CONFIRMED MINUTES

SPECIAL COUNCIL MEETING

31 OCTOBER 2023

I certify that the minutes of the meeting of the Special Council held on Tuesday, 31 October 2023 were confirmed on Tuesday, 14 November 2023.

Presiding Person

CONFIRMED MINUTES
SPECIAL COUNCIL MEETING
31 OCTOBER 2023

ATTENTION/DISCLAIMER

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Council Member or employee, or on the content of any discussion occurring during the course of the Meeting. Persons should be aware that regulation 10 of the *Local Government (Administration) Regulations 1996* establishes procedures to revoke or change a Council decision. No person should rely on the decisions made by Council until formal written advice of the Council decision is received by that person.

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 resolution of Council, or any advice or information provided by a Council Member or employee, or the content of any discussion occurring during the course of the Council Meeting.

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1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 6.30pm.

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.

Recording of Meeting

Members of Council and members of the gallery are advised that this meeting will be livestreamed and audio-recorded.

1.1 Record of Attendance

Council Members	President Paige McNeil (Presiding Member)	Central Ward
	Cr Doug Jeans *(arrived at 6.40pm)*	Central Ward
	Cr Prapti Mehta	Central Ward
	Cr John Daw	East Ward
	Cr Neridah Zlatnik	East Ward
	Cr Trish Cook	South Ward
	Cr Luke Ellery	South Ward
	Cr Karen Beale	West Ward
	Cr Jo Cicchini	West Ward
Staff	Jason Whiteaker	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Megan Griffiths	Director Strategic & Community Services
	Mark Luzi	Director Statutory Services
	Shane Purdy	Director Infrastructure Services
	Ana Fernandez	Minute Secretary
Apologies	Nil	
Absent	Nil	
Leave of Absence	Nil	
Guests	Nil	
Members of the Public	2	
Members of the Press	Nil	

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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).*

Nil

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)*.

Nil

4.0 PUBLIC QUESTION TIME

15 minutes (with a possible extension of two extra 15 minute periods) are set aside at the beginning of each Council meeting to allow members of the public to ask questions of Council.

Public Question Time is to be conducted in accordance with *Shire of Mundaring Meeting Procedures Local Law 2015.*

Nil

5.0 PRESENTATIONS

5.1 Deputations

Nil

5.2 Petitions

Nil

5.3 Presentations

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Election of Deputy President

File Code	GV.ELN 1.2023
Author	Anna Italiano, Executive Assistant to the CEO
Senior Employee	Jason Whiteaker, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Nomination for Deputy President ⇩ 2. Nomination for Deputy President by another Councillor ⇩ 3. Declaration by Deputy President ⇩

The *Local Government Act 1995* (the Act) includes provisions for the election of a councillor to hold the office of deputy president.

Refer to **Attachment 1** for a copy of the nomination form to be used when nominating for the office of deputy president. Refer to **Attachment 2** for a copy of the nomination form to be used when nominating another councillor for the office of deputy president.

Note: after nominations for the office of deputy president have been closed, prior to the ballot, each candidate will be provided an opportunity to address Council for a maximum of three minutes.

Procedure to Elect Deputy President

Division 2 of Schedule 2.3 of the Act provides when and how a councillor is elected to hold the office of deputy president.

Clause 7 provides that the office of deputy president is to be filled as the first matter dealt with after an ordinary elections day.

The procedure to elect the deputy president is as follows:

8. How deputy mayor or deputy president is elected

(1) The council is to elect a councillor (other than the mayor or president) to fill the office.

(2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.

(3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.

(3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.

(4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

(5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

9. Votes may be cast a second time

(1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.

(3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

Division 2 of Schedule 4.1 of the Act provides how votes are to be counted and how to ascertain results in a one office election.

2. One office election: 2 candidates

(1) If there are only 2 candidates in a one office election —

(a) the first-preference votes for each candidate must be counted; and

(b) the candidate who has the greater number of first-preference votes is elected.

(2) If the candidates have the same number of first-preference votes, the returning officer must draw lots in accordance with regulations to determine which candidate is elected.

3. One office election: 3 or more candidates

Clauses 4 and 5 apply if there are 3 or more candidates in a one office election.

4. Count of first-preference votes

(1) The first-preference votes for each candidate must be counted.

(2) A candidate is elected if the number of first-preference votes for the candidate exceeds 50% of the total number of all the first-preference votes for candidates.

5. Process if no candidate elected under clause 4

(1) The process in subclause (2) —

(a) must be followed if no candidate is elected under clause 4; and

(b) as necessary, must be repeated until a candidate is elected under subclause (3).

Notes for this subclause:

1. Subclauses (4) to (6) supplement subclauses (2) and (3) for cases where candidates have the same number of votes.

2. Subclauses (7) and (8) explain how the terms ballot paper and continuing candidate are used in this clause.

(2) The process is as follows —

*(a) exclude the candidate (the **excluded candidate**) with —*

(i) if this process is being followed for the first time — the fewest first-preference votes; or

(ii) if this process is being repeated — the fewest votes on the last count under paragraph (d);

(b) set aside as exhausted any ballot paper of the excluded candidate that contains —

(i) no preference votes at all; or

(ii) no preference votes for any continuing candidates;

(c) transfer any remaining ballot papers of the excluded candidate that indicate the next available preference for a particular continuing candidate to that continuing candidate;

(d) count the number of votes for each of the continuing candidates by totalling the following —

(i) the number of first-preference votes for the continuing candidate;

(ii) if this process is being followed for the first time — the total number of ballot papers transferred to the continuing candidate under paragraph (c);

(iii) if this process is being repeated — the total number of ballot papers transferred to the continuing candidate under paragraph (c) on this or a previous occasion.

(3) A continuing candidate is elected if, on a count under subclause (2)(d), the number of votes for the continuing candidate exceeds 50% of the total number of all the votes for continuing candidates.

(4) Subclause (6) applies if subclause (2)(a) cannot otherwise be applied because, as the case requires —

(a) 2 or more candidates have the same number of first-preference votes (no other candidates having fewer first-preference votes); or

(b) 2 or more candidates have the same number of votes on the last count under subclause (2)(d) (no other candidates having fewer votes).

(5) Subclause (6) also applies if subclause (3) cannot otherwise be applied because —

(a) there are only 2 continuing candidates in a count under subclause (2)(d); and

(b) on the count, the continuing candidates have the same number of votes.

(6) The returning officer must draw lots in accordance with regulations to determine, as the case requires —

(a) the candidate to be excluded; or

(b) the continuing candidate to be elected.

(7) For the purposes of the process in subclause (2), a ballot paper is a ballot paper of the excluded candidate if either of the following applies —

(a) the ballot paper contains a first-preference vote for the excluded candidate;

(b) the process is being repeated and the ballot paper was transferred to the excluded candidate under subclause (2)(c) on a previous occasion.

(8) For the purposes of the process in subclause (2), a continuing candidate is a candidate to whom neither of the following applies —

(a) the candidate is the excluded candidate;

(b) the process is being repeated and the candidate was excluded under subclause(2)(a) on a previous occasion.

The regulations referred to in Schedule 4.1 clause 2(2) are the *Local Government (Elections) Regulations 1997*.

6:40 pm, Cr Jeans joined the meeting.

The President advised that she had received nominations from Cr Neridah Zlatnik and Cr Trish Cook.

The President then called for further nominations. No further nominations were received. As there were two nominations a ballot paper was prepared and provided to all Councillors. The President reminded Councillors that it was a secret ballot and advised the procedures to be followed for the election process.

The President advised the outcome of the ballot as follows:

- Cr Cook - 6 votes
- Cr Zlatnik – 3 votes

Accordingly the President declared Cr Cook Deputy President of the Shire of Mundaring.

Declaration by the Deputy President

Section 2.29 requires that a person elected by the council as deputy president has to make a declaration in the prescribed form before acting in the office (refer **Attachment 3**).

Regulation 13 of the *Local Government (Constitution) Regulations 1995* provides the prescribed form, Form 7, and the following (in part):

(3) A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person. …

(5) In this regulation —

***authorised person** means a person before whom a statutory declaration can be made under the Oaths, Affidavits and Statutory Declarations Act 2005.*

Note: the Chief Executive Officer is an authorised person under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Cr Cook made a declaration of office of Deputy President (using the prescribed form), under the *Oaths, Affidavits and Statutory Declarations Act 2005*, before the President.

NOMINATION FOR DEPUTY PRESIDENT

I, Cr_____

Nominate for the position of **DEPUTY PRESIDENT.**

Signed Cr_____ Date_____

NOMINATION FOR DEPUTY PRESIDENT

I nominate Cr_____

For the position of **DEPUTY PRESIDENT.**

Signed Cr_____ Date_____

I accept the nomination.

Signed Cr_____ Date_____

Form 7

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

Local Government Act 1995
Local Government (Constitution) Regulations 1998

Declaration by elected member

I, ……,

of ……

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

Declared at Mundaring on 31 October 2023.

by ……

Before me: …….
Jason Whiteaker
Chief Executive Officer

6.2 Appointment of Council Members to Shire Committees

File Code	GV.MTG 6.1; GV.MTG 6.4; GV.MTG 6.5; GV.MTG 6.8; GV.MTG 6.9; GV.MTG 6.3; GV.MTG 6.6
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Jason Whiteaker, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Audit and Risk Committee Terms of Reference ⇩ 2. Draft - Australia Day Citizenship Awards Committee Terms of Reference ⇩ 3. Bush Fire Advisory Committee Terms of Reference ⇩ 4. Draft - CEO Performance Review Terms of Reference ⇩ 5. Draft - CEO Performance Review Terms of Reference - with track changes ⇩ 6. Governance Committee Terms of Reference ⇩ 7. Grants Selection Committee Terms of Reference ⇩ 8. Local Emergency Management Committee Terms of Reference ⇩

SUMMARY

Council is invited to appoint council members to Shire committees.

Additionally, draft Terms of Reference for the Australia Day Citizenship Awards Committee and the Chief Executive Officer Performance Review Committee are presented to Council for consideration.

BACKGROUND

Generally, Terms of Reference for Shire established committees are reviewed as part of each local government ordinary election cycle to confirm the format and membership of the committee. Terms of Reference that have not been reviewed for this election cycle are provided for review including:

- draft Australia Day Citizenship Awards Committee Terms of Reference
- draft Chief Executive Officer Performance Review Committee Terms of Reference

Following the local government elections on 21 October 2023 all previous appointments to Shire committees are declared vacant. Appointment of council members to committees is determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. Council is invited to appoint council members to the Shire's committees including:

- Audit and Risk Committee (ARC)
- Australia Day Citizenship Awards Committee (ADCAC)
- Bush Fire Advisory Committee (BFAC)
- Chief Executive Officer Performance Review Committee (CEOPRC)
- Governance Committee

- Grants Selection Committee (GSC)
- Local Emergency Management Committee (LEMC)

STATUTORY / LEGAL IMPLICATIONS

Generally, committees are established under section 5.8 of the *Local Government Act 1995* (the Act) and may be comprised of council members and other persons (referred to as 'external members' in the adopted Terms of Reference) consistent with section 5.9 of the Act.

Part 5, Subdivision 2 provides for committees including establishment and appointment of members. Part 5 Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The *Local Government (Administration) Regulations 1996* also make provisions in regards to committees.

Audit and Risk Committee

Section 7.1A of the Act provides the following in relation to audit committees (in part):

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required…*

The *Local Government Amendment (Auditing) Act 2017* gives the Auditor General the mandate to take on responsibility for the annual financial audits of all Western Australian local governments.

The *Local Government (Audit) Regulations 1996* provide details on the functions of an audit committee.

Bush Fire Advisory Committee

BFAC is a formal committee established under the provisions of the *Bush Fires Act 1954*. Section 67 provides for advisory committees as follows:

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

(3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —

(a) make rules for the guidance of the committee; and

(b) accept the resignation in writing of, or remove, any member of the committee;

(c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.

(4) A committee appointed under this section —

(a) may from time to time meet and adjourn as the committee thinks fit;

(b) shall not transact business at a meeting unless the quorum fixed by the local government is present;

(c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Division 3 of the *Shire of Mundaring Bush Fire Brigades Local Law 2013* provides:

3.6 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as may be determined by the local government from time to time.

3.7 Advisory Committee to consider brigade motions

The Bush Fire Advisory Committee shall consider any motion received from a bush fire brigade and may make recommendations to the local government in relation to any motion supported by the Bush Fire Advisory Committee.

Although not established under section 5.8 of the Act, BFAC operates in keeping with the principles of the Act.

Chief Executive Officer Performance Review Committee

Part 5, Division 4 of the Act provides statutory obligations in regards to local government employees including:

- that all employees whose employment is for a term of one year or more, including the Chief Executive Officer (CEO), have their performance reviewed on an annual basis (section 5.38); and
- the standards for reviewing CEOs performance (section 5.39A and 5.39B)

Schedule 2 of the *Local Government (Administration) Regulations 1996* prescribes the standards for the recruitment, selection, performance and termination of the local government CEO.

The CEOPRC has been established to meet the Shire's statutory obligations.

Governance Committee

The Governance Committee has been established to support Council in fulfilling its responsibility under section 2.7(2)(b) of the Act in determining the policies of the local government and to assist Council in carrying out its legislative functions in the making, amending, revoking and reviewing of local laws under Part 3, Division 2 of the Act.

Local laws are made under various legislation:

- The *Local Government Act 1995* enables the making of Activities on Thoroughfares and Trading in Public Places local law, Extractive Industries local law, Local Government Property local law, Meeting Procedures local law, Parking local law, and Signs local law;
- The *Cat Act 2011* enables the making of Keeping of Cats local law;
- The *Dog Act 1976* enables the making of Dogs local law;
- The *Dividing Fences Act 1961* enables the making of Fencing local law;
- The *Cemeteries Act 1986* enables the making of Cemeteries local law; and

- The *Bush Fires Act 1954* enables the making of Bush Fire Brigades local law.

Local Emergency Management Committee

The LEMC is established under the provisions of the *Emergency Management Act 2005*. Section 38 provides for local emergency management committees as follows:

(1) A local government is to establish one or more local emergency management committees for the local government's district.

(2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.

(3) A local emergency management committee consists of —

(a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and

(b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.

(4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

Although not established under section 5.8 of the Act, LEMC operates in keeping with the principles of the Act.

POLICY IMPLICATIONS

Code of Conduct for Council Members, Committee Members and Candidates

The "Code of Conduct for Council Members, Committee Members and Candidates" provides an expected standard of conduct for council members and committee members appointed to committees.

Committees, Advisory Groups, Representatives Meeting and Working Groups Policy

The "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy" relates.

Internal Audit Charter Policy

The "Internal Audit Charter Policy" relates to the functions of the ARC with reference included in the ARC Terms of Reference.

Support for Volunteerism Policy

The ADCAC gives awards in accordance with the "Support for Volunteerism Policy" (LR-02) that has the purpose to promote, support and develop volunteerism in the community with reference included in the ADCAC Terms of Reference.

Standards for CEO Recruitment Performance and Termination Policy

The CEOPRC Terms of Reference are to be read in conjunction with the "Standards for CEO Recruitment Performance and Termination Policy".

Community Funding Policy

The GSC Terms of Reference are to be read in conjunction with the "Community Funding Policy".

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Social

- The provision of the Australia Day Citizenship Awards recognises and values the substantial and ongoing contribution made by volunteers to the quality of life of the community. The provision of community funding assists the community to delivery projects and services that have broad community benefit.

Governance

- Effectively consult and actively engage the community in decision-making
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: Reputation: council members decline to nominate for appointment to committees.		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
Council invites nominations and appoints council members after each local government election.		

Risk: Compliance: The Australia Day Citizenship Awards Committee Terms of Reference and Chief Executive Officer Performance Review Terms of Reference are not consistent with the requirements of the Act and the “Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” (2.8).		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
The reviewed Terms of Reference are adopted.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Shire President will call for nominations to committees and then preside over any ballot required to determine appointment(s).

Audit and Risk Committee

Terms of Reference	Audit and Risk Committee Terms of Reference (**Attachment 1**) reviewed July 2023 (C17.07.23).
Objective	The primary objective of the committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.
Meeting Schedule	Currently Tuesday 4.00pm, every two months on the fourth Tuesday.
Membership	The committee shall consist of the following members: a. Shire President b. Deputy Shire President c. Up to three council members d. Up to two external members
Current council representatives	Cr James Martin Cr Paige McNeil Cr Karen Beale Cr John Daw Cr Doug Jeans Cr Neridah Zlatnik

Australia Day Citizenship Awards Committee

Terms of Reference	Australia Day Citizenship Awards Committee Terms of Reference were last reviewed in November 2017 (C13.11.17). Draft Australia Day Citizenship Awards Committee Terms of Reference provided for adoption (**Attachment 2**). Refer to below comment.
Objective (as included in draft Terms of Reference)	The primary objective of the committee is to assess applications against the criteria and select up to four award winners of the Australia Day Citizenship Awards. Reports from the committee will ensure all eligible applications are considered by the committee for an appropriate Australia Day Citizenship Award and winners recorded.
Meeting Schedule	Meets once per calendar year.
Membership	The committee shall consist of one council member from each ward.

Current council representatives	Cr Matthew Corica (West Ward) Cr Luke Ellery (South Ward) Cr Doug Jeans (Central Ward) Cr Neridah Zlatnik (East Ward)

The aim of the annual Citizenship Awards is to foster, recognise and celebrate significant contributions to community life and active citizenship. The recipients are selected from people who have made a noteworthy contribution throughout the year or who have given outstanding service to the local community over a number of years through active involvement. The annual awards are presented at a ceremony on Australia Day.

Citizens can be nominated in the following categories:

- Shire of Mundaring Rising Star (under 25)
- Shire of Mundaring Inspirational Volunteer
- Shire of Mundaring Access Mundaring
- Shire of Mundaring Long Service

The draft ADCAC Terms of Reference have incorporated information from the previously adopted Terms of Reference, the current nomination criteria and information relating to "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy"

Bush Fire Advisory Committee

Terms of Reference	The BFAC Terms of Reference (**Attachment 3**) were last reviewed in in November 2020 (C4.11.20). Note: the current BFAC Terms of Reference will be reviewed and presented to the November 2023 BFAC meeting for endorsement prior to being presented to Council for adoption.
Objective	To provide a forum for discussion and to advise Council on all matters relating to: • The preventing, controlling and extinguishing of bush fires • The planning of the layouts of firebreaks in the district • Prosecutions for breaches of the BF Act • The formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers • The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities • Any other matter relating to bush fire control whether of the same kind as, or different kind from those specified.
Meeting Schedule	Currently meets Tuesday at 7.30 pm, scheduled months included in BFAC Terms of Reference.

Membership	Membership: • two council members • Shire of Mundaring Chief Executive Officer (or delegate) • Chief Bush Fire Control Officer • five Deputy Chief Bush Fire Control Officers • Coordinator Mundaring Fire School (or delegate) • Brigade members • Deputy Brigade members
Current council representatives	Cr John Daw Cr Doug Jeans

Chief Executive Officer Performance Review Committee

Terms of Reference	The CEOPRC Terms of Reference were last reviewed in April 2022. Draft CEOPRC Terms of Reference provided for adoption (**Attachment 4**). Refer to below comment.
Objective (as included in draft Terms of Reference)	The primary objective of the committee is to undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment in accordance with section 5.38 of the Act and review the CEO's remuneration package.
Meeting Schedule	Currently meets Tuesday 4.00pm, as required, at least four times each year.
Membership	The committee shall consist up to five council members (refer to comment below).
Current council representatives	Cr Paige McNeil Cr John Daw Cr James Martin Cr Doug Jeans Cr Trish Cook

Consideration was given to reducing the number of council members appointed to the CEOPRC from five to four, however, this would reduce the quorum to two council members which is not considered effective. Council may determine that membership should be reduced and amend the Terms of Reference accordingly.

The CEOPRC is supported by the appointment of an independent facilitator, who is not a member of the committee, but appointed to provide specialist advice in the performance of its annual review of the CEOs performance.

The draft CEOPRC Terms of Reference have incorporated information from the previously adopted Terms of Reference and information relating to "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy"

Changes have been tracked which are of significant difference to the previously adopted CEOPRC Terms of Reference (**Attachment 5**) and include:

- Amendments to the definition of the independent facilitator
- Clarity on the review process and the items required to be presented to Council and the inclusion of clause to amend the process when mutually agreed.
- The inclusion of a status report to be presented to the CEOPRC
- Increasing the number of times the committee meets per year (from three to four)

Governance Committee

Terms of Reference	Governance Committee Terms of Reference (**Attachment 6**) reviewed September 2023 (C26.09.23).
Objective	The committee is established to: a. Support Council in fulfilling its responsibility under section 2.7(2)(b) of the Act in determining the policies of the local government. b. Assist Council in carrying out its legislative functions in the making, amending, revoking and reviewing of local laws under Part 3, Division 2 of the Act.
Meeting Schedule	Currently meets Monday 5.30pm at least four times each year.
Membership	The committee shall consist of up to five council members.
Current council representatives	Cr Luke Ellery Cr Paige McNeil Cr Jo Cicchini Cr James Martin Cr Neridah Zlatnik Cr Karen Beale

Grants Selection Committee

Terms of Reference	GSC Terms of Reference (**Attachment 7**) reviewed September 2023 (C27.09.23).
Objective	The primary objectives of the committee is to: a. Allocate funds to eligible not-for-profit groups who have made an application for financial support to the Community Grants Program. b. Allocate funds to eligible not-for-profit groups based in the Shire of Mundaring or delivering services to shire residents. c. Build the capacity of eligible not-for-profit groups to carry out projects that have a broad community benefit. d. Assist in the development of a culture of partnership between community groups and the Shire.

Meeting Schedule	Currently meets Tuesday at 5.30 pm every six months.
Membership	The committee shall consist of the following members: a. Shire President b. One council member from each ward c. Two council members to act as deputy members.
Current council representatives	Cr James Martin (Shire President) Cr Matthew Corica (West Ward) Cr Luke Ellery (South Ward) Cr Doug Jeans (Central Ward) Cr Neridah Zlatnik (East Ward) Cr Jo Cicchini (Deputy Member) Cr Karen Beale (Deputy Member)

Local Emergency Management Committee

Terms of Reference	The LEMC Terms of Reference (**Attachment 8**) have been set by the State Emergency Management Committee (SEMC) and were last approved by the SEMC in August 2014. Note: template LEMC Terms of Reference have been provided by the SEMC, which were updated October 2023. The current LEMC Terms of Reference will be reviewed and presented to the December 2023 LEMC meeting for endorsement prior to being presented to Council for adoption.
Purpose	As defined in the *State Emergency Management Procedure – A Strategic Framework for Emergency Management in Western Australia* (**Attachment 9**) The role of the LEMC is to: • advise and assist the local government in ensuring that local emergency management arrangements are established for its district • liaise with public authorities and other persons in the development, review and testing of local area management arrangements • carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.
Meeting Schedule	Currently meets Friday at 10am, quarterly.
Membership	The committee shall consist of: • Two council members (one council member to be appointed Chairperson) • Shire of Mundaring Chief Executive Officer (or delegate) • Shire of Mundaring Manager Community Safety and Emergency Management • Shire of Mundaring Environmental Health Officer

	• Shire of Mundaring / DFES Chief Bush Fire Control Office • Shire of Mundaring Deputy Chief Bush Fire Control Officer Representatives from: • Acciona Trility (Mundaring Water Treatment Plant) • Australian Red Cross • Department of Biodiversity Conservation and Attractions • Department of Community Services • Department of Fire and Emergency Services (DFES) • Department of Justice – Wooroloo Prison Farm • Midland Police • Mundaring Principals' Networking Forum • Salvation Army • SERCO – Acacia Prison • St John Ambulance • St John of God Midland Public and Private Hospitals • State Emergency Service – Mundaring • Swan Kalamunda Health Service • Water Corporation Council is also required to appoint the Chairperson.
Current council representatives	Cr Trish Cook (LEMC Chairperson) Cr Neridah Zlatnik

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section

COUNCIL DECISION RECOMMENDATION			**SC1.10.23**
Moved by	Cr Daw	Seconded by	Cr Ellery

Audit and Risk Committee

That Council appoints, by absolute majority, the following council members to the Audit and Risk Committee:

Pres McNeil

Cr Cook

Cr Mehta

Cr Zlatnik

Cr Beale

CARRIED BY ABSOLUTE MAJORITY 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC2.10.23
Moved by	Cr Zlatnik	Seconded by	Cr Cicchini

Australia Day Citizenship Awards Committee

That Council:

1. Adopts the reviewed Australia Day Citizenship Awards Committee Terms of Reference (**Attachment 2**).

2. Appoints, by absolute majority, the following council members to the Australia Day Citizenship Awards Committee:

   Cr Jeans (Central Ward)

   Cr Daw (East Ward)

   Cr Ellery (South Ward)

   Cr Cicchini (West Ward)

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC3.10.23
Moved by	Cr Ellery	Seconded by	Cr Mehta

Bush Fire Advisory Committee

1. That Council appoints, by absolute majority, the following council members to the Bush Fire Advisory Committee:

   Cr Daw

   Cr Beale

   Cr Jeans

2. That the terms of reference be modified to include three council members

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC4.10.23
Moved by	Cr Cook	Seconded by	Cr Zlatnik

Chief Executive Officer Performance Review Committee

That Council:

1. Adopts the reviewed Chief Executive Officer Performance Review Committee Terms of Reference (**Attachment 4**).

2. Appoints, by absolute majority, the following council members to the Chief Executive Officer Performance Review Committee:

   Pres McNeil

   Cr Cook

   Cr Mehta

   Cr Zlatnik

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC5.10.23
Moved by	Cr Daw	Seconded by	Cr Cook

Governance Committee

That Council appoints, by absolute majority, the following council members to the Governance Committee:

Pres McNeil

Cr Ellery

Cr Mehta

Cr Zlatnik

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

RECOMMENDATION

Grants Selection Committee

That Council:

1. Appoints, by absolute majority, the following council members to the Grants Selection Committee:

   Shire President, _____

   Cr _____ (Central Ward)

   Cr _____ (East Ward)

   Cr _____ (South Ward)

   Cr _____ (West Ward)

2. Appoints, by absolute majority, the following council members as deputy members of the Grants Selection Committee:

   Cr _____

   Cr _____

COUNCIL DECISION MOTION			SC6.10.23
Moved by	Cr Cook	Seconded by	Cr Ellery

Grants Selection Committee

That:

1. Amends Point 5 (c) of the Terms of Reference of the Grants Selection Committee to state:

   One council member from each ward to act as a deputy member should the appointed ward member be unable to attend the meeting.

2. Appoints, by absolute majority, the following council members to the Grants Selection Committee:

   Shire President, Pres McNeil

   Cr Mehta (Central Ward)

   Cr Zlatnik (East Ward)

   Cr Ellery (South Ward)

   Cr Beale (West Ward); and

3. Appoints, by absolute majority, the following council members as deputy members of the Grants Selection Committee:

Cr Jeans (Central Ward)

Cr Daw (East Ward)

Cr Cook (South Ward)

Cr Cicchini (West Ward)

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

Reason for the Change

Given that each ward now has two councillors it is suggested that all councillors are either a member or deputy member of the Grants Selection Committee.

COUNCIL DECISION MOTION			**SC7.10.23**
Moved by	Cr Beale	Seconded by	Cr Ellery

Local Emergency Management Committee

That Council:

1. Appoints, by absolute majority, the following council members to the Local Emergency Management Committee:

   Cr Zlatnik

   Cr Cook

2. Appoints Cr Zlatnik to the position of Chairperson of the Local Emergency Management Committee.

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

Terms of Reference

AUDIT AND RISK COMMITTEE

These Terms of Reference are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Name

The name of the committee is Shire of Mundaring Audit and Risk Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (C15.09.15).

3. Definitions

Act	the *Local Government Act 1995*.
Council	the body consisting of all council members sitting formally as the Council of Shire of Mundaring (the Shire).
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Shire of Mundaring Audit and Risk Committee
council member	a person elected under the Act as a member of Council. Shire of Mundaring council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
external member	a person who is not a council member appointed to the committee with requisite skills, knowledge and experience that complement the committees objectives.
member	a person appointed to this committee.

4. Objectives

The primary objective of the committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the committee will:

a. Assist Council in discharging its legislative responsibilities of controlling the Shire's affairs.

b. Ensure openness in the Shire's financial reporting.

c. Liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems, risk management framework and compliance with legislation.

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The committee is to facilitate:

a. The enhancement of the credibility and objectivity of external financial reporting.

b. Effective management of financial and other risks and the protection of Council assets.

c. Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance.

d. The provision of an effective means of communication between the external auditor and Council.

5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has been delegated authority (COM-46) to meet with the auditor of the Shire at least once in every year to satisfy the requirement of section 7.12A(2) of the Act.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures without the approval of the CEO.

6. Functions of the Committee

In accordance with *Local Government (Audit) Regulations 1996*, the committee is to:

a. Guide and assist the Shire in carrying out:

   i. its functions under Part 6 of the Act; and

   ii. its functions relating to other audits and other matters related to financial management.

b. Guide and assist the Shire in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act.

c. Review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to;

   i. report to the council the results of that review; and

   ii. give a copy of the CEO's report to Council.

d. Consider the CEO's three yearly reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to Council the results of those reviews.

e. Oversee the implementation of any action that the Shire:
   i. is required to take by section 7.12A(3); and
   ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
   iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
   iv. has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

f. Perform any other function conferred on the committee by the regulations or another written law.

Additionally, the committee is to:

a. Review the Shire's draft annual financial report, focusing on:
   i. accounting policies and practices;
   ii. changes to accounting policies and practices;
   iii. the process used in making significant accounting estimates;
   iv. significant adjustments to the financial report (if any) arising from the audit process;
   v. compliance with accounting standards and other reporting requirements; and
   vi. significant variances from prior years.

b. 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.

c. 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.

d. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference.

6.1. Internal Audit

The committee's functions in regards to internal audits is to:

a. Review and approve the "Internal Audit Charter Policy" ensuring that internal audit activities are in accordance with the adopted "Internal Audit Charter Policy".

b. The internal audit function will report administratively to the CEO and functionally to Council through the committee.

c. Ensure that internal audits are completed in accordance with the endorsed Internal Audit Plan which is to be reviewed each financial year.

d. Monitor and review recommendations arising out of internal audit reports and their implementation.

e. Review the effectiveness of the internal audit function, including compliance with relevant auditing standards.

f. Ensure the endorsed Internal Audit Plan is informed by the Shire's "Risk Management Policy".

g. If considered necessary, meet with the internal audit service provider to discuss any matters the committee or the internal auditor believes need to be discussed privately.

6.2. Compliance

The committee's functions in regards to compliance is to:

a. Review the annual Compliance Audit Return and satisfy itself that the return is supported by appropriate processes and controls.

b. Provide reasonable confidence about the accuracy of information contained in the Compliance Audit Return and make a recommendation on its adoption to Council.

6.3. Risk Management

The committee's functions in regards to risk management is to:

a. Ensure the Shire's risk management framework addresses Council's exposure to both strategic and operational risks.

b. Monitor the effectiveness of the risk management framework through regular reviews and reporting.

c. Regularly review Council's strategic risk register to check that extreme and high level risks are managed in accordance with the "Risk Management Policy".

d. Address any specific requests referred from Council in relation to issues of risk and risk management.

e. At least once every year consider a report from the Shire's Leadership Team in relation to the management of risk within the Shire, and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with risks that impact the Shire.

7. Membership

The committee shall consist of the following members:

a. Shire President

b. Deputy Shire President

c. Up to three council members

d. Up to two external members

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Corporate Services is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

8. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member in unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

8.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

8.2. External members

Nominations for external members to apply for a position on the committee will be advertised in accordance with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

External members should possess financial, accounting, governance and risk management experience and have strong business acumen, management and communication skills.

Potential applicants for the role of external member will be required to submit the following information in order to be considered for appointment:

a. resume (maximum two pages); and

b. a statement (maximum one page) responding to the following:

   i. Why you wish to serve on the committee;

   ii. What qualifications (evidence to be supplied) and professional experience you have that would benefit the committee.

At the close of the advertising period, applications for external members shall be assessed against the selection criteria with a report providing recommendations for appointment to be considered by Council. A special meeting of the committee will be convened comprising of council members only to assess the applications received and make a formal recommendation to Council to appoint the preferred applicants.

Depending on the number of applications received and the outcome of the initial assessment process by the committee, a shortlist will be prepared by the committee. Interviews may be conducted with applicants who are shortlisted after the assessment process.

8.3. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first ordinary meeting immediately following the biennial local government election.

9. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures that delivery of the committee's objective.
- External members are responsible for contributing to the delivery of the committee's objectives within the scope of their skills, knowledge, experience and capabilities.
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

10. Remuneration of External Members

External members are to be remunerated in accordance with section 5.100 of the Act.

The extent to which external members can be reimbursed shall be as determined by the Salaries and Allowances Tribunal.

11. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least four times per year.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting;

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

Meeting quorum is at least 50% of the number of members of the committee. Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

12. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee are to be included in a Council meeting agenda to obtain a formal Council decision, where applicable.

Committee recommendations are advisory only and shall not be binding on Council.

13. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

14. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	September 2015	C15.09.15
Reviewed	September 2017	C3.09.17
Reviewed	December 2018	C11.12.18
Reviewed	October 2019	SC4.10.19
Reviewed	October 2021	SC8.10.21
Reviewed	January 2022	C4.01.22
Reviewed	July 2023	C17.07.23

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Terms of Reference

AUSTRALIA DAY CITIZENSHIP AWARDS COMMITTEE

These Terms of Reference are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Name

The name of the committee is Shire of Mundaring Australia Day Citizenship Awards Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (SC12.10.13).

3. Definitions

Act	the *Local Government Act 1995*.
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Australia Day Citizenship Awards Committee
member	a person appointed to this committee.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).

4. Objectives

The primary objective of the committee is to assess applications against the criteria and select up to four award winners of the Australia Day Citizenship Awards.

Reports from the committee will ensure all eligible applications are considered by the committee for an appropriate Australia Day Citizenship Award and winners recorded.

4.1. Nomination Categories:

Nominations are to meet at least one of the following criteria:

- Rising Star (under 25) – young people (individual or group) who have made a significant contribution to their local community
- Inspirational Volunteer – individual or group who through their volunteering role have made an outstanding contribution to the local community

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- Access Mundaring – recognises an individual or group making a difference to create a more accessible and inclusive Shire of Mundaring
- Long Service – an individual or group who have been community champions and continuously served their community for in excess of ten years

Nominees are required to reside in the shire.

Nominees must not have been a recipient of a Shire of Mundaring award (e.g. Celebrating Community Award or Citizenship Award) in the past five years.

Nominees must not be a sitting member of Federal, State or Local Government.

Nominees must be an Australian Citizen.

5. Powers

The committee is authorised to select winners of the Australia Day Citizenship awards from the eligible applications submitted.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

6. Membership

The committee shall consist of one council member from each ward.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Strategic and Community Services is to provide administrative support to the committee.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following the biennial local government election.

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8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures that delivery of the committee's objective of assessing and selecting Australia Day Citizenship awards
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held annually.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not. Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote.

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If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	October 2013	SC12.10.13
Reviewed	November 2017	C13.11.17
Reviewed	October 2023	CXX.XX.XX

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Established: 2 May 1963

Terms of Reference: Amended C11.07.16 (July 2016)
Amended C3.12.17 (December 2017)
Amended C4.11.20 (November 2020)

1. NAME

The Name of the Committee is the Shire of Mundaring Bush Fire Advisory Committee.

2. HEAD OF POWER

The Committee is established by Council under Section 67 of the *Bush Fires Act 1954*.

3. DEFINITIONS

- BF Act means the Bush Fires Act 1954
- Committee means the Shire of Mundaring Bush Fire Advisory Committee (BFAC)
- Council means the Council of the Shire of Mundaring
- Elected Member means a Councillor of the Shire of Mundaring

4. OBJECTIVES

4.1 To provide a forum for discussion and to advise Council on all matters relating to:

- The preventing, controlling and extinguishing of bush fires
- The planning of the layouts of firebreaks in the district
- Prosecutions for breaches of the BF Act
- The formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers
- The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind as, or different kind from those specified

5. COMMITTEE STRUCTURE

5.1 The Committee shall consist of the following members:

- Two elected members
- The Chief Executive Officer or delegate
- The Chief Bush Fire Control Officer
- The Five (5) Deputy Chief Bush Fire Control Officers
- The Coordinator Mundaring Fire School or delegate
- Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)
- Deputy Brigade members in the event that the Brigade Captain is unable to attend a meeting, being the respective Shire of Mundaring Volunteer Bush Fire Brigade Lieutenant

5.2 A quorum will be 11 members.

5.3 The Committee is supported by the Director Statutory Services and Manager Community Safety and Emergency Management.

6. TERMS OF APPOINTMENT

6.1 Members are appointed by Council following ordinary Local Government elections for a term of up to two years to expire on the date of the subsequent ordinary Local Government elections.

6.2 If a member resigns or becomes ineligible prior to an ordinary Local Government election, Council will appoint a replacement.

7. PRESIDING PERSON

7.1 During the first meeting of the Committee after ordinary Local Government elections, the Committee shall appoint one of their number to be the Presiding Person.

7.2 At the same meeting the Committee shall appoint one of their number to be a Deputy Presiding Person.

7.3 The role of the Presiding Person includes:

- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and;
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put

8. MEETINGS OF THE COMMITTEE

8.1 The committee will meet at least 4 times per year in the months of February, May, August and November.

8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website and by public notice in the local newspapers.

8.3 An ordinary or special meeting of the Committee is to be held:

- If called for by either the Presiding Person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- If so decided by the Committee; or
- If called for by Council.

8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.

8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.

8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.

8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

9. INVITEES

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

- Department of Biodiversity Conservation and Attractions
- Department of Fire and Emergency Services.

9.2 Such representatives shall not be members of the Committee.

9.3 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.

10. POWERS OF THE COMMITTEE

10.1 The Committee is a formally appointed committee of Council and is responsible to that body.

10.2 The Committee does not have any delegated authority.

10.3 Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.

10.4 Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

11. SUBCOMMITTEES

11.1 The Committee may establish and appoint members from within its number to subcommittees to consider any specified matter or matters within the general remit of the Committee objectives.

11.2 The Committee shall determine the terms of reference for any subcommittee it so establishes.

11.3 A subcommittee so appointed shall report to the Committee in a frequency and manner determined by the Committee.

12. VOTING

12.1 Each member of the Committee present during a meeting will have one vote.

12.2 The Presiding Person does not have a casting vote in the event of equality of votes.

12.3 In the case of an equality of votes the question/s shall be determined in the negative.

12.4 The names of members voting for and against will be recorded in the minutes.

13. REPORTING REQUIREMENTS

13.1 Recommendations arising from the Committee's deliberations shall be presented to the next ordinary meeting of Council.

14. REVIEW OF TERMS OF REFERENCE

14.1 The Committee is to conduct a review of its terms of reference every four years.

14.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

15. TERMINATION OF THE COMMITTEE

15.1 The Committee can be terminated at the discretion of Council.

Terms of Reference

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

These Terms of Reference are to be read in conjunction with:

- the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy"; and
- the "Standards for CEO Recruitment Performance and Termination Policy".
- the Chief Executive Officer Employment Contract.

1. Name

The name of the committee is Shire of Mundaring Chief Executive Officer Performance Review Committee.

2. Head of Power

The committee is established by Council (in its current format) under section 5.8 of the *Local Government Act 1995* (C19.10.15).

3. Definitions

Act	the *Local Government Act 1995*.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Chief Executive Officer Performance Review Committee
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
independent facilitator	the person appointed by Council to coordinate and facilitate the performance review process.
member	a person appointed to this committee.
Performance Criteria	includes reference to Key Result Areas, Key Focus Areas or Key Performance Indicators as agreed between the CEO and Council to deliver the key priorities of the Shire of Mundaring Corporate Business Plan.

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Salaries and Allowances Determination	the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "*inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments*".

4. Objectives

The primary objective of the committee is to undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment in accordance with section 5.38 of the Act and review the CEO's remuneration package.

Reports from the committee will provide recommendations to Council to:

a. Develop Performance Criteria, in conjunction with the CEO, to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council.

b. Utilise the Performance Criteria to assess the CEO's performance.

c. Review remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination.

The committee is to facilitate positive communication opportunities between Council and the CEO.

4.1. Review Process

The annual review process may comprise of the following steps:

a. Council appoints an independent facilitator to assist with the performance review process who is acceptable to both parties, i.e. CEO and Council.

b. Committee meets to confirm review process with independent facilitator.

c. CEO provides a written report and self-rating to the committee against the adopted Performance Criteria.

d. All council members participate in the performance review process by individually and independently rating the performance of the CEO against the Performance Criteria. An assessment is provided directly (via a confidential interview) to the independent facilitator.

e. The independent facilitator consolidates all ratings and comments from interviews to present a first draft of the assessment report to the committee to discuss and agree overall ratings.

f. The CEO meets with the committee and independent facilitator for feedback and discussion.

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g. The committee agrees on final ratings.

h. The committee and CEO agree to the draft Performance Criteria for the forthcoming year. Recommendation to adopt the Performance Criteria is to be presented to Council.

i. The independent facilitator completes the final report with final ratings and specific comments against each Performance Criteria.

j. The CEO meets with the committee and independent facilitator for discussion of the remuneration package.

k. The performance review final report, new Performance Criteria and a review of the remuneration package will be presented to the committee. Recommendations to be provided to Council for consideration prior to September each year in accordance with the CEO contract of employment.

Where the CEO and the committee mutually agree to amend this process a report will be presented to Council for consideration.

4.2. Status Report

The CEO is to provide a status report on the progress of achieving the Performance Criteria to the committee on a quarterly basis or as agreed by the CEO and the committee.

4.3. Timetable

The timetable for the annual review process will be determined at the start of the review process.

4.4. Dispute

Where the CEO disagrees with the recommendations, the CEO is entitled to raise the matter with Council.

5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has no delegated authority.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

6. Membership

The committee shall consist up to five council members.

An independent facilitator, who is acceptable to both parties (i.e. CEO and Council) shall be appointed by Council to assist with the performance review process but is not a member of the committee.

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If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Corporate Services is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following the biennial local government election.

8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

  Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- The Independent Facilitator is to coordinate and facilitate the performance review process.

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- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least four time per year to undertake the assessment of the CEO's performance and review status reports.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not (three members). Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

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Document Control

Item	Date	Resolution #
Committee established (in current format)	October 2015	C19.10.15
Reviewed	May 2017	C24.05.17, C25.05.17, C27.05.17, C28.05.17
Reviewed	April 2022	C10.04.22
Reviewed	September 2023	CX.XX.XX

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Terms of Reference

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

These Terms of Reference are to be read in conjunction with:

- the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy";
- the "Standards for CEO Recruitment Performance and Termination Policy"; and
- the Chief Executive Officer Employment Contract.

1. Name

The name of the committee is Shire of Mundaring Chief Executive Officer Performance Review Committee.

2. Head of Power

The committee is established by Council (in its current format) under section 5.8 of the *Local Government Act 1995* (C19.10.15).

3. Definitions

Act	the *Local Government Act 1995*.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Chief Executive Officer Performance Review Committee
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
member	a person appointed to this committee.
independent facilitator	the person appointed by Council to coordinate and facilitate ~~assist with~~ the performance review process.
Performance Criteria	includes reference to Key Result Areas, Key Focus Areas or Key Performance Indicators as agreed between the CEO and Council to deliver the key priorities of the Shire of Mundaring Corporate Business Plan.

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Salaries and Allowances Determination	the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "*inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments*".

4. Objectives

The primary objective of the committee is to undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment in accordance with section 5.38 of the Act and review the CEO's renumeration package.

Reports from the committee will provide recommendations to Council to:

a. Develop Performance Criteria, in conjunction with the CEO, to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council.

b. Utilise the Performance Criteria to assess the CEO's performance.

c. Review remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination.

The committee is to facilitate positive communication opportunities between Council and the CEO.

4.1. Review Process

The annual review process may comprise of ~~s~~ the following steps:

a. Council appoints an independent facilitator to assist with the performance review process who is acceptable to both parties, i.e. CEO and Council.

b. Committee meets to confirm review process with independent facilitator.

c. CEO provides a written report and self-rating to the committee against the adopted Performance Criteria.

~~d.~~ All council members participate in the performance review process by

~~e.~~d. ~~All council members~~ individually and independently rating the ~~e and discuss the~~ performance of the CEO against the Performance Criteria. ~~and provide such~~An assessment is provided directly (via a~~nd~~ confidentiall~~y~~ interview) to the independent facilitator.

~~f.~~e. The independent facilitator consolidates all ~~scores~~ ratings and comments from interviews to present a first draft of the assessment report to the committee to discuss and agree overall ratings.

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~~g.~~f. The CEO meets with the committee and independent facilitator for feedback and discussion.

~~h.~~g. The committee agrees on final ratings.

~~i.~~h. The committee and CEO agree to the draft Performance Criteria for the forthcoming year~~ in review~~. Recommendation to adopt the Performance Criteria is to be presented to Council.

~~j.~~i. The independent facilitator completes the final report with final ratings and specific comments against each Performance Criteria.

~~k.~~j. The CEO meets with the committee and independent facilitator for discussion of the remuneration package.

k. The performance review final report, new Performance Criteria and ~~any~~a review of the remuneration package~~s~~ will be presented to the committee. R~~r~~ecommendations ~~are~~ to be provided to Council for consideration prior to September each year in accordance with the CEO contract of employment.

Where the CEO and the committee mutally agree to amend this process a report will be presented to Council for consideration.

4.2. Status Report

The CEO is to provide a status report on the progress of achieving the Performance Criteria to the committee on a quarterly basis or as agreed by the CEO and the committee.

~~4.2.~~4.3. Timetable

The timetable for the annual review process will be determined at the start of the review process.

~~4.3.~~4.4. Dispute

Where the CEO disagrees with the recommendations, the CEO is entitled to raise the matter with Council.

5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has no delegated authority.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

6. Membership

The committee shall consist up to five council members.

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An independent facilitator, who is acceptable to both parties (i.e. CEO and Council) shall be appointed by Council to assist with the performance review process but is not a member of the committee.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Corporate Services is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following the biennial local government election.

8. Roles and Responsibilities

Each member is expected to abide by the the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

  Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.

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- The Independent Facilitator is to coordinate and facilitate the performance review process.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least ~~three~~ four time per year to ~~facilitate~~ undertake ~~an~~ the ~~annual~~ assessment of the CEO's performance and review status reports.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not (three members). Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

12. Disband

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Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	October 2015	C19.10.15
Reviewed	May 2017	C24.05.17, C25.05.17, C27.05.17, C28.05.17
Reviewed	April 2022	C10.04.22
Reviewed	September 2023	CX.XX.XX

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Terms of Reference

GOVERNANCE COMMITTEE

These Terms of Reference are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Name

The name of the committee is Shire of Mundaring Governance Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (C21.09.22).

3. Definitions

Act	the *Local Government Act 1995*.
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	the Governance Committee.
member	a person appointed to this committee.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).

4. Objectives

The committee is established to:

a. Support Council in fulfilling its responsibility under section 2.7(2)(b) of the Act in determining the policies of the local government.

b. Assist Council in carrying out its legislative functions in the making, amending, revoking and reviewing of local laws under Part 3, Division 2 of the Act.

5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has no delegated authority.

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The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

6. Membership

The committee shall consist of up to five council members.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Corporate Services is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following the biennial local government election.

8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures that delivery of the committee's objectives.

- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least four times per year.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not (three members). Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

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12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	September 2022	C21.09.22
Reviewed	September 2023	C26.09.23

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Terms of Reference

GRANTS SELECTION COMMITTEE

These Terms of Reference are to be read in conjunction with:

- the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”; and
- the “Community Funding Policy”.

1. Name

The name of the committee is Shire of Mundaring Grants Selection Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (RC6.07.04).

3. Definitions

Act	the *Local Government Act 1995*.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	the Grants Selection Committee.
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
council member	a person elected under the Act as a member of Council. The Shire’s council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
member	a person appointed to this committee.

4. Objectives

The primary objectives of the committee is to:

a. Allocate funds to eligible not-for-profit groups who have made an application for financial support to the Community Grants Program.

b. Allocate funds to eligible not-for-profit groups based in the Shire of Mundaring or delivering services to shire residents.

c. Build the capacity of eligible not-for-profit groups to carry out projects that have a broad community benefit.

d. Assist in the development of a culture of partnership between community groups and the Shire.

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5. Membership

The committee shall consist of the following members:

a. Shire President

b. One council member from each ward

c. Two council members to act as deputy members.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Manager Libraries, Communications and Engagement is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

6. Powers

The committee has no delegated authority.

Pursuant to the “Community Funding Policy”, the committee has authority to allocate funding to eligible not-for-profit groups who have applied to the Community Grants Program for financial support.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

Deputy committee members are to be appointed in accordance with section 5.11 of the Act.

7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following the biennial local government election.

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8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.
- Deputy committee members are to act in the capacity of a committee member unable to attend a meeting and shall exercise all rights of the absent committee member.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least two times per year.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not (three members). Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote

but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	July 2004	RC6.07.04
Reviewed	April 2010	C5.04.10
Reviewed	October 2018	C5.10.18
Reviewed	July 2020	SC1.07.20
Reviewed	November 2022	C9.11.22
Reviewed	September 2023	C27.09.23

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WESTERN AUSTRALIA

STATE EMERGENCY MANAGEMENT COMMITTEE

EMERGENCY MANAGEMENT IN LOCAL GOVERNMENT DISTRICTS

State Emergency Management Policy No. 2.5

Amendment List

No	Date	Details	By
	20/3/07	Initial issue replaces SEMC Policy Statement No.3	AR
	01/12/2009	Re-issue after consultation	HW

RESPONSIBLE OFFICER: Executive Officer, State Emergency Management Committee

DATE FOR REVIEW: 1 December 2012

APPROVED AT SEMC MEETING
RESOLUTION NO: 111/2009

DATE APPROVED: 1 December 2009

DEFINITIONS

1. Terminology used throughout the series of Emergency Management Policy shall have the meaning as prescribed in section 3 of the *Emergency Management Act 2005* (the Act).

2. In addition, the following definitions, apply to this policy:

   a. **LOCAL COMMUNITY** – The segment of society being considered by local governments for planning purposes. In this instance a local community is the population that is within a local government district.

   b. **LOCAL GOVERNMENT** – means:

      i. a local government established under the *Local Government Act 1995;*
      ii. two or more local governments (the "comb*ined local government") th*at have united under the provisions of section 34(1) of the *Emergency Management Act 2005* (see Attachment 1 for a template for a request for approval from SEMC for local governments to combine)*;* and
      iii. a public authority specified under th*e provisions of section 35*(1) of the *Emergency Management Act 2005* to perform and exer*cise all of the functions of* a local government under Part 3 of the Act in the area specified.

   c. **LOCAL GOVERNMENT OFFICE** – A reference to the local government's office includes:

      i. the office of a local government referred to in 2.b.i;
      ii. the offices of each local government that is part of a "combined local government' referred to in 2.b.ii; and
      iii. the office, in or near the specified area, of a specified public authority referred to in 2.b.iii.

   d. **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – The arrangements for emergency management in a local government's district as provided for in section 41 of Act.

INTRODUCTION

3. Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

4. Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery activities.

5. Local governments are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.

AUTHORITY

6. This State emergency management policy is prepared under the authority of section 17 of the *Emergency Management Act 2005.*

RESPONSIBILITY FOR REVIEW

7. The Responsible Officer for this policy shall conduct a review of the policy by the agreed review date.

APPLICATION

8. This policy applies to all local governments, local emergency management committees, emergency management agencies and the community participating in the development of the local emergency management arrangements.

AIM

9. The aim of this policy is to provide direction and advice to local governments on their responsibilities with respect to emergency management for their district and should be read in conjunction with the procedure (ADP-5) and guide (Local Emergency Management Arrangements Guide) that compliment it.

LOCAL EMERGENCY MANAGEMENT PLANNING PRINCIPLES

10. Local emergency management planning is based upon the emergency management concept of the "prepared community". A prepared community has developed effective Emergency Management arrangements at the local level, resulting in:

    a. an alert, informed and active community which supports its voluntary organisations;
    b. an active and involved local government;
    c. agreed and coordinated arrangements for prevention, preparedness, response and recovery (i.e., local emergency management arrangements); and
    d. an appropriate knowledge of emergency management arrangements.

11. The principles of local emergency management planning underpinning this concept are as follows:

    a. Community Based. Planning is based on communities generally using local government districts as the smallest community group and one of manageable size. However, depending on the circumstances, a local government can be sub-divided for emergency management purposes, into two or more separate community groups. Similarly, two or more local governments may combine with the approval of the State Emergency Management Committee (SEMC) [s. 34 of the Act] for emergency management purposes. Requests for SEMC approval to combine are to be referred through the relevant District Emergency Management Committee (DEMC).

    b. Use of Existing Resources. Emergency management arrangements should be based on the utilisation of existing resources and organisations. Responsibilities should be allocated to existing local agencies/industries and resourcing for emergencies should come from the existing pool of resources in the local community. Resource support for large and/or complex emergencies may be sourced through existing State-wide resources within emergency management agencies.

    c. Capabilities and Legal Responsibilities. All local governments are required to ensure that local emergency management arrangements are prepared for their districts [s. 41(1) of the Act]. Local emergency management arrangements should reflect the emergency management capabilities and responsibilities of the agencies and

industries involved, and recognise and comply with any of their statutory responsibilities.

d. Emergency Functions. The allocation of responsibilities within local arrangements should, as far as is possible, follow the State emergency management arrangements. Any variation must be detailed in the local arrangements. The emergency function of an agency/industry should reflect its normal function. Additional functions should only be allocated with the full agreement of the agency/industry concerned. Day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of an emergency.

e. All Hazards. Adopting the comprehensive and integrated approach, local emergency management arrangements should address all the emergencies that are likely to occur in the community.

The development of specific local hazard management plans and standard operating procedures is the responsibility of the relevant Hazard Management Agency, for each of the hazards likely to affect the community. It should be noted that a number of Hazard Management Agencies have district rather than local hazard plans.

f. Emergency Risk Management (ERM) Process. This systematic process produces a range of risk treatment measures that address the emergencies that are likely to occur and contribute to the wellbeing of communities and the environment. The process is most effective when based on stakeholder consultation and participation. The ERM process is the first step towards developing effective local emergency management arrangements.

RESPONSIBILITIES IN RELATION TO EMERGENCY MANAGEMENT ARRANGEMENTS

12. Key responsibilities relevant to local emergency management arrangements are as follows:

a. Local Government – subject to the Act the responsibilities of local governments are:

i. to ensure that effective local emergency management arrangements are prepared and maintained for its district;
ii. to manage recovery following an emergency affecting the community in its district;
iii. to establish one or more local emergency management committees for its district;
iv. to make its emergency management arrangements available for inspection, free of charge, by members of the public during office hours;
v. to keep a copy of its local emergency management arrangements at the offices of the local government.

b. Local Emergency Management Committees (LEMC)

i. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
ii. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
iii. to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

Note: LEMCs are an emergency planning body and although they **will** often incorporate members from operational (HMA, combat and support) agencies their role is not operational or one of response.

c. District Emergency Management Committee – to provide advice and support to local emergency management committees in relation to draft local emergency management arrangements *[ref: SEMP 2.5, par 31] and* the development of an exercise schedule

d. Local Emergency Coordinators – to provide advice and support to the local emergency management committee in the development and maintenance of local emergency management arrangements for the district.

e. Local Recovery Coordinators - responsible for preparing, maintaining and testing the local government's Local Recovery Plan and for coordinating the local recovery activities following a particular event as directed by the local government. (See Local Recovery Planning Guide for further description of this role.)

f. Hazard Management Agency (HMA) - responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed [s. 4(3) of the Act].

g. Combat Agency – responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s. 6(2) of the Act].

h. Support Organisation – responsible for providing support functions prescribed by the regulations in relation to that organisation [s. 6(4) of the Act].

LOCAL EMERGENCY MANAGEMENT COMMITTEES

13. A local government is to establish one or more local emergency management committees (LEMC) for their district [s. 38 of the Act].

14. If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions.

15. A LEMC may consist of:

    a. council members, employees and other persons;
    b. council members and other persons; or
    c. employees and other persons.

16. LEMC membership:

    a. Chairman: appointed by the relevant local government [s. 38(3) of the Act];
    b. Local Emergency Coordinator(s): appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act], when not appointed as the Chairman;
    c. In order for emergency management to be effective at the local level, the SEMC recommends that, in addition to those members specified in the Act, LEMC membership should include:
        i. Local government representative: when a local government representative is not appointed as the Chairman;
        ii. Representatives from local Emergency Management Agencies in the local government district, e.g., FESA representative, health/medical representative, welfare support representative; and

iii. Any other representatives as shall be determined by the local government e.g., community champions.

17. Other members may be included as determined by the local government, such as community groups (e.g., CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community representatives and the Local Recovery Coordinator. Consideration should be given to including key indigenous stakeholders from the local community within the local emergency management and recovery committees to provide advice and guidance to the LEMC to ensure appropriate engagement with the local indigenous communities.

18. Secretariat and administration support to the LEMC is to be provided by the local government.

19. Where the local government identifies the need for representation from a sector for which there is not a local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district.

20. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

LOCAL EMERGENCY MANAGEMENT COMMITTEE PROCEDURES

21. LEMCs shall meet every three (3) months and as required.

22. Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

    a. Every meeting:
        i. Confirmation of local emergency management arrangements contact details and key holders;
        ii. Review of any post-incident reports and post exercise reports generated since last meeting;
        iii. Progress of emergency risk management process;
        iv. Progress of treatment strategies arising from emergency risk management process;
        v. Progress of development or review of local emergency management arrangements; and
        vi. Other matters determined by the local government.

    b. First quarter:
        i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
        ii. Begin developing annual business plan.

    c. Second quarter:
        i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
        ii. Finalisation and approval of annual business plan.

    d. Third quarter:
        i. Identify emergency management projects for possible grant funding.

e. Fourth quarter:
   i. National and State funding nominations.

23. The LEMC shall determine other procedures as it considers necessary.

24. The publication "*Your Community Local Emergency Management Committee (LEMC) Guide*" is available upon request from EMWA, via the FESA website or the EMWA Extranet.

FUNCTIONS

25. The functions of LEMCs are [s.39 of the Act]:

    a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
    b. to liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements; and
    c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

26. The contents of individual local emergency management arrangements will vary according to the characteristics of the community for which it is being prepared but shall include the minimum content as outlined in ADP-5 and the "Local Emergency Management Arrangements Guide for Western Australia" which is available from FESA by request or via the FESA website.

27. Hazard, Combat, Support and Recovery Plans are documents prepared by the relevant organisations and may form part of the local emergency management arrangements.

28. The local emergency management arrangements, as stipulated in section 41(2) of the Act, are to set out:

    a. the local government's policies for emergency management;
    b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
    c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
    d. a description of emergencies that are likely to occur in the local government district;
    e. strategies and priorities for emergency management in the local government district;
    f. other matters about emergency management in the local government district prescribed by the regulations; and
    g. other matters about emergency management in the local government district the local government considers appropriate (e.g., provision for support to, or from, other government districts).

29. Local emergency management arrangements are to be consistent with the State emergency management policies and the State emergency management plans [s. 41(3) of the Act].

30. The emergency risk management (ERM) process is a useful tool to assist in identifying the emergencies that are likely to occur in the local government district. The 'Western Australian Emergency Risk Management Guide' provides advice on conducting the ERM

process and is available by request from FESA or may be downloaded from the FESA website http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA_ERM_Apps_Guide_(web).pdf).

31. A copy of the draft local emergency management arrangements is to be submitted to the local government's DEMC and also the Community Emergency Management Officer for the region. The DEMC may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the arrangements.

32. Local emergency management arrangements are to be reviewed in accordance with the procedures outlined in ADP-5:

35. The local government is to deliver a copy of its local emergency management arrangements, and any amendments to the arrangements, to the SEMC as soon as is practicable after they are prepared [s. 41(5) of the Act]. EMWA will check the arrangements for compliance with the Act and the relevant policy and procedure prior to final submission to SEMC. EMWA will provide feedback to the local government on the arrangements.

36. Local emergency management arrangements may be amended or reviewed whenever the local government considers it appropriate but not less frequently than is outlined in ADP-5. The local government is to ensure that its local emergency management arrangements are reviewed in accordance with this policy and ADP-5.

LOCAL RECOVERY PLAN

37. Local emergency management arrangements are to include a recovery plan. The recovery plan should be a sub plan of the arrangements.

38. Assistance with the preparation, format and content of local recovery plans is provided by the "Guide to developing your Community's Recovery Management Plan". This is available by request from FESA or may be downloaded from the FESA website (www.fesa.wa.gov.au/internet/default.aspx?MenuID=296).

39. The Local Recovery Coordinator(s) is to be nominated in the Local Recovery Plan by the local government in accordance with the requirements of the Act [s. 41(4)].

REGISTRATION AND DISTRIBUTION OF EMERGENCY MANAGEMENT ARRANGEMENTS

40. Local emergency management arrangements are to be endorsed by the LEMC with the date of endorsement reflected in the minutes and in the arrangements. Local emergency management arrangements should be tabled at the next practicable local government council meeting for noting and comment.

41. Local emergency management arrangements, and any amendments, are to be tabled for information at a meeting of the appropriate DEMC and an electronic copy delivered to the SEMC, via the Secretary SEMC, as soon as is practicable after they are prepared.

42. A local government is to distribute its local emergency management arrangements to at least all LEMC members and such other agencies and industries as considered appropriate by the local government.

43. A copy of the local emergency management arrangements is to be kept at the offices of the local government and be available for inspection, free of charge, by members of the

public during office hours. The arrangements may be made available in either written or electronic form. Copies of the local emergency management arrangements which are made available to the public should have the contact details and other confidential information removed.

44. Contact details may be requested by members of the public and the local government should determine the need for that person to view them, e.g., has a role in the arrangements.

EXERCISES

45. Local governments are to ensure that their arrangements are exercised annually. Exercises may be undertaken in conjunction with other emergency management agencies or by the local government alone. The purpose of exercising the arrangements is to verify that the planning that has occurred will be effective and provide the expected level of support in a practical situation. For that reason, the scenarios that are applied need to contemplate a range of situations and extend beyond scenarios that exercise only limited parts of the arrangements as they apply to specific HMA exercises.

46. Local emergency management arrangement exercises may take the form of field (or full deployment), functional or discussion exercises.

47. A post exercise review report should be submitted to the DEMC Chairman. That report should be in accordance with the template in Training Procedure 1 (TP-1).

LOCAL EMERGENCY COORDINATOR

48. The State Emergency Coordinator has appointed the Officer in Charge of each Police sub-district to be the Local Emergency Coordinator for the local government district in which they are situated [see s.37(1) of the Act]. Where there is more than one Police sub-district in a local government district each Officer in Charge shall be the Local Emergency Coordinator in respect of that area of the local government for which they are responsible.

49. The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

    a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
    b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
    c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Risk Management

REFERENCES

Australian Emergency Management Glossary (Manual 3 – Emergency Management Australia).
Emergency Management Act 2005

CONSULTATION

Stakeholder consultation for this policy is undertaken by way of correspondence with identified stakeholders.

Organisations consulted in the development of this policy include:

- FESA
- Western Australian Local Government Association (liaison with local government)
- Department of Health
- Department for Child Protection
- WA Police
- Emergency Services Subcommittee
- Recovery Services Subcommittee
- District Emergency Management Committees (inc. Metropolitan Emergency Management Executive Group)

JUSTIFICATION

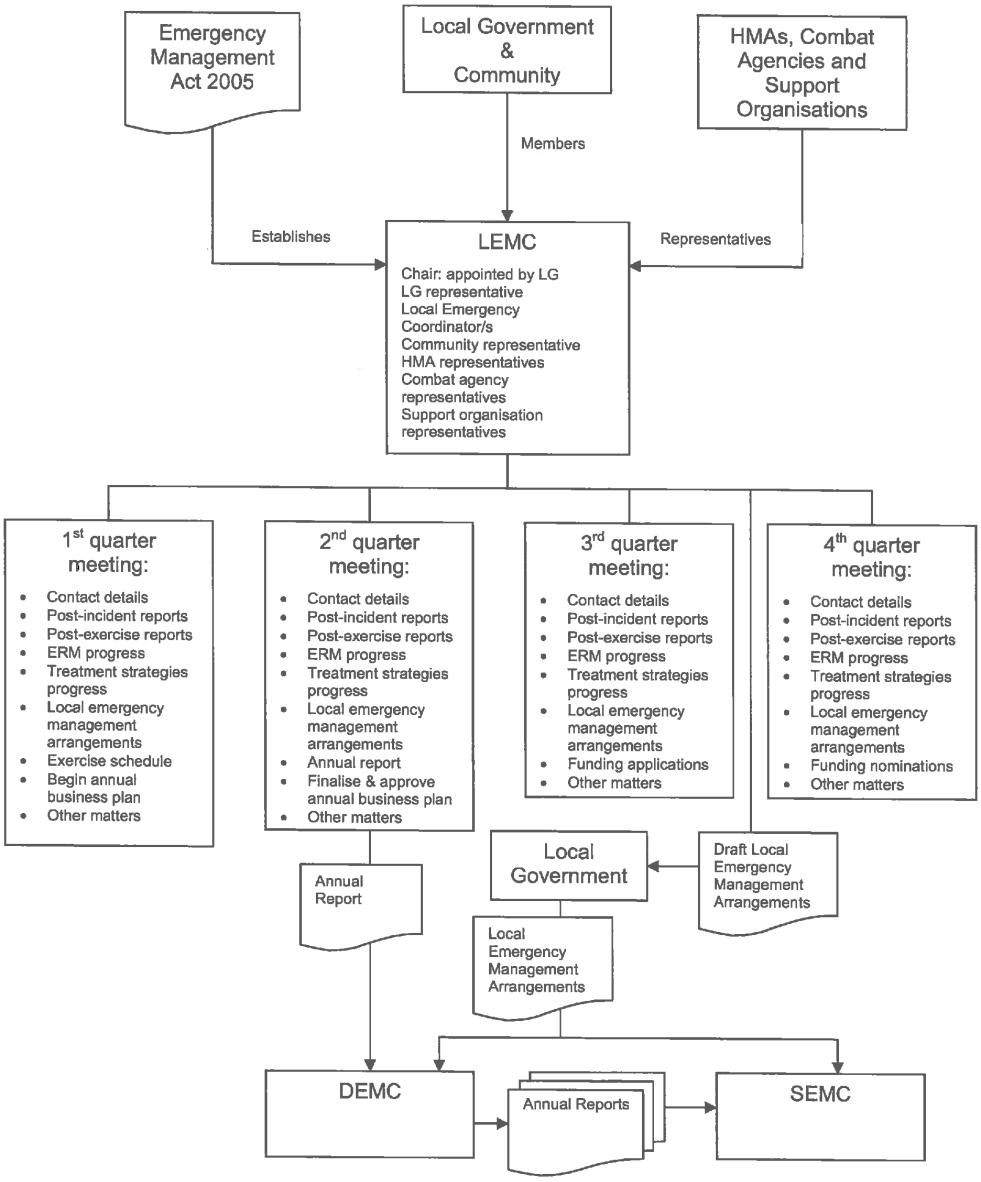
If a State emergency management policy for local governments is not prepared, the risks to State emergency management practice include:

- Inconsistency in local emergency management arrangements development, content and format;
- Local emergency management arrangements not being consistent with State emergency management policies, State government direction or legislation;
- Increased risk to the safety of community members who are inadequately prepared for an emergency incident; and
- Limiting the capacity of local government to comply with the requirements of the *Emergency Management Act 2005*.

This policy aims to guide local governments in the development, content and formatting of local emergency management arrangements and the fulfilment of their responsibilities under the *Emergency Management Act 2005*.

Appendix 1

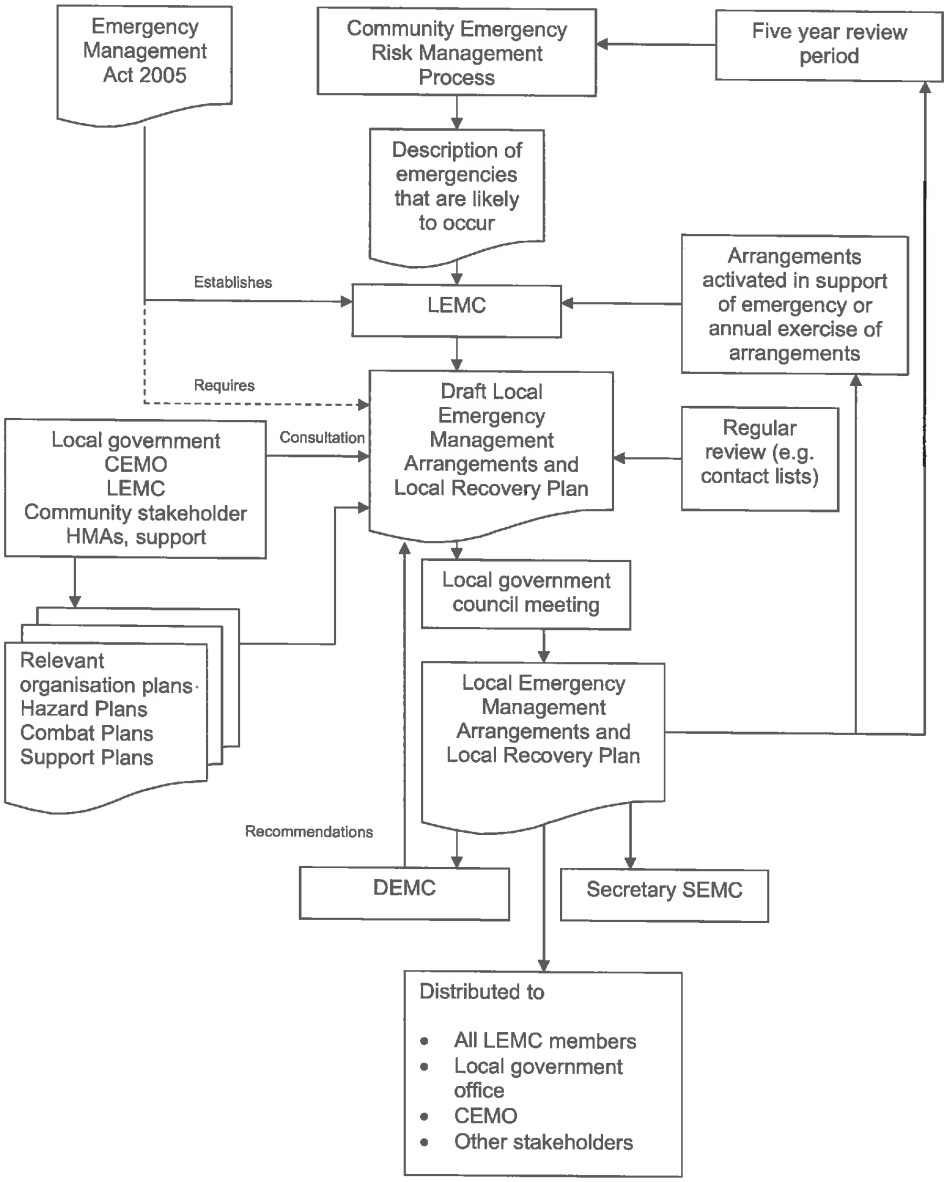
Flowchart for the establishment of a LEMC and its functions



State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts Appendix 1

Appendix 2

Flowchart for the preparation of Local Emergency Management Arrangements



6.3 Appointment of Council Members to Shire Advisory Groups and Representatives Meetings

File Code	GV.MTG7.7; GV.MTG 7.18; GV.MTG 7.4
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Jason Whiteaker, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Cultural Advisory Group Charter ⇩ 2. Environmental Advisory Group Charter ⇩ 3. Mt Helena Aquatic Centre Representatives Meeting Charter ⇩

SUMMARY

Council is invited to appoint council members to Shire advisory groups and representatives meetings.

BACKGROUND

Following the local government elections on 21 October 2023 all previous appointments to advisory groups and representatives meetings are declared vacant.

Appointment of council members to advisory groups and representatives meetings is determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. Council is invited to appoint council members to the Shire's advisory groups and representatives meetings including:

- Cultural Advisory Group (CAG)
- Environmental Advisory Group (EAG)
- Mount Helena Aquatic Centre Representatives Meeting (MHACRM)

Although appointments to advisory groups and representatives meetings do not have the same formal status as a committee of Council established under section 5.8 of the *Local Government Act 1995*, the principle of appointments for the same two year period (in keeping with the election cycle) is still applied.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Code of Conduct for Council Members, Committee Members and Candidates

The "Code of Conduct for Council Members, Committee Members and Candidates" - (1.1) provides an expected standard of conduct for council members.

Committees, Advisory Groups, Representatives Meeting and Working Groups Policy

The "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy" (2.8) relates.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: Reputational: council members decline to nominate for appointment to advisory groups and representatives meetings.		
Likelihood	**Consequence**	**Rating**
Unlikely	Minor	Low
Action / Strategy		
Council invites nominations and appoints council members after each local government election.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Shire President will call for council member nominations to advisory groups and representatives meeting and then preside over any ballot required to determine appointment(s).

Cultural Advisory Group

Charter	CAG Charter (**Attachment 1**) adopted October 2023 (C17.10.23).
Purpose	The purpose of the CAG is to provide strategic advice to Council and be the community voice in matters related to arts, culture and heritage. This advice is related to the strategic outcome "*Community: Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs*".
Meeting Schedule	Meets twice per year or upon the calling of the meeting by the presiding member.
Membership	The group shall consist of the following members: a. one council member b. up to 12 external members External members will represent a broad spectrum of the cultural sector and will include but not be limited to: • practicing artists and creative industry professionals • members of the local Aboriginal community • public art consultancy or curation • cultural collection management • history • natural environment • town planning • cultural institutions (including libraries) • history and heritage (which can include, but is not limited to: built heritage; historical research; heritage interpretation/curation; Aboriginal heritage; cultural landscapes; archaeology • creative industries (which can include, but not limited to: visual and performing arts, multi-media, technology, economic development of the sector
Current council representatives	Cr Neridah Zlatnik

Environmental Advisory Group

Charter	EAG Charter (**Attachment 2**) adopted September 2023 (C28.09.23).
Purpose	The purpose of the EAG is to provide strategic advice to Council on environmental and sustainability issues. This advice is related to the strategic outcome "*Natural Environment: A natural environment that is protected, sustainable and enjoyed*" with the objectives and strategies: a. Protecting natural areas and biodiversity b. Water management that is efficient and sustainable

	c. Waste management that is efficient and sustainable d. Energy management that is efficient and sustainable
Meeting Schedule	Meets at least three times per year.
Membership	The group shall consist of the following members: a. Up to two council members b. Up to eight external members
Current council representatives	Cr Amy Collins Cr John Daw

Mount Helena Aquatic Centre Representatives Meeting

Charter	MHACRM Charter (**Attachment 3**) adopted October 2023 (C16.10.23) to meet the requirements of the "Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre"
Purpose	The purpose of the MHACRM is to: a. Provide advice to Council on the management of the Mt Helena Aquatic Centre. b. Provide a venue for discussion between the Eastern Hills Senior High School and the Shire with regard to the management of Mt Helena Aquatic Centre. c. Ensure the views of the community are reflected in the operation and management of the Mt Helena Aquatic Centre.
Meeting Schedule	Meets biannually or more frequently as required.
Membership	The group shall consist of the following members: a. One council member b. External members (include but not limited to): i. Department of Education staff member/s representing Eastern Hills Senior High School ii. Community Representatives from Mt Helena Swimming Club iii. Community Representatives from Mt Helena Residents and Ratepayers Association c. Up to two employees
Current council representatives	Cr John Daw

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION MOTION			SC8.10.23
Moved by	Cr Cook	Seconded by	Cr Ellery

That Council appoints Cr Zlatnik to the Cultural Advisory Group.

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC9.10.23
Moved by	Cr Cicchini	Seconded by	Cr Ellery

Environmental Advisory Group

That Council appoints the following council members to the Environmental Advisory Group:

Cr Jeans

Cr Daw

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC10.10.23
Moved by	Cr Zlatnik	Seconded by	Cr Cook

Mount Helena Aquatic Centre Representatives Meeting

That:

1. Council appoints Cr Daw and Cr Jeans to the Mount Helena Aquatic Centre Representatives Meeting.
2. The Charter be amended to reflect two Council member representatives.

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

Charter

CULTURAL ADVISORY GROUP

This Charter are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Establishment

The Cultural Advisory Group (in its current format) is established by Council resolution (C17.10.23).

2. Purpose

The purpose of the Cultural Advisory Group (the group) is to provide strategic advice to Council and be the community voice in matters related to arts, culture and heritage.

For the purposes of the group and this Charter, the following definitions are provided:

arts	individual or collective creative activity, the expression or application of creative skill and imagination in various branches, including but not limited to painting, sculpture, literature, music, dance, theatre, films and graphic arts.
culture	how the community expresses itself collectively. It is the shared values, attitudes, goals and practices that characterise Shire of Mundaring.
heritage	built and natural heritage, historical research, heritage interpretation/curation, Aboriginal heritage and cultural landscapes that have been passed down through generations thus are of special value and worthy of preservation. Heritage invites us to reflect on where we have come from and imagine how we would like the future to be.

This advice is related to the strategic outcome "*Community: Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs*".

Source: *Strategic Community Plan 2020-2030*

The group is to:

a. Provide advice on policies and projects which build on the Shire's arts, cultural and heritage strengths, goals and objectives.

b. Provide advice to on incorporating arts, culture and heritage into the Shire's strategic plans, informing strategies and operational plans.

c. Make recommendations and advocate on behalf of the community and stakeholders on matters related to arts, culture and heritage.

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d. Foster the awareness of and involvement by residents in community arts, cultural and heritage projects.

e. Highlight what is unique about Shire of Mundaring as a place to live, work and visit through various arts, cultural and heritage mediums.

f. Promote, inform and celebrate the achievement of local organisations, artists and cultural providers to build on the rich natural and built heritage and artistic traditions of the region thus attracting cultural tourism and building community.

g. Identify potential funding partnerships and opportunities and attract funding to support arts, cultural and heritage initiatives.

3. Powers

The group has no delegated authority to make any decisions for or on behalf of Council and are not authorised to:

- Expend or authorise the expenditure of any Shire funds
- Correspond with any party
- Speak on behalf of the Shire or Council
- Issue any media release
- Issue any instruction to Shire employees.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall be given due consideration in decision making processes but are not be binding on staff or Council.

4. Membership

The group shall consist of the following members:

a. one council member

b. up to 12 external members

An external member absent for three consecutive meetings without leave shall forfeit their membership.

The CEO and employees are not members of the group. The Manager Libraries, Communications & Engagement is to provide administrative support to the group.

The group may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

5. Appointment

Members are appointed to groups by Council for a term to expire on the date of the subsequent ordinary local government elections.

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If for any reason a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

4.1. Council Members

Council members are appointed in keeping with the principles of section 5.10 of the *Local Government Act 1995* (the Act).

4.2. External Members

Nominations for external members to apply for a position on the group will be advertised in accordance with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

External members will possess experience and a background in matters related to arts, culture and heritage. The composition of the group will encourage a diverse range of perspectives, ideas and recommendations.

Members will represent a broad spectrum of the cultural sector and will include but not be limited to:

- practicing artists and creative industry professionals
- members of the local Aboriginal community
- public art consultancy or curation
- cultural collection management
- history
- natural environment
- town planning
- cultural institutions (including libraries)
- history and heritage (which can include, but is not limited to: built heritage; historical research; heritage interpretation/curation; Aboriginal heritage; cultural landscapes; archaeology
- creative industries (which can include, but not limited to: visual and performing arts, multi-media, technology, economic development of the sector

Potential applicants for the role of external member will be required to provide a statement on their skills and experience in order to be considered for appointment.

Applications for external members shall be assessed against the selection criteria with a report providing recommendations for appointment to be considered by Council.

4.3. Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

The presiding member is to be a council member appointed to the group.

6. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to

have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for contributing from a Shire-wide perspective consistent with the groups purpose.
- External members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

  Where the presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).
- Employees are responsible for conducting necessary research as required, as well as providing professional advice, and for administering its meetings.

7. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held two times per year or upon the calling of the meeting by the presiding member.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the group; or

c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the group whether vacant or not. Each member of the group at a meeting will have one

vote. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

7.1. Working Groups

There may be a need for working groups formed out of the Cultural Advisory Group which are to be established in accordance with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Working groups will:

- include at least one group member along with additional specialist working group members
- have a minimum of three members and a maximum of seven members to be listed in the endorsed Charter.

8. Recording and Reporting

The Record of Proceedings shall record:

- details of any disclosure of interest and the extent of such interest.
- times any member has departed and/or re-enters the meeting.
- consensus agreement on actions.

The Record of Proceedings will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Record of Proceedings, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

9. Changes to Charter

This Charter is to be reviewed prior to each ordinary local government election.

This Charter may be amended by the group when required with Council to endorse any changes.

10. Term

Council may determine at any time that a group is no longer required and is to be disbanded.

Document Control

Item	Date	Reviewed
Group established (in current format)	October 2023	C17.10.23

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Charter

ENVIRONMENTAL ADVISORY GROUP

This Charter is to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Establishment

The Environmental Advisory Group is established by Council resolution (C28.09.2023).

2. Purpose

The purpose of the Environmental Advisory Group (the group) is to provide strategic advice to Council on environmental and sustainability issues.

This advice is related to the strategic outcome "*Natural Environment: A natural environment that is protected, sustainable and enjoyed*" with the objectives and strategies:

a. Protecting natural areas and biodiversity

b. Water management that is efficient and sustainable

c. Waste management that is efficient and sustainable

d. Energy management that is efficient and sustainable

Source: *Strategic Community Plan 2020-2030*

3. Powers

The group has no delegated authority to make any decisions for or on behalf of Council and are not authorised to:

- Expend or authorise the expenditure of any Shire funds
- Correspond with any party
- Speak on behalf of the Shire or Council
- Issue any media release
- Issue any instruction to Shire employees.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall be given due consideration in decision making processes but will not be binding on staff or Council.

4. Membership

The group shall consist of the following members:

a. Up to two council members

b. Up to eight external members

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If authorised by the group, council members attending as observers may participate in the meeting (but are not able to vote).

An external member absent for three consecutive meetings without leave shall forfeit their membership.

The CEO and employees are not members of the group. The Manager Planning and Environment is to provide administrative support to the group.

The group may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

5. Appointment

Members are appointed to groups by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

4.1. Council Members

Council members are appointed in keeping with the principles of section 5.10 of the *Local Government Act 1995* (the Act).

4.2. External Members

Nominations for external members to apply for a position on the group will be advertised in accordance with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

External members should possess:

a. knowledge and/or expertise in environmental sustainability issues; and

b. demonstrated knowledge and understanding of the Shire of Mundaring landscape, ecology and communities.

Potential applicants for the role of external member will be required to provide a statement on their skills and experience in order to be considered for appointment.

Applications for external members shall be assessed against the selection criteria with a report providing recommendations for appointment to be considered by Council.

4.3. Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

The presiding member is to be a council member appointed to the group.

6. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and contributing to impartial advice to inform Council decision making.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.
- External members/representatives are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

  Where the presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).
- Employees are responsible for conducting necessary research as set by Council's priorities, as well as providing ad hoc professional advice, and for administering its meetings.

7. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least three times per year.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the group; or

c. if called for by Council.

Meeting quorum is at least 50% of the number of members of the group whether vacant or not. Each member of the group at a meeting will have one vote. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

8. Recording and Reporting

The Record of Proceedings shall record:

- details of any disclosure of interest and the extent of such interest.
- times any member has departed and/or re-enters the meeting.
- consensus agreement on actions.

The Record of Proceedings will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. Following each item, the presiding member will read out the agreed recommendations where there is a the consensus view. Where consensus is not achieved, the various alternative views held by members will be recorded.

9. Changes to Charter

This Charter is to be reviewed prior to each ordinary local government election.

The group may recommend changes to this Charter, with Council to endorse any changes.

10. Term

The group can only be disbanded by Council.

Document Control

Item	Date	Reviewed by
Group established (in current format)	September 2023	C28.09.2023

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Charter

MT HELENA AQUATIC CENTRE REPRESENTATIVES MEETING

This Charter is to be read in conjunction with:

- the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy"; and
- the "Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre".

1. Establishment

The Mt Helena Aquatic Centre Representatives Meeting (the group) is established by the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre (C8.09.19).

The group may also be referred to as the Mt Helena Aquatic Centre Representatives Group (as included in the Licence Agreement).

2. Purpose

The purpose of the group is to:

a. Provide advice to Council on the management of the Mt Helena Aquatic Centre.

b. Provide a venue for discussion between the Eastern Hills Senior High School and the Shire with regard to the management of Mt Helena Aquatic Centre.

c. Ensure the views of the community are reflected in the operation and management of the Mt Helena Aquatic Centre.

3. Membership

The group shall consist of the following members:

a. One council member

b. External members (include but not limited to):

   i. Department of Education staff member/s representing Eastern Hills Senior High School

   ii. Community Representatives from Mt Helena Swimming Club

   iii. Community Representatives from Mt Helena Residents and Ratepayers Association

c. Up to two employees

If authorised by the group, council members attending as observers may participate in the meeting (but are not able to vote).

The group may invite, through the CEO, other Shire employees to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

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The group may invite other persons to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

A member absent for three consecutive meetings without leave shall forfeit their membership.

The Manager Recreation and Tourism Services is to provide administrative support to the group.

4. Appointment

Council members are appointed to the group by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, the council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

4.1. Council Members

Council members are appointed in keeping with the principles of section 5.10 of the *Local Government Act 1995* (the Act).

4.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

5. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Shire-wide perspective and ensures that delivery of the groups purpose.
- External members are responsible for contributing to the delivery of the groups objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the

presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).

- Employees are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall not be binding on Council.

6. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy". The group shall determine its own procedures.

Ordinary meetings will be held biannually or more frequently as required.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the group; or

c. if called for by Council.

Meetings are not open to the public.

Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

7. Recording and Reporting

The Record of Proceedings shall record:

- details of any disclosure of interest and the extent of such interest.
- times any member has departed and/or re-enters the meeting.
- consensus agreement on actions.

The Record of Proceedings will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Record of Proceedings, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

8. Changes to Charter

This Charter is to be reviewed prior to each ordinary local government election.

This Charter may be amended by the group when required with Council to endorse any changes.

9. Term

This Charter is effective upon endorsement by with Council and continues until the termination of the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre.

Document Control

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Group established (in current format)	October 2023	Council C16.10.23

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6.4 Appointment of Council Members as Delegates or Representatives to External Organisations and Groups (Member Council)

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Author	Elizabeth Nicholls, Governance Co-ordinator
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Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is invited to appoint council members external organisations and groups of which Shire of Mundaring is a member.

BACKGROUND

Following the local government elections on 21 October 2023 all previous appointments to external organisations and groups are declared vacant.

Appointment of council members to external organisations and groups of which Shire of Mundaring is a member are determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. Council is invited to appoint council members to external organisations and groups including:

- Eastern Metropolitan Regional Council (EMRC)
- Metro Outer Joint Development Assessment Panel (JDAP)
- Metropolitan Regional Road Group (RRG) – East Sub Group
- Parks of the Darling Range Community Advisory Committee
- Perth Airports Municipalities Group Inc. (PAMG)
- WA Local Government Association (WALGA) - East Metropolitan Zone
- WALGA Annual General Meeting (AGM)

Eastern Metropolitan Regional Council

Shire of Mundaring is a member Council of the Eastern Metropolitan Regional Council (EMRC), which comprises the Cities of Swan and Bayswater, the Town of Bassendean and the Shire of Mundaring.

The EMRC provides services in waste management, resource recovery, environmental management and regional development. Working with member Councils, industry, government agencies and other stakeholders, the EMRC is a model of successful collaboration that delivers tangible benefits to the region.

Metro Outer Joint Development Assessment Panel

Council is invited to nominate two council members and two alternative (deputy) council members to the Metro Outer Joint Development Assessment Panel (JDAP), which also

covers the local governments of Armadale, Cockburn, Gosnells, Joondalup, Kalamunda, Kwinana, Mandurah, Murray, Rockingham, Serpentine-Jarrahdale, Swan and Wanneroo.

As a key component of planning reform in Western Australia, JDAPs are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each JDAP consists of five members, three being specialist members and two local government council members ("local members").

The role of JDAP members is to determine development applications of a certain type and value threshold through consistent, accountable and professional decision making.

Metropolitan Regional Road Group

RRGs provide local governments with a voice in how the State Government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

RRGs are established under the State Road Funds and overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Government Roads Program for their Region and any other relevant issues.

Most RRGs are supported by a sub-group or technical committee comprised of Local Government staff. The East Sub-Group is comprised of:

- Town of Bassendean
- City of Bayswater
- Shire of Kalamunda
- Shire of Mundaring
- City of Swan

Administrative support is provided by Main Roads WA.

Parks of the Darling Range Community Advisory Committee

The Parks of the Darling Range Community Advisory Committee is facilitated by the Department of Biodiversity, Conservation and Attractions and provides a regular forum to hear public opinion and exchange advice on management issues affecting the parks of the Darling Range.

Perth Airports Municipalities Group Inc. (PAMG)

The PAMG is a not-for-profit association and comprises of 13 local governments members.

The PAMG meets with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development, on-airport development etc.

WALGA East Metropolitan Zone

WALGA is an independent, member based, not for profit organisation representing and supporting the WA Local Government sector.

Zones are groups of geographically aligned Member Councils. Zones provide input into State Council's advocacy agenda. The East Metropolitan Zone comprises the following local governments:

- City of Bayswater

- City of Belmont
- City of Kalamunda
- City of Swan
- Shire of Mundaring
- Town of Bassendean

State Councillors are elected to State Council from the Zones.

WALGA Annual General Meeting

Each year, WALGA holds an AGM of members alongside the annual WA Local Government Convention.

Only registered delegates and/or proxies will be permitted to exercise voting entitlements on behalf of Shire of Mundaring.

STATUTORY / LEGAL IMPLICATIONS

Section 5.11 of the *Local Government Act 1995* states that where a person is appointed as a member of a committee, their membership continues until the next ordinary election day, unless they have previously resigned, the committee is disbanded or they no longer hold the office by virtue of which they became a member.

Although appointments to external organisations and groups do not have the same formal status as a Committee of Council, the principle of appointments for the same two year period (in keeping with the election cycle) is still applied.

Eastern Metropolitan Regional Council

Local Government Act 1995 – Part 3 – Division 4 – Regional Local Governments.

Local Government (Regional Subsidiaries) Regulations 2017

Metro Outer Joint Development Assessment Panel

Planning and Development (Development Assessment Panels) Regulations 2011. Development Assessment Panels are administered by the Department of Planning under the *Planning and Development (Development Assessment Panels) Regulations 2011*. DAPs report directly to the Minister for Planning and are independent of the Department of Planning or the Western Australian Planning Commission.

POLICY IMPLICATIONS

Code of Conduct for Council Members, Committee Members and Candidates

The “Code of Conduct for Council Members, Committee Members and Candidates” - (1.1) provides an expected standard of conduct for council members.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: Reputational: Shire of Mundaring fails to appoint council members as delegates or representatives to represent the interests of the Shire on external organisations and groups of which Shire of Mundaring is a member Council.		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
Council invites nominations and appoints council members after each local government election.		

Risk: Financial: The operations of the EMRC result in financial losses and/or fees payable for services provided increase at significantly more than the consumer price index resulting in increased costs to the Shire and ratepayers.		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
Council appoints two council members and one council member as a deputy member to the EMRC to provide oversight and input into the management of the EMRC.		

Risk: Compliance: Should Council fail to nominate four representatives to JDAP, the Minister has the power to appoint two alternative community representatives to ensure local representation is always present on a panel. The *Planning and Development (Development Assessment Panels) Regulations 2011* require that these alternate representatives are residents of the local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.		
Likelihood	**Consequence**	**Rating**
Unlikely	Moderate	Moderate
Action / Strategy		
Council nominates four council members to JDAP for consideration by the Minister.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Shire President is to call for nominations to external organisations and groups of which Shire of Mundaring is a member Council in order to appoint council members and deputy members and then preside over any ballot required to determine appointment(s).

Eastern Metropolitan Regional Council

Meeting Schedule	Meetings are generally held Thursday at 6.00pm and include: • EMRC Ordinary Council Meetings, monthly • Agenda Briefing Forums, as required • Legal Committee Meetings, as required • Information Sessions, as required • Audit Committee Meetings, as required Refer to EMRC website for meeting schedule.
Membership	In accordance with the provisions of the current Establishment Agreement between the EMRC and participant members, Council must appoint: • two council members from each member Council • one deputy council member from each member Council Council has previously decided that the Shire President is to be appointed as a council member to the EMRC (C8.09.07).
Fees	Council members appointed to EMRC receive fees, allowances and are reimbursed for expenses. 2023/2024 meeting fees and allowance: Chairman's Allowance $20,875 per annum Deputy Chairman's Allowance $ 5218 per annum Chairman's Meeting Fee $16,480 per annum Councillor's Meeting Fee $10,990 per annum Deputy Councillor's Meeting Fee $250 per meeting
Current council representatives	Cr John Daw Cr Doug Jeans Cr Jo Cicchini (Deputy)

Metro Outer Joint Development Assessment Panel

Meeting Schedule	Meetings are held as required.
Membership	The Shire is responsible for nominating four council members to be the local government representative members: • Two council members are local members • Two council members are deputy local members to be called on if an issue of quorum arises. The Minister will appoint the local government representatives in accordance with the local government's nomination.
Fees	Council members appointed to JDAP receive fees, allowances and are reimbursed for expenses. DAP members are entitled to payment for their attendance at JDAP meetings and training. Sitting fees are set in the Regulations and paid on a sessional basis: Meeting to determine development application $425 per meeting Attending training for DAP members $400 Attending re-training for DAP members $200
Current council representatives	Cr Paige McNeil Cr Amy Collins Cr Trish Cook (alternative member) Cr Luke Ellery (alternative member)

Note: current members (Cr Paige McNeil, Cr Trish Cook and Cr Luke Ellery) are appointed for a term ending 26 January 2024.

It is a mandatory requirement, pursuant to the *Planning and Development (Development Assessment Panels) Regulations 2011*, that all DAP members attend training prior to sitting on a DAP and determining applications. Local government members who have previously undertaken training are not required to attend further training.

Metropolitan Regional Road Group

Meeting Schedule	Annual meeting calendar developed after advice from State Advisory Committee (SAC) meeting timetable
Membership	One council member nominated from each member Council. One deputy council member nominated from each member Council.
Current council representatives	Cr Jo Cicchini Cr Amy Collins (deputy)

Parks of the Darling Range Community Advisory Committee

Meeting Schedule	Quarterly meetings
Membership	One council member nominated from each member Council.
Current council representatives	Cr Karen Beale

Perth Airports Municipalities Group Inc. (PAMG)

Meeting Schedule	Quarterly meetings
Membership	One council member nominated from each member Council. One deputy council member nominated from each member Council.
Current council representatives	Cr Luke Ellery Cr Jo Cicchini (Deputy)

WALGA East Metropolitan Zone

Meeting Schedule	Meetings are generally held Thursday at 6.30pm, five times per year.
Membership	Total of three Voting Delegates from each Member Council with: • Three council members nominated • Two deputy council members nominated
Fees	Council members who are appointed to State Council receive sitting fees from WALGA.
Current council representatives	Cr John Daw Cr Paige McNeil Cr Doug Jeans Cr James Martin (Deputy 1) Cr Jo Cicchini (Deputy 2)

WALGA Annual General Meeting

Meeting Schedule	Meets annually, usually in August, September or October.
Membership	All member councils are entitled to be represented by: • two voting delegates, being council members or serving employees.

	• two proxy voting delegates are also required to be nominated, in the event a voting delegate is unable to attend. In previous years, Council has nominated the Shire President and Deputy Shire President as voting delegates.
Current council representatives	Cr James Martin (Shire President) Cr Paige McNeil (Deputy Shire President) Cr Jo Cicchini (Proxy) Cr Doug Jeans (Proxy)

Note: only registered delegates and/or proxies will be permitted to exercise voting entitlements on behalf of Shire of Mundaring.

VOTING REQUIREMENT

Simple Majority

Preamble to Council Decision

Nominations for the Eastern Metropolitan Regional Council (EMRC) were received from Cr Paige McNeil, Cr Doug Jeans, Cr John Daw and Cr Luke Ellery. As there are four nominees and two positions available a ballot was held. Cr Luke Ellery and Cr Doug Jeans were subsequently nominated as members of the EMRC.

COUNCIL DECISION RECOMMENDATION			**SC11.10.23**
Moved by	Cr Cook	Seconded by	Cr Mehta

Eastern Metropolitan Regional Council

That Council:

1. Appoints, the following council members to the Eastern Metropolitan Regional Council:

   Cr Ellery

   Cr Jeans

2. Appoints Cr Daw as a deputy member to the Eastern Metropolitan Regional Council:

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC12.10.23
Moved by	Cr Beale	Seconded by	Cr Cicchini

Metro Outer Joint Development Assessment Panel

That Council nominates for the Minister of Planning's consideration the following members of the Metro Outer Joint Development Assessment Panel:

Cr Ellery (local member)

Cr Mehta (local member)

Cr Beale (alternate local member)

Cr Zlatnik (alternate local member)

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC13.10.23
Moved by	Cr Cook	Seconded by	Cr Jeans

Metropolitan Regional Road Group

That Council appoints Cr Cicchini to the Metropolitan Regional Road Group.

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

RECOMMENDATION

Parks of the Darling Range Community Advisory Committee

That Council appoints, Cr _____ to the Parks of the Darling Range Community Advisory Committee.

MOTION LAPSED FOR WANT OF A MOVER

COUNCIL DECISION MOTION			SC14.10.23
Moved by	Cr Ellery	Seconded by	Cr Jeans

Perth Airports Municipalities Group Inc.

That Council:

1. Appoints Cr Cicchini to the Perth Airports Municipalities Group Inc.

2. Appoints Cr Beale as a deputy member to the Perth Airports Municipalities Group Inc.

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC15.10.23
Moved by	Cr Jeans	Seconded by	Cr Ellery

Western Australian Local Government Association East Metropolitan Zone

That Council:

1. Appoints the following council members as Zone Delegates to the Western Australian Local Government Association East Metropolitan Zone:

   Cr Daw

   Pres McNeil

2. Appoints the following council members as Deputy Zone Delegates to the Western Australian Local Government Association East Metropolitan Zone:

   Cr Cook

   Cr Zlatnik

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

COUNCIL DECISION MOTION			SC16.10.23
Moved by	Cr Ellery	Seconded by	Cr Zlatnik

Western Australian Local Government Association Annual General Meeting

That Council:

1. Appoints the following council members as voting delegates for the 2024 and 2025 Western Australian Local Government Association Annual General Meetings:

   Shire President, Pres McNeil

   Deputy Shire President, Cr Cook

2. Appoints the following council members as proxy voting delegates for the 2024 and 2025 Western Australian Local Government Association Annual General Meetings:

   Cr Zlatnik

   Cr Cicchini

CARRIED 9/0

For: Pres McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

6.5 Appointment of Council Members as Ex-Officio Members to External Organisations

File Code	CS.INF 1.1.5; GR 5.7190; CS.CEV 17
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Jason Whiteaker, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is invited to appoint council members in ex-officio roles to external organisations.

BACKGROUND

Following the local government elections on 21 October 2023 all previous appointments to external organisations are declared vacant.

The appointment of council members to external organisations and boards in ex-officio roles are determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. Ex-officio members means that council members are appointed because of their role as council members.

Council is invited to appoint council members to the Mundaring and Hills Historical Society Inc. in an ex-officio role.

Previously, council members were appointed in ex-officio roles to other external organisations and boards. However, advice has been received that council members do not need to be appointed to these groups from the 2023 local government ordinary elections. This includes:

- Mundaring Arts Centre (MAC) Inc. Board
- Swan View and Districts Agriculture and Arts Society Inc.

Although appointments to external organisations and boards do not have the same formal status as a committee of Council established under section 5.8 of the *Local Government Act 1995*, the principle of appointments for the same two year period (in keeping with the election cycle) is still applied.

STATUTORY / LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Code of Conduct for Council Members, Committee Members and Candidates

The “Code of Conduct for Council Members, Committee Members and Candidates” - (1.1) provides an expected standard of conduct for council members.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: Reputational: council members decline to nominate for appointment to external organisations and boards.		
Likelihood	**Consequence**	**Rating**
Unlikely	Minor	Low
Action / Strategy		
Council invites nominations and appoints Council Members after each local government election.		

EXTERNAL CONSULTATION

- MAC Inc. Board
- Swan View and Districts Agriculture and Arts Society Inc.

COMMENT

The Shire President will call for nominations to each of the external organisation then preside over any ballot required to determine appointment(s) in an ex-officio role.

Mundaring and Hills Historical Society Inc.

Purpose	MHHS aims to preserve, document, acquire, and interpret the history of the eastern Hills near Perth, Western Australia. MHHS assists individual researchers, schools, and other groups to compile local history. The MHHS has a large archive of information relating to the history of the Shire of Mundaring.
Meeting Schedule	Meetings are held monthly.
Membership	One council member
Current council representative	Cr James Martin

Mundaring Arts Centre Inc. Board

Correspondence was received from the Chairperson of the MAC Inc. Board advising as follows:

> *In light of the forthcoming decrease in Councillors following October's local government election and after reviewing MAC Inc.'s constitution, the MAC Inc. Board has agreed that a Shire of Mundaring Councillor is no longer required to sit on the Board as an ex-officio member. However, we are keen to maintain MAC Inc.'s relationship with the Shire in a more informal capacity, for example, via quarterly meetings with one or more Councillors.*

Swan View and Districts Agriculture and Arts Society Inc.

Shire officers contacted the Treasurer of the Swan View and Districts Agriculture and Arts Society Inc. advising that it was not intended to appoint a council member from the 2023 local government ordinary election. This was supported by the Treasurer who advised that the Swan View and Districts Agriculture and Arts Society Inc. would liaise with ward council members on an as needed basis going forward.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION			**SC17.10.23**
Moved by	Cr Cook	Seconded by	Cr Cicchini

That Council:

1. Appoints Cr Mehta to the Mundaring and Hills Historical Society Inc. in an ex-officio role.

2. Notes that following the 2023 local government ordinary election, council members will not be appointed in ex-officio roles to:

   - the Mundaring Arts Centre Inc. Board
   - the Swan View and Districts Agriculture and Arts Society Inc.

CARRIED 9/0

For: Cr McNeil, Cr Jeans, Cr Mehta, Cr Daw, Cr Zlatnik, Cr Cook, Cr Ellery, Cr Beale and Cr Cicchini

Against: Nil

7.0 CLOSING PROCEDURES

7.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 14 November 2023 at 6.30pm in the Council Chamber.

7.2 Closure of the Meeting

Meeting closed at 7.40pm.