



Shire of Mundaring

MEMBERSHIP

and

TERMS OF REFERENCE

COMMITTEES OF COUNCIL

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ADVISORY COMMITTEES

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.
- a young person 25 years and under.
- 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, literature and performing arts.
- 2.3 Through the various mediums of art highlight what is unique about 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.

- 2.5 Identify 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.

CURRENT MEMBERS

Rose Pinter
Gail Palmer
Madeleine Clear
Sarah Ryan
Simon O'Hara
Cr Patrick Bertola, East Ward
Cr Eva Marjanovic, South Ward

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 Brett Davies 895 Leshenaultia Place Chidlow WA 6556	0419 817 566
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 0433 211 949
Darlington Brigade	Mr Nigel Morgan 1 Melville Court Helena Valley WA 6056	9255 3112 0419 928 135	Mr Greg Jack 2 Mount Street DARLINGTON WA 6070	0400 625 536
Glen Forrest Brigade	Mr Paul Sully 530 Robinson Road MAHOGANY CREEK WA 6072	9295 3523 0400 309 354	Mr Ian Macleod 910 Thomas Rd Glen Forrest WA 6071	9298 8230 0407 088 389
Mount Helena Brigade	Mr Alan Atkinson Lot 37 Bernard St MT HELENA WA 6082	0438 955 782	Mr Lloyd Redstone 15 Brinkie Way MT HELENA WA 6082	9572 2223 0438 519 764
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 Nick Tester 3 Nardini Place Sawyers Valley WA 6073	9295 6410 0417 970 895	Mr Dean Craddock 225 Pearce St Sawyers Valley WA 6073	9295 3393 0418 188 346
Stoneville Brigade	Mr Ian Zlatnik 70 Prosperity Road Stoneville WA 6071	9295 3096 0429 080 239	Mr Mark Taylor 33 Vista Drive Parkerville WA 6082	9295 0484 0439 710 163
Wooroloo Brigade	Mr Jim Hoekstra 1455 Government Rd Wooroloo WA 6558	9573 1032 0427 731 032	Mr Michael Logan 330 Orchard Rd Wooroloo WA 6558	9573 1074 0412 189 155

Cr Colin James	1370 Victor Road Darlington WA 6070	9299 7210
Cr Patrick Bertola	700 Lion Street Sawyers Valley WA 6073	9295 6537
Mr Mark Casotti	Chief Bush Fire Control Officer Shire of Mundaring	0429 002 033
Mr Jonathan Throssell	Chief Executive Officer Shire of Mundaring	9290 6601
Mr Andre VanderHeyden (Presiding Person)	Deputy Chief Bush Fire Control Officer	0409 363 511
Mr Mark Luzi	Deputy to Mr Jonathan Throssell Shire of Mundaring	9290 6650

At the 19 October 2011 meeting of Special Council, Crs Bertola and James were appointed as Members of this Committee (C7.10.11).

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

That Council appoints -

1. the following as members of the Environmental Advisory Committee:

Mr D Murphy	Mrs U Bell	Mr K Titelius
Mr M Robertson	Mr B Kelly	Mr R Ragg
Mr M Pengelly	Mr T Hogarth	

2. Cr Fox as a member of the Environmental Advisory Committee.

Members were appointed by Council at its special meeting of 20 October 2009 (SC7.10.09).

ENVIRONMENTAL ADVISORY COMMITTEE
TERMS OF REFERENCE

Established: October 1993

Resolution:

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

Council may appoint a Deputy Councillor member.

Membership shall be by invitation and appointment by Council.

In September 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

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
TERMS OF REFERENCE

Established: 24 July 2001

Resolution: R25374 Council 24 June 2003

Membership: The composition of the Committee shall comprise -

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

Eight (8) 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. DEFINITIONS

2.1 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.

2.2 Disability

A disability is any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines “disability” as meaning a disability:

- Which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- which is permanent or likely to be permanent;
- which may or may not be of a chronic or episodic nature; and
- which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

Disabilities can result in a person having a substantially reduced capacity for communication, social interaction, learning or mobility and a need for continuing support services in daily life. Some disabilities, such as epilepsy, are hidden, while others, such as cerebral palsy, may be visible.

With the assistance of appropriate aids and services, the restrictions experienced by many people with a disability may be overcome.

Disability WA - 15 June 2007

2.3 “Council” means the Council of the Shire of Mundaring.

2.4 “Shire” means the Shire of Mundaring.

3. OBJECTIVES

- 3.1 To provide comment and advice to Council on matters relating to disability access and inclusion in the Shire.
- 3.2 To provide a means of communication between the Disability Services Commission, carers, people with disabilities and concerned community members and Council.
- 3.3 To facilitate a co-ordinated approach in the provision of disability access and inclusion within the Shire.
- 3.4 To be proactive in monitoring the Shire of Mundaring’s Access and Inclusion Plan
- 3.5 Assist Council in reviewing the Access and Inclusion Plan.
- 3.6 To encourage and assist community participation in the development of the Access and Inclusion Plan.
- 3.7 To provide representation on working parties for local events for people with disabilities.

- 3.8 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.
- 3.9 To facilitate the participation of people with disabilities; families and friends in the Shire in local activities and events.

4. MANAGEMENT OF BUSINESS

4.1 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.

5. AMENDMENTS

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

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

CURRENT MEMBERS

Anne Jeavons	Community Member
Rosemary Karvinen	Community Member
Denise Makley	Community Member
Lyn Barrett	Community Member
Carol Phillips	Community Member
Duncan Cornwallis	Community Member
Gail Palmer	Community Service Organisation Representative
Val Shiell	Community Service Organisation Representative
Cerys Corrins	Community Service Organisation Representative
Maxine Martin	Community Service Organisation Representative
Cr Eva Marjanovic	South Ward

MT 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 shall 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 Mt 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 Mt 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.

CURRENT MEMBERS

Terry Smith	Eastern Hills Senior High School
John Dunning	Eastern Hills Senior High School
Sandra Rimmer	Eastern Hills Senior High School
Lee Bretton	Community Representative
Cr John Daw	East Ward

MUNDARING BUSINESS ADVISORY GROUP
MEMBERSHIP

NAME OF NOMINEE	REPRESENTING
Cr Tony Cuccaro	Councillor
Cr Darrell Jones	Councillor
Mr Tony Watts	Small Business Centre East Metro
Mr Jeff Hunter	Primary Sales Australia
Ms Ailsa Paterson	Jobs Australia, Midland
Ms Sandra Wallis	Swan Chamber of Commerce
Ms Pat Russell	Russell Muller & Associates
Mr Nigel Pierson	Mundaring Denture Company
Ms Christina Norris	Mundaring Visitors Centre
Mr Gary Hine	The Naked Butcher
Max Jamieson	Skytech Communications

MUNDARING BUSINESS ADVISORY GROUP
TERMS OF REFERENCE

1. NAME

The name of the body is the **Shire of Mundaring Business Advisory Group**.

2. DEFINITIONS

“Committee” means the Shire of Mundaring Business Advisory Group.

“Council” means the Council of the Shire of Mundaring.

“Shire” means the Shire of Mundaring.

3. HEAD OF POWER

The Committee is a volunteer committee established by the Shire at its meeting of (date) (resolution).

The members of the Shire of Mundaring Business Advisory Group are engaged by the Shire in the capacity of volunteers.

4. SCOPE

The Scope of the Committee is:

- 4.1 To provide an effective means of communication between Council and the Mundaring business community.
- 4.2 To assist Council to engage the business community on matters of significance to all stakeholders including the dissemination of information to businesses.
- 4.3 To provide advice to Council on issues affecting the business community and to assist in developing solutions to those issues.
- 4.4 To 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 To provide advocacy in association with Council to enable effective lobbying of State and Federal Governments on matters affecting the business community.
- 4.6 To provide a venue at which parties of interest can be invited to address the Shire of Mundaring Business Advisory Group from time to time.

5. MEMBERSHIP

The Committee shall comprise –

- Two (2) Councillors appointed by Council
- Representative/s from the Swan Chamber of Commerce
- Representative/s from the Mundaring Chamber of Commerce
- Representative/s from other relevant business organisations
- Other business operators within the Shire;

provided that the total number of business representatives (not including the Councillors appointed by Council) shall not exceed ten (10) persons.

Business community membership will be application. Business representatives will be invited to apply, directly and/or through the local media, to encourage representation from a broad cross-section of the Mundaring business community.

6. MANAGEMENT OF BUSINESS

The Committee shall elect its own Chair and determine its own procedures.

The Committee shall generally meet every second month and may hold additional meetings.

The Committee may invite other persons including representatives of organisations to attend any meeting but such persons shall not be entitled to vote.

The Shire will provide administrative and executive support to facilitate the efficient functioning of the Committee.

7. AMENDMENTS TO THESE TERMS OF REFERENCE

The Committee may recommend to Council that these Terms of Reference be amended.

No amendment to these Terms of Reference takes effect until Council amends the Terms of Reference.

SENIORS REFERENCE GROUP
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. DEFINITIONS

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

2.2 "Shire" means the Shire of Mundaring.

3. OBJECTIVES

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

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

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

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

3.5 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.

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

4. MANAGEMENT OF BUSINESS

4.1 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.

5. AMENDMENTS

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

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

CURRENT MEMBERS

Colin Merritt	Community Member
Rosemary Graham	Community Member
Doreen Blankley	Community Member
Carol Phillips	Community Member
Robin Conroy	Community Member
Cr Liz Wysocki	Central Ward

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.

CURRENT MEMBERS

Michael Le Vaux	Mt Helena Tennis Club
Jean Taylor	Swan View Tennis Club
Peter Clark	Mahogany Creek Tennis Club
Wayne Carrie	Darlington Tennis Club
Harry Jenkins	Helena Valley Tennis Club
Noelene Jennings	Glen Forrest Tennis Club
Stewart Winfield	Mundaring Tennis Club
Cr Helen Dullard	West Ward

DARLINGTON COMMUNITY RECREATION MANAGEMENT COMMITTEE
TERMS OF REFERENCE

1. NAME

The name of the body is the **Darlington Community Recreation Management Committee** referred to hereafter as “the Committee.”

2. SCOPE

- 2.1 To provide advice and information to Council on matters relating to the recreation facilities in the Darlington precinct including the hall, children’s playground, the oval, lower oval tennis courts and change rooms.
- 2.2 To assist Council by providing recommendations on future planning of the recreation facilities in the Darlington precinct.
- 2.3 To make recommendations to Council on budget provision for capital items relating to recreational facilities within the Darlington precinct.
- 2.4 To act as a focal point for recreation issues, which impact the Darlington precinct.
- 2.5 To assess the local communities’ recreation needs and wants and provide recommendations to the Council.
- 2.6 To act as a link between Council and the local community and keep Council informed of perceived recreation needs within the local community.

3. MEMBERSHIP

- 3.1 The members of the Committee are engaged by the Shire in the capacity of volunteers.
- 3.2 The Committee shall consist of a maximum of twelve (12) members. The composition of the Committee shall comprise:

- One (1) delegate from each of the regular user groups of the respective facilities
 - Darlington Volunteer Bush Fire Brigade
 - Junior Cricket
 - Social Cricket
 - Darlington Tennis Club
 - Darlington Arts Festival
 - Darlington Social Club
 - Junior Football

One (1) delegate from the local Ratepayer or Progress Association.

One (1) delegate representing the local schools. Where there is more than one school in the local area, school representation shall be invited on a rotational basis.

Two (2) representatives from the local community otherwise not representative of a particular user group.

One (1) Ward Councillor.

- 3.3 The Committee shall elect its Presiding Member at its first meeting following Council adoption of Terms of Reference.
- 3.4 The Committee must notify the Shire of any changes in the appointment of any additional member before they are able to act in that capacity.

4. MANAGEMENT OF BUSINESS

4.1 Meetings

The Committee shall meet at least four times each year and may hold additional meetings as deemed necessary.

4.2 Deputations

The Committee may invite other persons including representatives of organisations to attend any meeting but such persons shall not be entitled to vote on any matter arising out of that meeting.

4.3 Annual General Meeting

The Committee shall hold one Annual General Meeting each year, preferably at its November meeting. At least seven (7) days' notice shall be given to all members. At the Annual General Meeting each year, the Committee shall elect the following office bearers –

- Chairperson
- Deputy Chairperson
- Secretary

4.4 Sub-Committee

The Committee may appoint a sub-committee or subcommittees of its members and delegate authority to it to carry out a particular task.

4.5 Quorum

One half of the number of members of the Committee or any sub-committee shall constitute a quorum.

4.6 Voting

All decisions of the Committee and of sub-committees shall be decided by a show of hands of the members present, each member including the Chairperson having a deliberative vote. In the case of an equal number of votes the Chairperson also has a casting vote. All decisions of the Committee shall be communicated to the appropriate body in writing and not verbally.

4.7 Minutes

The Committee shall keep detailed minutes of all business transacted at its meetings and shall send a copy of the minutes to the Shire and all Committee members within fourteen (14) days of the meeting.

4.8 Vacancies

If a vacancy occurs through the resignation of a delegate then a replacement delegate may be nominated by the Committee to serve on the Committee for the period up to the next Annual General Meeting. The Committee must advise the Shire of the name of the replacement delegate within 14 days of that person being appointed.

In the event of the resignation of any office bearer the remaining members shall elect a replacement to fill the vacancy for the period up to the next Annual General Meeting.

4.9 Terms of Appointment

Each member shall hold office for a period of twelve months unless he or she resigns. Each member shall be eligible for reappointment. If a member fails to attend three consecutive meetings of the Committee, his or her appointment shall be automatically terminated unless leave of absence has been granted.

4.10 Shire Notice of Appointment of the Committee

Within fourteen (14) days of the Annual General Meeting the Committee shall forward to the Shire a list of names of Committee members.

5. **AMENDMENTS**

The Terms of Reference of the Committee excluding clause 3.4 may be amended by an absolute majority vote of the Committee at any meeting.

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 Alan Pilgrim (Deputy Shire President)	Shire of Mundaring	765 Hedges Road, HOVEA WA 6071	9295 4249
Cr Patrick Bertola	Shire of Mundaring	700 Lion Steet, SAWYERS VALLEY WA 6074	9295 6537
Cr Darrell Jones (Presiding Person AOC)	Shire of Mundaring	163 Lakeside Drive, HELENA VALLEY WA 6056	9250 5856
Cr Leona Gu	Shire of Mundaring	17 Parkway Rd, SWAN VIEW WA 6056	0418 933 422
Cr Stephen Fox	Shire of Mundaring	200 Murauba Close, WOOROLOO WA 6558	9573 1179

Members of this Committee were appointed by Council at its special meeting held on 19 October 2011 (C10.10.11).

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 four elected members of the Shire of Mundaring.
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 C10.10.11 Council 19 October 2011

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.

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 Eva Marjanovic	Shire of Mundaring	Po Box 414 MUNDARING WA 6073	9252 1525
Cr Patrick Bertola	Shire of Mundaring	700 Lion Street SAWYERS VALLEY WA 6074	9295 6537
Cr Alan Pilgrim	Shire of Mundaring	765 Hedges Road, HOVEA WA 6071	9295 4249

Members of this Committee were appointed by Council at its special meeting held on 21 October 2009 (SC10.10.09).

CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE
TERMS OF REFERENCE

Cr Dullard, Cr Marjanovic, Cr Bertola and Cr Pilgrim were appointed as Members of this Committee by Council at its special meeting held 21 October 2009 (SC10.10.09).

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 Amended C10.08.09 25 August 2009 Amended C10.08.10 24 August 2010

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.
- 4.6 CEOPROC shall meet with the CEO for a briefing in November and March each year

5. DELEGATIONS

Council approved that the Committee can appoint an independent facilitator to assist with the performance review process, whom is acceptable to both parties, ie Chief Executive Officer and the Committee.

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 Stephen Fox East Ward	Shire of Mundaring	200 Murauba Close, Wooroloo WA 6558	9573 1179
Cr Darrell Jones South Ward	Shire of Mundaring	163 Lakeside Drive, Helena Valley WA 6056	9250 5856
Cr Tony Cuccaro West Ward	Shire of Mundaring	12 Myles Road, Swan View WA 6056	9294 2821
Cr Alan Pilgrim Central Ward	Shire of Mundaring	765 Hedges Road, Hovea WA 6071	9295 5573

Cr H Dullard, Cr Stephen Fox, Cr Darrell Jones, Cr Tony Cuccaro and Cr Alan Pilgrim were appointed as members of the Grants Selection Occasional Committee by Council at its meeting held on 19 October 2011 (C3.10.11) for a two year term expiring at the ordinary elections in October 2013.

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 and one councillor representative from each ward for a term expiring at the ordinary election day.
Meetings:	To meet as and when required to consider grant applications from the community.
Terms of Reference	Adopted RC6.07.04 27 July 2004 Amended by Full Council (C5.04.10) 27 April 2010

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 carry out projects that have a broad community benefit.
- 4.2 Assist in the development of a culture of partnership between community groups and the Shire.
- 4.3 Provide a pool of project funds with which to match those raised by local community volunteers through fundraising, grant writing or sponsorship.

5. SELECTION CRITERIA

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

- 5.1 Is the group eligible to apply?
- 5.2 Does the Matching grant application comprise no more than 50% of project cash costs up to a maximum amount of \$2,000?
- 5.3 Does the application support Council's strategic direction and plan?
- 5.4 Does the proposal justify why it is high priority for the group?
- 5.5 What level of community support is demonstrated for the project?
- 5.6 Does the project avoid duplication of an existing service or project?
- 5.7 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.

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 John Ellis	Shire of Mundaring	C/- Shire of Mundaring	9290 6666

Mr Beaton, Mr Hunt, Mr Marshall, Mr Ellis and the Chief Executive Officer were appointed as members of the Investment Property Committee by Council at its Ordinary Council meeting held 13 December 2011 (C14.12.11).

INVESTMENT PROPERTY COMMITTEE
TERMS OF REFERENCE

- Established:** 12 June 2008 (IOC1.03.08)
- Membership:** Chief Executive Officer or delegate, and four external persons.
- Meetings:** The Committee shall meet as often and at such times as the Committee itself shall determine.
- Terms of Reference:** IOC1.03.08
C14.12.11

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 12 June 2008 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 of the Shire or his delegate; and
 - (ii) Four external persons appointed for their specialist knowledge and experience of the property industry.
- (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 insofar as they relate to freehold property owned by the Shire.
- (b) Subject to the provisions of the Act and the limitations of any delegation of powers to it by Council, the functions of the committee are:
 - (i) To make evaluations and 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.
- (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 of the Shire or his delegate.
- (e) Decisions of the committee shall be by simple majority, provided that any decision not supported by the Chief Executive 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.

4. Reports to Council

- (a) The committee shall report to Council:
 - (i) in relation to its activities and decisions;
 - (ii) in relation to any matter requiring a decision by Council;
 - (iii) 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 AND HEALTH COMMITTEE
MEMBERSHIP

MEMBER	REPRESENTING
Jonathan Throssell	Chief Executive Officer/Presiding Person
Shane Purdy	Executive Manager Infrastructure Services/Deputy Presiding Person
Glenys Brady	OSH Officer
Derrick Scriven	Manager Operations Services
Vacant	Operations Works Representative
Mick Lindsay	Operations Maintenance Representative
Ruth Broz	Administration Centre Representative
Eden Lund	Childrens Services
Ginetta Evans	Library and Information Services
Chris Blankley	Recreation and Leisure Services
Trevor de Rozario	Operations Parks and Gardens Representative
Vacant	Operations Construction Representative

P6.1 Terms of Reference: Occupational Safety & Health Committee

PROCEDURE No:	P6.1	File Code:	PE.OHS/PPO
Originating Date	14 July 2004	Current as at:	16 December 2008
Next Review Date			
Originating Office	Human Resources		
Purpose:	To define the key roles, composition and processes for the Occupational Safety & Health Committee		
Statute Ref:	Model WHS Act 2012 Relevant Australian Standards and Codes of Practice Model WHS Regulations 2012		
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 Model WHS Act, shall consist of Safety and Health representatives and Representatives nominated by the employer.
- Under Section 38(4) of the Model WHS 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 the Model WHS Act 2012 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 (Admin – lunch room, Operations Centre – Outside lunch room, Childrens Services – main hallway) 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

COUNCIL DECISION	SC3.10.09
OFFICER RECOMMENDATION	
<i>Moved by:</i> <i>Cr Cuccaro</i>	<i>Seconded by:</i> <i>Cr James</i>

That Council appoints members and/or officers to the following committees/reference groups:

- | | | |
|---|---|--|
| Darlington Recreation Management Committee | - | Cr James |
| Helena Valley Recreation Management Committee | - | Cr Jones |
| Mundaring Tourism Committee | - | Cr Bertola |
| Mundaring and Districts Senior Citizens Association | - | Cr Wysocki |
| Mundaring and Hills Historical Society | - | Cr Johnson |
| Katherine Susannah Prichard Readers Group | - | Cr Clark |
| Swan View and Districts Agriculture and Arts Society | - | Cr Cuccaro |
| St John Ambulance Association Mundaring Sub Centre (volunteers) | - | Cr Fox |
| Mundaring Arts Centre | - | Cr Dullard |
| Mundaring Sharing | - | Cr Clark |
| Eastern District Planning Committee | - | Cr James
Cr Johnson - Deputy |
| Swan River Trust | - | Cr James |
| Perth Airport Municipalities Group | - | Cr Cuccaro
Cr Daw - Deputy |
| Aircraft Noise Consultative Management Committee | - | Cr Daw
Cr Marjanovic - Deputy |
| Eastern Zone WA Local Government Association | - | Cr Clark
Cr Dullard
Cr James
CEO - Deputy |
| North Eastern Metropolitan Recreation Advisory Committee | - | Attended by officers |
| North Eastern Subgroup of the Metropolitan Regional Road Group | - | Cr Marjanovic |
| Midland Health Reference Group | - | Cr Marjanovic |
| DEC Community Advisory Committee | - | Cr Fox |

CARRIED 12/0

The Councillors as nominated above were appointed as liaison councillors to the various Internal Committees by Council at its Special Council Meeting of 21 October 2009 (SC3.10.09).

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:

