunt (Deputy Presiding Person)	Shire of Mundaring	C/- Shire of Mundaring	9290 6666
Mr Paul Marshall	Shire of Mundaring	C/- Shire of Mundaring	9290 6666
Mr Jonathan Throssell	Chief Executive Officer	Shire of Mundaring	9290 6601

Mr Beaton, Mr Hunt, Mr Marshall and the Chief Executive Officer were appointed as members of the Investment Property Committee by Council at its meeting held 22 July 2008 (C7.07.08 and IOC1.07.08).

INVESTMENT PROPERTY COMMITTEE
TERMS OF REFERENCE

1. Title, establishment and membership

- (a) The committee will be called the Shire of Mundaring Investment Property Committee.
- (b) The committee is established with effect from [date] under the provisions of sections 5.9(2)(e) and 5.17(1)(c) of the *Local Government Act 1995*.
- (c) Membership of the committee shall comprise:
 - (i) The Chief Executive Officer of the Shire or his delegate; and
 - (ii) Three external persons appointed for their specialist knowledge and experience of the property industry; and
- (d) The Committee will appoint a Chair from among the committee members.
- (e) External persons appointed as members of the committee shall be appointed for a period of two years with a right of reappointment, provided that no such person may be appointed for more than two consecutive two-year terms.

2. Purpose and functions

- (a) The purpose of the committee is:
 - (i) To advise Council on any matters concerning the freehold property holdings of the Shire of Mundaring;
 - (ii) To make such decisions concerning the freehold property holdings of the Shire of Mundaring as may be within the powers delegated to it by Council; and
 - (iii) In exercising its delegated powers, to have due regard to Council Policies and objectives for the community of the Shire of Mundaring in so far as they relate to freehold property owned by the Shire.
- (b) Subject to the provisions of the Local Government Act 1995 and the limitations of any delegation of powers to it by Council, the functions of the committee are:
 - (i) To make evaluations, such decisions as may be required in relation to the sale or lease of the Shire's investment property holdings.
 - (ii) To appoint specialist consultants and contractors as may be required for the proper and efficient administration of the Shire's freehold property holdings, and to approve terms for such appointments.
 - (iii) To commission site investigation, design and planning services as may be required to properly evaluate the potential development of any of the Shire's investment property holdings.
 - (iv) To evaluate the commercial feasibility of the potential development of any of the Shire's investment property holdings.
 - (v) To invite and evaluate proposals for commercial partnerships for the development or redevelopment of any of the Shire's investment property holdings.
 - (vi) To recommend for the approval of Council proposals for the development or redevelopment of any of the Shire's investment property holdings including proposed commercial arrangements by which the development activity is to be implemented.

- (vii) To recommend for the approval of Council proposals for the purchase or exchange of property proposed to be added to the Shire's freehold property holdings
- (viii) To approve arrangements under delegated authority of Council for the implementation of any decision approved by Council for the sale or development of any of the Shire's freehold property holdings.
- (ix) To approve the award of such contracts as may be required for the proper and efficient carrying out of these functions within the limits of delegation.

3. Meetings and proceedings of the committee

- (a) The committee shall meet as often and at such times as the committee itself shall determine.
- (b) Meetings of the committee shall not be open to the public, and all proceedings and records of the committee shall be confidential (subject to the requirements of the Local Government Act and the Freedom of Information Act)
- (c) Subject to these terms of reference and any specific direction by Council, the committee shall be responsible for establishing its own procedures.
- (d) A quorum of the committee shall be three, of whom one must be the Chief Executive Officer of the Shire or his delegate.
- (e) Decisions of the committee shall be by simple majority, except where required by the Local Government Act 1995 to be by absolute majority, provided that any decision not supported by the Chief Executive Officer of the Shire or his delegate shall be reported to Council.
- (f) Elected members of Council may attend and speak at meetings of the committee under such terms as the Chair may decide.
- (g) Committee members will be subject to the requirements of the Local Government Act and Regulations with respect to disclosures of any interests.

4. Reports to Council

- (a) The committee shall report to Council:
 - (i) quarterly in relation to its activities and decisions;
 - (ii) in relation to any matter requiring a decision by Council;
 - (iii) to the next available Council meeting, any decision of the committee to which clause 3(e) applies; and
 - (iv) otherwise as required by Council.

MEMBERSHIP OF MANAGEMENT AND OTHER COMMITTEES

OCCUPATIONAL SAFETY & HEALTH COMMITTEE
MEMBERSHIP

COMMITTEE MEMBERS	REPRESENTING	ADDRESS	CONTACT
Mr Jonathan Throssell	Chief Executive Officer (Presiding Person)	Shire of Mundaring	9290 6666
Mr Shane Purdy	Executive Manager Infrastructure Services (Deputy Presiding Person)	Shire of Mundaring	9290 6666
Mrs Sharon Hook	Safety & Training Advisor	Shire of Mundaring	9290 6657
Mr Laurie Bresland	Manager Operations Services (Depot)	Shire of Mundaring	9290 6687
Mr Geoff Archer	Supervisor Plant Services (Depot)	Shire of Mundaring	9290 6694
Mr Mark Terrill	Operations Construction Representative	Shire of Mundaring	9290 6666
Vacant	Operations Maintenance Representative	Shire of Mundaring	9290 6666
Ms Andrea Douglas	Administration Centre Representative	Shire of Mundaring	9290 6608
Ms Fran Sutcliffe	Community Support, Libraries and Children's Services Representative	Shire of Mundaring	9294 1421
Mr John Balcombe	Community Safety Representative	Shire of Mundaring	9290 6631
Mr Brad Lukosius	Lake Leschenaultia, Brown Park and Aquatic Centres' Representative	Shire of Mundaring	9290 6705
Vacant	Operations Parks Representative (Depot)	Shire of Mundaring	9290 6666

OCCUPATIONAL HEALTH & SAFETY COMMITTEE
TERMS OF REFERENCE

PROCEDURE No:	P6.1	File Code:	PE.OHS/PPO
Originating Date	14 July 2004	Current as at:	
Next Review Date			
Originating Office	Human Resources		
Purpose:	To define the key roles, composition and processes for the Occupational Safety & Health Committee		
Statute Ref:	Occupational Health & Safety Act 1984, WorkSafe WA First Aid Code of Practice and Occupational Safety and Health Regulations (1996)		
Policy Ref:	N/A		
Delegation Ref:	N/A		
Responsible Officer:	Chief Executive Officer		
Approved by:	Occupational Safety & Health Committee		

Membership

- Membership of a Committee as established under Section 38(1) of the OS&H Act, shall consist of Safety and Health representatives and Representatives nominated by the employer.
- Under Section 38(4) of the OS&H Act, at least half the members must be Safety and Health representatives or other representatives elected by the employees and membership must include someone from management with authority to give effect to the Committee's recommendations.
- The committee shall consist of the following representatives:
 - The Chief Executive Officer
 - The Executive Manager Infrastructure Services
 - The Safety & Training Advisor
 - OSH nominated and elected staff representatives
 - Manager of Operations Services
- Ejection of representatives will be considered for the following:-
 - Non attendance at three committee meetings in a row without providing an adequate reason
 - Non-fulfilment of the actions allocated by the Committee
 - Failing to demonstrate adherence to OSH policies and procedures in the workplace
 - Failing to adequately perform the duties as required under the Act

Terms of Reference

The OS&H Committee's principal functions are to:

- Develop and monitor Safety and Health policies and procedures to ensure compliance with relevant legislation , standards and codes of practice
- Develop and monitor Occupational Safety and Health programs and procedures
- Facilitate consultation and co-operation in the workplace aimed at ensuring the safety and health of employees
- Consider matters referred to it by the elected Safety and Health Representatives and make recommendations for resolution
- Consider information on safety and health standards in similar workplaces as a basis for review of rules and procedures
- Examine trends in accident loss and near miss statistics with the aim of identifying appropriate control strategies
- Monitor and evaluate hazard control strategies
- Discuss matters referred to it by management and employees and prepare appropriate recommendations
- To keep information on workplace hazards, policies and procedures in a place that is readily accessible to employees.

Meeting Protocols

- Under Section 41(1) of the OS&H Act, Occupational Safety and Health Committees should meet at intervals not exceeding every three (3) months
- Committee recommendations shall be referred to the Executive Manager or appropriate Service Team Manager for action/implementation. The Executive Manager has the discretion to implement the decision or refer the matter to the Chief Executive Officer who may then refer the matter to Council
- Agendas will be prepared for all meetings and circulated with attachments 4 working days prior to the meeting.
- Minutes will be produced for all meetings, and distributed to Committee members, displayed on approved staff notice boards and placed on the Shire's Intranet
- Action items will be listed on the minutes until completed
- A Quorum will consist of three OSH representatives and one management representative
- The Chairperson to be selected for a twelve month term at the first meeting of the committee each calendar year

OSH Representatives

- Will attend a "Five day accredited training course"
- Refresher training upon re-election every two years

MEMBERSHIP OF COUNCILLOR MEMBERS, DELEGATES, LIAISON MEMBERS TO EXTERNAL COMMITTEES

1	<u>Recreation Management Committees</u>	LIAISON	MEETINGS	DEPUTY	DURATION MEETINGS
1.1	Darlington Recreation Management Committee	South Ward Councillors	Quarterly		2 hrs
1.2	Helena Valley Recreation Management Committee	South Ward Councillors	Quarterly		2 hrs
2	<u>Internal (Within the Shire) Committees - Delegates</u>				
2.1	Mundaring Accommodation for Retired Citizens	Cr Dullard CEO	Bi monthly		1.5 hrs
3	<u>Internal (Within the Shire) Committees – Liaison</u>				
3.1	Mundaring Tourism Committee	Cr Pilgrim	Monthly		1.5 hrs
3.2	Mundaring and Districts Senior Citizens Association	Central Ward Councillors	Bimonthly		2 hrs
3.3	Mundaring and Hills Historical Society	Cr Pilgrim	Monthly		1.5 hrs
3.4	Katharine Susannah Prichard Readers Group	West Ward Councillors	Monthly		2 hrs
3.5	Swan View & Districts Agriculture and Arts Society Inc.	West Ward Councillors	Monthly		2 hrs
3.6	St John Ambulance Ass Mundaring Sub Centre (Volunteers).	Central Ward Councillors	Monthly		1 hr
3.7	Mundaring Art Centre	Cr Dullard	Monthly		2 hrs
4	<u>External (Outside the Shire) Committees - Delegates</u>				
4.1	Eastern District Planning Committee.	Cr Pilgrim	Bi-monthly	Cr Jamieson	2 hrs
4.2	Swan River Trust	Cr Hall	Monthly	N/R	2 hrs
4.3	Perth Airport Municipalities Group	Cr Cuccaro	Monthly	N/R	2 hrs
4.4	Perth Airport Environmental Group	Cr Davies	Quarterly	N/R	2 hrs

4.5	EMRC Regional Environment Strategy Steering Committee	Cr Pilgrim		N/R	3 hrs
4.6	Eastern Zone Local Government Association	Cr Hall, Cr Gardhouse	6 weekly	CEO or his delegate	3 hrs
4.7	North Eastern Metropolitan Regional Recreation Advisory Committee	Nil	Bi annual	Manager Recreation & Leisure Services	2 hrs
4.8	North Eastern Subgroup of the Metropolitan Regional Road Group	Cr Lavell		Executive Manager Infrastructure Services	2 hrs
4.9	Wooroloo Land Conservation District Committee	Cr Gardhouse		N/R	2.5 hrs
4.10	Regional Integrated Transport Strategy Reference Group	Cr Lavell		N/R	Tba
4.11	Midland Health Reference Group	Cr Harvey	Monthly	N/R	Tba
4.12	Dept. of Environment and Conservations Community Advisory Committee for the Regional parks of the Darling Range.	Cr Johnson		N/R	Tba

The Councillors as nominated above were appointed as liaison councillors to the various Internal Committees by Council at its 27 November 2007 meeting (C5.11.07 and SGC13.11.07).

PROCEDURE FOR ELECTION OF PRESIDING PERSON

PROCEDURE FOR ELECTION OF PRESIDING PERSON

The following procedure is to be followed for the election of a Presiding Person for Standing and Advisory Committees.

1. The Senior Officer responsible for the management of the committee is to invite nominations for the position of Presiding Person of the Committee.
2. Nominations are to be submitted in writing on the Nomination Form to be made available for the purpose (refer **ATTACHMENT 1**).
3. The person being nominated is to complete the required section of the Nomination Form to confirm their acceptance of the nomination.
4. If only one nomination is received, then the Senior Officer is to declare that person elected as Presiding Person of the Committee for a term expiring on the Saturday of the next biennial election (unless a lesser term is proposed).
5. Where there is more than one nomination, the following is to occur –
 - 5.1 A ballot paper (refer **ATTACHMENT 2**) is to be issued to each member of the Committee.
 - 5.2 A tick is to be placed in the box against the name of the preferred candidate only.
 - 5.3 The ballot paper is to be folded (to cover the vote cast) prior to collection by the Senior Officer.
 - 5.4 Following collection of the ballot papers, the Senior Officer is to undertake a count to ensure all those in attendance have voted.
 - 5.5 The Senior Officer is then to determine the votes cast for each of the candidates and declare elected the candidate with the greatest number of votes.
 - 5.6 Where there is an equality of votes between two or more candidates, the count is to be discontinued and the meeting is to be adjourned for not more than seven (7) days (ie. the meeting can be adjourned for as short a time as five (5) minutes for example).
 - 5.7 Any nominations for the office of Presiding Person may be withdrawn and further nominations may be made before or when the meeting resumes.
 - 5.8 When the meeting resumes, the Committee Members are to vote again on the matter by secret ballot. The procedure set out under points 5.1 to 5.5 inclusive is to be followed.
 - 5.9 Where there again is an equality of votes between two or more candidates, the Senior Officer is to undertake a ballot draw using a container, opaque balls and name slips placed in the opaque balls. (Note: the container and opaque balls are held by the Manager Corporate Services).
 - 5.10 The Senior Officer is to have a member of the Committee (other than for those candidates involved in the ballot) draw a ball from the container.

5.11 The candidate whose name is contained in the ball is then to be declared elected as the Presiding Person in the same way as is set out in point 4.

PROCEDURE FOR ELECTION OF DEPUTY PRESIDING PERSON

PROCEDURE FOR ELECTION OF DEPUTY PRESIDING PERSON

The following procedure is to be followed for the election of a Deputy Presiding Person for Standing and Advisory Committees.

1. The Presiding Person is to invite nominations for the position of Deputy Presiding Person of the Committee.
2. Nominations are to be submitted in writing on the Nomination Form to be made available for this purpose (refer **ATTACHMENT 1**).
3. The person being nominated is to complete the required section of the Nomination Form to confirm their acceptance of the nomination.
4. If only one nomination is received, the Presiding Person is to declare that person elected as Deputy Presiding Person of the Committee for a term expiring on the Saturday of the next biennial election (unless a lesser term is proposed).
5. Where there is more than one nomination, the following is to occur –
 - 5.1 A ballot paper (refer **ATTACHMENT 2**) is to be issued to each member of the Committee.
 - 5.2 A tick is to be placed in the box against the name of the preferred candidate only.
 - 5.3 The ballot paper is to be folded (to cover the vote cast) prior to collection by the Senior Officer.
 - 5.4 Following collection of the ballot papers, the Senior Officer is to undertake a count to ensure all those in attendance have voted.
 - 5.5 The Senior Officer is then to determine the votes cast for each of the candidates.
 - 5.6 The Presiding Person shall then declare elected the candidate with the greatest number of votes. The term of office shall be the same as that set out in point 4.
 - 5.7 Where there is an equality of votes between two or more candidates, the count is to be discontinued and not more than seven (7) days later, a Special Meeting of the Committee is to be held.
 - 5.8 If at all practical, the Special Meeting is to be held at the conclusion of the Ordinary Meeting currently in progress.
 - 5.9 Where the Special Meeting is to be held at the conclusion of the Ordinary Meeting, the Committee as its last item of business is to resolve that a Special Meeting is to be called on the date, time, (5 minutes after the close of the Ordinary Meeting) and place (ie. Committee Room 1 etc) for the purpose of electing the office of Deputy Presiding Person.
 - 5.10 Any nominations for the office of Deputy Presiding Person may be withdrawn and further nominations may be made before or when the Special Meeting is held.

- 5.11 When the Special Meeting is held, the Committee members are to vote again on the matter by secret ballot. The procedure set out under points 5.1 to 5.6 inclusive is to be followed.
- 5.12 Where again there is an equality of votes between two or more candidates, the Senior Officer is to undertake a ballot draw using a container, opaque balls and name slips placed in the opaque balls. (Note: the container and opaque balls are held by the Manager Corporate Services).
- 5.13 The Senior Officer is to have the Presiding Person draw a ball from the container.
- 5.14 The candidate whose name is contained in the ball is then declared elected by the Presiding Person as Deputy Presiding Person in the same way as is set out in point 4.

**NOMINATION FOR PRESIDING PERSON/ DEPUTY PRESIDING PERSON
FOR COMMITTEE**

I nominate Cr _____

for the position of **PRESIDING PERSON / DEPUTY PRESIDING PERSON**

Signed Cr _____ Date:

I accept the nomination:

Signed Cr _____ Date:

