



12 June 2025

NOTICE OF MEETING

Dear Committee Member,

The next Governance Committee meeting will be held at 5:30pm on Monday, 16 June 2025 in the Committee Room, Shire of Mundaring Administration Centre.

The attached agenda is presented for your consideration.

Yours sincerely

Jason Whiteaker
CHIEF EXECUTIVE OFFICER

Please Note

If a Council Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.

AGENDA
GOVERNANCE COMMITTEE MEETING
16 JUNE 2025

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

CONTENTS

1.0	OPENING PROCEDURES	4
1.1	ANNOUNCEMENT OF VISITORS	4
1.2	ATTENDANCE/APOLOGIES	4
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	4
3.0	DECLARATION OF INTEREST	4
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	4
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY	4
4.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
5.0	PRESENTATIONS	5
6.0	REPORTS OF EMPLOYEES	6
6.1	REVIEW OF EMERGENCY SERVICES LIFE MEMBERSHIP AND OUTSTANDING SERVICE AWARDS. (FORMALLY BUSH FIRE LONG SERVICE AND OUTSTANDING SERVICE AWARDS)	6
7.0	URGENT BUSINESS (LATE REPORTS)	18
8.0	CLOSING PROCEDURES	18
8.1	DATE, TIME AND PLACE OF THE NEXT MEETING	18
8.2	CLOSURE OF THE MEETING	18

**GOVERNANCE COMMITTEE MEETING
COMMITTEE ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 5:30PM**

1.0 OPENING PROCEDURES

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

1.2 Attendance/Apologies

Members	Cr Prapti Mehta (Presiding Member)	West Ward
	Pres Paige McNeil (Deputy Presiding Member)	Shire President
	Cr Neridah Zlatnik	East Ward
	Cr Luke Ellery	South Ward
Staff	Jason Whiteaker	Chief Executive Officer
	Garry Bird	Director Corporate Services
	James Ngoroyemoto	Manager Governance and Risk
	Jonathan Allen	Governance Officer
	Shane Purdy	Director Built and Natural Environment
	Lennard Sabin	Manager Community Safety & Emergency Management
	Craig Cuthbert	Coordinator Emergency Management

Apologies

Guests

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION
That the Minutes of the Governance Committee Meeting held 14 April 2025 be confirmed.

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Review of Emergency Services Life Membership and Outstanding Service Awards.
(formally Bush Fire Long Service and Outstanding Service Awards)

File Code	EM.VNT 3
Author	Craig Cuthbert, Coordinator Community Safety & Emergency Management
Senior Employee	Shane Purdy, Director Built & Natural Environment
Disclosure of Any Interest	Authour is a member of Mundaring Volunteer Fire and Rescue Service.
Attachments	1. Attachment 1 - Emergency Services Life Membership and Outstanding Service Awards DRAFT ↓ 2. Attachment 2 - Previous Bush Fire Long Service and Outstanding Service Awards. ↓ 3. Attachment 3 - Appendix 1 - Life Membership Outstanding Service Nomination Form ↓ 4. Attachment 4 - Declaration of Interest for Nominated Person Form ↓

PURPOSE

The reviewed policy ‘Emergency Services Life Membership and Outstanding Service Awards’ (**Attachment 1**), which was formerly the ‘Bush Fire Long Service and Outstanding Service Awards’ (**Attachment 2**), is presented to the Committee for its consideration and recommendation to Council for adoption.

BACKGROUND

Council adopted policy HCS-01 in September 2017. This policy has not been reviewed since its adoption. The policy has now been reviewed and updated to reflect the discussion at the Governance Committee Workshop on May 19, 2025.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Mundaring Council Plan 2024 - 2034
Objective 5 - Sustainable Communities
Outcome 5.2 - Grow participation in volunteering.

SUSTAINABILITY IMPLICATIONS

If awards of this type are not provided, it may risk the retention of volunteers due to lack of recognition, considering the strategic implications.

RISK IMPLICATIONS

Risk: Reputation - Volunteers feel that there is reduced recognition for their participation.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Continue the recognition of volunteers in the Emergency Services at a Local Government level, in conjunction with the National and State service medals presented currently to volunteers.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder/s	X
Website article/ post	
Social media post	
Print article/ media release	
E-newsletter/ Community update	
Advertisement	
Nil	

EXTERNAL CONSULTATION

- Bush Fire Advisory Committee (BFAC) emailed Policy for comment 18/03/2025 with a closing date of 18/04/2025.
- Proposed changes/comments presented to BFAC on 15/05/2025.
- Policy with changes presented to the Governance Committee Workshop 19/05/2025, with additional changes and content to be added.
- Policy with inclusion of feedback provided by Governance Committee emailed to BFAC for comment, closing 13/06/2025.

COMMENT

This policy, following feedback from the Governance Committee, has been broadened to include all emergency services operating within the Shire of Mundaring. This will see the inclusion of the Mundaring Volunteer Fire and Rescue Service and the State Emergency Service - Mundaring Unit, ensuring a consistent and inclusive approach to the recognition of service across all local emergency services. This will see the name of the policy changing to *'Emergency Services Life Membership and Outstanding Service Award'*.

Additionally, the policy will be updated to provide clearer guidance on the relationship between Long Service Awards and Life Membership, addressing feedback received throughout the review process.

Another notable change is the adjustment to the composition of the selection panel for these awards. In line with other Shire policies/committees requiring a panel, the number of panel members will be reduced to four. This will assist in maintaining consistency, fairness, and good governance in the assessment of nominations.

As part of these updates, a formal nomination form (**Attachment 3**) has been developed to provide a clear, consistent process for submitting and assessing nominations. A Declaration of Interest form (**Attachment 4**) will also be introduced to support transparent and impartial decision-making throughout the selection process.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION
That the Committee adopts the draft 'Emergency Services Life Membership and Outstanding Service Awards' Policy.

Council Policy



EMERGENCY SERVICES – LIFE MEMBERSHIP AND OUTSTANDING SERVICE AWARDS

Responsible Directorate	Built and Natural Environment
Responsible Service Area	Community Safety and Emergency Management
Resolution	<month/ year> <Council resolution>

1. PURPOSE

To recognise members of the Shire of Mundaring Emergency Services for their hard work, dedication and commitment to the Shire of Mundaring and its community.

2. SCOPE

This policy applies to the granting of Life Membership and Outstanding Service Awards for members of the Emergency Services within the Shire.

3. DEFINITIONS

Emergency Service(s)	a Shire of Mundaring Volunteer Bush Fire Brigade (VBFB), Mundaring Volunteer Fire and Rescue Service (VFRS), or Mundaring State Emergency Services Unit (MSESU)
Member	a member is an individual who is an Active member or their brigade or unit (this excludes cadets)
Long Service	a combined or continuous period of fifteen (15) years of service within the Shire of Mundaring in an Emergency Service.
Life Membership	a meritorious award for meeting the requirements of Long Service.
Outstanding Service Award	Meritorious award given for exceptional dedication, commitment, and contribution to the Emergency Services and community within the Shire of Mundaring.
Panel	A panel convened (in accordance with section 4.2.4 of this policy) to determine whether an Outstanding Service Award should be awarded to a nominee

4. POLICY

4.1. Life Membership

A Life Membership is to be granted to a person who has provided Long Service as a registered member of an Emergency Services brigade or unit within the Shire of Mundaring.

4.1.1. Eligibility

Membership and active status are confirmed using the Shire and/or Department of Fire and Emergency Services membership record systems. Any service time accumulated with emergency services outside the Shire of Mundaring will not be considered for this award.

4.1.2. Nomination Process

Nominations for this award should be submitted to the Shire in response to the official call for nominations. A completed 'Nomination Form' is required, including relevant details and a summary of the individual's service within the emergency services in the Shire of Mundaring.

4.1.3. Presentation of Life Membership

Upon receipt of the nomination and confirming that Long Service has been achieved, the recipient will be awarded Life Membership to the Shire of Mundaring Emergency Services, along with a clasp and a certificate of appreciation signed by the Shire's CEO and President.

This award will be presented at the annual emergency services event. If the recipient is unable to attend, arrangements can be made for a Shire representative to present the award to them at an alternative time.

4.2. Outstanding Service Award

Outstanding Service Awards may be granted where a Panel agrees (by simple majority) that a nominee has demonstrated outstanding service to the Shire of Mundaring Emergency Services.

4.2.1. Eligibility

Outstanding service is considered to include, but is not limited to, the following by a member of an Emergency Service:

- a) Getting involved in community education and awareness activities.
- b) Helping to bring new members into the brigade or supporting existing members through mentoring or simple retention efforts.
- c) Showing leadership and skill during major incidents or emergencies.
- d) Assisting with brigade administration or helping with fundraising and grant applications.

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

- e) Leading or supporting training sessions for fellow brigade members, no matter how big or small.
- f) Taking part in local or wider committees and groups that support bushfire management.

4.2.2. Nomination process

Nominations for this award should be submitted to the Shire following the official call for nominations. A completed 'Nomination Form' must be provided, including relevant details and a summary of the individual's service and contributions within the emergency services in the Shire of Mundaring.

Evidence may include items such as meeting notes, attendance records, incident reports, commendations, or examples of roles the nominee has taken on. Every contribution counts and helps us celebrate the real impact our emergency service volunteers make.

4.2.3. Selection Criteria

Upon receipt of the nomination for an Outstanding Service award, the nomination will be forwarded to a Panel for review and endorsement. If the Panel is satisfied that the recipient achieves the criteria, they will receive a clasp and a certificate of appreciation signed by the Shire's CEO and President.

4.2.4. Panel Members (for Outstanding Service Awards only)

The Panel shall consist of:

- a) The Chief Bushfire Control Officer
- b) An elected member appointed to the Bush Fire Advisory Committee (BFAC) or Local Emergency Management Committee (LEMC)
- c) A Captain appointed to the BFAC (excluding the captain of the nominated person's brigade)
- d) A member of the Mundaring Volunteer Fire and Rescue Service (VFRS) or Mundaring State Emergency Service (SES) (Captain or Unit Manager)

Nominations will be assessed by email correspondence between panel members. The result of the panel members' decision and reasons will also be provided by email correspondence.

4.3.4 DISCLOSURE OF INTEREST

All panel members are required to disclose any actual, perceived, or potential conflicts of interest to the panel, with the details of these disclosures to be provided in Appendix 2 after receiving the nominations.

5. APPENDICES

Appendix 1 – Life Membership/Outstanding Service Nomination Form

Appendix 2 - Declaration of Interest for Nominated person/s

6. RELATED LEGISLATION

Nil

7. RELATED DOCUMENTS

Nil

DRAFT



Shire of Mundaring

POLICY

BUSH FIRE SERVICE – LONG SERVICE AND OUTSTANDING SERVICE AWARDS

Policy Ref:	HCS-01
--------------------	---------------

Adopted by: C08.03.11

Date: March 2011

Reviewed: C4.09.17

Date: August 2017

Procedure Ref: CSEM-01

Delegation Ref: n/a

Statute Ref: n/a

Local Law Ref: n/a

PURPOSE

To grant awards and life membership to registered members of the Shire of Mundaring Bush Fire Service for:

- long service, and/or
- outstanding service to the Shire of Mundaring Bush Fire Service.

POLICY

Life membership of the Shire of Mundaring Bush Fire Service shall be granted to a person who has served as a registered member of any Shire of Mundaring Brigade or Brigades for not less than fifteen years.

The Shire of Mundaring Bush Fire Service Outstanding Service Award shall be granted to a person who has served as a registered member of any Brigade or any Brigades and who has, in the opinion of a selection panel of persons being members of the Bush Fire Advisory Committee (BFAC), given outstanding service to the Shire of Mundaring Bush Fire Service.

1. LONG SERVICE

For the purpose of this policy Long Service of fifteen years is defined as follows:

- Fifteen years' service as a registered and active member of a Shire of Mundaring Bush Fire Brigade or Brigades,
- Such service need not be continuous but must aggregate to fifteen years.

Time accumulated in service to brigades outside of Shire of Mundaring will not be considered for this award.

2. OUTSTANDING SERVICE

Outstanding service is considered to consist of, but not be limited to any of the following:

- Extensive participation in community education initiatives;
- Demonstration of leadership in the attraction and retention of brigade membership;
- Demonstration of leadership and skills in response to major incidents;
- Application of skills and leadership in brigade administration and financial growth;
- Demonstration of leadership and interpersonal skills in the training of brigade members; and/or
- Significant participation in and contribution to district, regional or state committees or agencies involved with the management of bush fire.

3. OUTCOME

The Chief Executive Officer, on behalf of Council, will grant the Long Service Award and Life Membership in accordance with this policy upon receipt of a nomination from a brigade and confirmation of the length of service of the intended recipient.

The Chief Executive Officer will grant the Outstanding Service Award and Life Membership in accordance with this policy upon receipt of a nomination from a brigade and endorsed by the selection panel.

4. SELECTION PANEL

The selection panel shall consist of:

- Chief Bushfire Control Officer;
- The two elected members appointed to the Bush Fire Advisory Committee;
- One employee appointed by the CEO; and
- One member of BFAC who is a Captain of a Shire of Mundaring Volunteer Bush Fire Brigade.

Appendix 1

Nominator Sign-Off

Name	Position	Signature	Date

Panel Members Endorse/Oppose

Name	Position	Endorse (E) Oppose (O)	Signature	Date

Additional Comments/ Reasons for endorsement or opposition

[illegible]

Office Use Only

Date Received: _____

Received By: _____

File Code: _____

Appendix 2



DISCLOSURE OF INTEREST FORM

Name of Person Making the Disclosure:

Position/Role:

Date:

Type of Interest Being Disclosed

(Please tick the relevant box)

☐ Actual Conflict of Interest

☐ Perceived Conflict of Interest

1. Details of the Interest

(Provide a description of the nature of the interest, including any relevant details such as the parties involved, the relationship, and how it relates to your role or responsibilities.)

2. Potential Impact

(Explain how the interest could influence, or be perceived to influence, your decision-making or actions in your role.)

3. Proposed Action to Manage the Interest

Signature of Person making Disclosure: _____

Office Use Only

Received By: _____

Position: _____

Date Received: _____

File Code: _____

7.0 URGENT BUSINESS (LATE REPORTS)

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Governance Committee will be held on Monday, 18 August at 5:30pm in the Committee Room, Shire of Mundaring Administration Centre.

8.2 Closure of the Meeting