



**NOTICE OF SPECIAL COUNCIL MEETING
FOR THE PURPOSE OF ESTABLISHING COMMITTEES;
ADOPTING A SCHEDULE FOR COMMITTEE AND
COUNCIL MEETINGS; AND APPOINTING ELECTED
MEMBERS TO THE MEMBERSHIP OF ADVISORY
GROUPS AND EXTERNAL AGENCIES**

Members of Council are advised that a special meeting of the Council will be held in Council Chambers, Civic Building, 83 Mandurah Terrace, Mandurah on:

**Tuesday 29 October 2019
at 5.30 pm**

MARK R NEWMAN
Chief Executive Officer
25 October 2019

AGENDA

- 1 OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 ATTENDANCE AND APOLOGIES**
- 4 IMPORTANT NOTE:**

Members of the public are advised that any decisions made at the meeting tonight, can be revoked, pursuant to the *Local Government Act 1995*. Therefore, members of the public should not rely on any decisions until formal notification in writing by Council has been received.

5 PUBLIC QUESTION TIME

Public Question time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please telephone 9550 3787 or visit the City's website www.mandurah.wa.gov.au.

Questions must relate to the reports listed for discussion at the meeting.

6 DEPUTATIONS

Any person or group wishing to make a 5-minute Deputation to Council regarding a matter listed on this agenda for consideration must first complete an application form. For more information about making a deputation, or to obtain an application form, please telephone 9550 3787 or visit the City's website www.mandurah.wa.gov.au.

7 DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS

8 QUESTIONS FROM ELECTED MEMBERS (WITHOUT DISCUSSION)

8.1 Questions of which due notice has been given

8.2 Questions of which notice has not been given

9 REPORTS:

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9.2 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels	20 - 66

10 CLOSE OF MEETING

1	SUBJECT:	Membership, Powers and Duties of Council's Committees and Council Meeting Schedule 2019
	CONTACT OFFICERS:	Mark Newman
	AUTHORS:	Tahlia Jones

Summary

Following the Local Government Election on Saturday, 19 October 2019, Council's committees expired.

In accordance with section 5.8 of the *Local Government Act 1995* (the Act) and *City of Mandurah Standing Orders Local Law 2016*, the Council has the ability to form committees to assist with the delivery of local government functions.

Traditionally the membership, powers and duties of Council's committees have been set for a two-year period, expiring on the next Local Government Election date. To enable existing and newly Elected Members the opportunity to review the committee structures, membership and powers and duties, Council is requested to consider approving the Committee meetings where there is a legislative requirement to establish a Committee or an operational need.

Council is requested to consider and adopt the powers and duties of the Audit and Risk Committee and Executive Committee, appoint members to these committees for two-years, expiring on 15 October 2021 and set the meeting dates for the remainder of 2019. Council is also requested to appoint an external representative to the Audit and Risk Committee in accordance with the Audit and Risk Terms of Reference (refer **Attachment 1**) for an appointment of two-years, expiring on 15 October 2021.

In accordance with Section 5.25(1)(g) of the Act and Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council is required to resolve to advertise each year the days and times when Ordinary Council and Committee meetings will be held. Council is requested to endorse the Ordinary Council and Committee meeting dates for November and December 2019 and advertise via local public notice and the City's noticeboards and website.

To improve transparency, the Audit and Risk Committee and Executive Committee Terms of References have been modified to be open to the public. Where a matter that is being dealt with is required to be closed to the members of the public in accordance with section 5.23 of the Act, the Committee can go behind closed doors to discuss the matter and then return from behind closed doors once the matter has been dealt with.

A further review of Council's Committees will be carried out to provide Elected Members the opportunity to determine whether other Committees will be established and if so, each Committee's appointments and terms of reference, for the 2020 calendar year.

Disclosure of Interest

N/A

Previous Relevant Documentation

- G.24/7/19 23 July 2019 Membership of Council's Committee of Council and Strategy Committee
- G.34/12/17 19 December 2017 Membership, Powers and Duties of Council's Strategy Committee and Audit and Risk Committee 2017-2019
- SP.3/10/17 31 October 2017 Membership, Powers and Duties of Council's Committees 2017-2019

Background

Council approved the meeting structure for 2017 – 2019 term as set out below:

Ordinary Council Meetings held on the fourth Tuesday of every month, commencing 5:30pm.

- Strategy Committee meetings held on the third Tuesday of every month, commencing at 5:30pm.
- Committee of Council meetings held on the second Tuesday of every month, commencing at 5:30pm.
- Audit and Risk Committee meetings held on the second Monday of March, May, July, September, November, December (external auditors).

For information purposes, the previous membership of each Committee is set out below:

Committee of Council (up to nine Elected Member vacancies)

Councillor Darren Lee (Chairperson)	East Ward
Councillor Shane Jones	East Ward
Councillor Peter Rogers	Town Ward
Councillor Matt Rogers	Town Ward
Councillor Peter Jackson	North Ward
Councillor Caroline Knight	North Ward
Councillor Ron Wortley	North Ward
Councillor Merv Darcy	Coastal Ward
Mayor Rhys Williams	

Audit and Risk Committee (up to five Elected Member vacancies, plus two external members)

Hon Councillor F Riebeling (Chairperson)	Coastal Ward
Councillor Darren Lee	East Ward
Councillor Peter Rogers	Town Ward
Councillor Ron Wortley	North Ward
Mayor Rhys Williams	
Councillor Peter Jackson (1st Deputy)	North Ward
Councillor Lynn Rodgers (2nd Deputy)	East Ward

Executive Committee (up to seven Elected Members being Mayor, Deputy Mayor, Chairpersons of Council's Committees and Elected Members as required)

Mayor Rhys Williams (Chairperson)	
Councillor Caroline Knight	North Ward
Councillor Darren Lee	East Ward
Councillor Peter Jackson	North Ward
Councillor Peter Rogers	Town Ward
Hon Councillor Fred Riebeling	Coastal Ward
Vacant	

Strategy Committee (Up to nine Elected Member vacancies)

Councillor Peter Rogers (Chairperson)	Town Ward
Councillor Matt Rogers	Town Ward
Councillor Darren Lee	East Ward
Councillor Shane Jones	East Ward
Councillor Peter Jackson	North Ward
Councillor Caroline Knight	North Ward
Councillor Ron Wortley	North Ward
Councillor Merv Darcy	Coastal Ward
Mayor Rhys Williams	

Comment

In accordance with the Act, Council are required to advertise all meetings held in 2019. Due to it being an election year, the 2019 meeting dates were only advertised up to the Local Government Election. Council are required to set the remaining Council meeting dates for 2019 and advertise these meetings, dates and times.

Traditionally the membership, powers and duties of Council's committees have been set for a two-year period, expiring on the next Local Government Election date. To enable existing and newly Elected Members the opportunity to review the committee structures, membership and powers and duties, Council is requested to consider the setting of meetings for the Audit and Risk Committee and Executive Committee only.

Elected Members will discuss, at a Council workshop, the meeting structure options for 2020. The setting of the 2020 Council meeting structure along with the meeting dates for 2020 are proposed to be presented to the December 2019 Ordinary Council Meeting. It is important to note, that Council can establish and disband committees at any time.

An overview of the Council's committees that are required to be established due to a legislative or operational requirement are provided below:

Audit and Risk Committee

The Audit and Risk Committee plays a key role in guiding and assisting a local government to fulfil its corporate governance responsibilities, including the functions outlined in regulation 16 of the *Local Government (Audit) Regulations 1996*. This audit responsibility, powers and duties are detailed in the Audit and Risk Committee Terms of Reference (refer **Attachment 1**).

The Audit and Risk Committee is a legislative requirement to be established by a Council. It is the only committee that is required to be established under the Act and it is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference.

Two amendments are proposed to the Audit and Risk Committee Terms of Reference:

- Reduction to the number of external committee members from two positions to one; and
- Opening the Audit and Risk Committee Meetings to the public.

Previously, the membership of the Audit and Risk Committee comprised of seven members; five Elected Members and two external positions. In accordance with section 5.8 of the Act, the minimum number of members required to establish a committee is three or more persons. Council can resolve, by absolute majority, to reduce or increase the number of members to the Audit and Risk Committee at any time.

The Audit and Risk Committee Terms of Reference has been amended to reflect that there is one external committee member due to the City receiving only one application. The Chief Executive Officer has reviewed the application detailed in the **Confidential Attachment** and is recommending that the Applicant be appointed until 15 October 2021.

The City advertised for external committee member applications to be appointed to the Audit and Risk Committee in the Mandurah Mail on 26 September 2019 (local newspaper), the Australian Institute of Company Directors website on 4 October 2019 and on the City's Facebook page.

In accordance with Section 5.23 of the Act, the Committee may close to members of the public, for the meeting or part of the meeting, if the meeting or the part of the meeting deals with a number of aspects as defined by Section 5.23 of the Act. Council had previously resolved that the Audit and Risk Committee is a closed meeting and therefore not open to the public. Making all committees of Council open to the public is an outcome that demonstrates greater transparency of Council and the City.

Council can resolve to amend the Audit and Risk Committee Terms of Reference to enable public attendance.

Executive Committee

Previously, the Executive Committee has played a key role in the performance appraisal and salary review of the Chief Executive Officer. Membership to the Executive Committee has previously been determined following the appointment of the Chairs to each of the Committees along with the Mayor and Deputy Mayor. It is proposed that the membership be amended to include the Mayor, Deputy Mayor and four Elected Members. The Executive Committee Terms of Reference has been amended to reflect the appointment of members (refer **Attachment 2**).

Consultation

N/A.

Statutory Environment

Section 5.23 of the *Local Government Act 1995* states:

- (1) Subject to subsection (2), the following are to be open to members of the public —*
- (a) all council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) a matter affecting an employee or employees; and*
 - (b) the personal affairs of any person; and*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (e) a matter that if disclosed, would reveal —*
 - (i) a trade secret; or*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*
 - (f) a matter that if disclosed, could be reasonably expected to —*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and*
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Section 5.8 of the *Local Government Act 1995* states:

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

Section 5.9 of the *Local Government Act 1995* states:

- (1) *In this section —*
other person means a person who is not a council member or an employee.
- (2) *A committee is to comprise —*
 - (a) *council members only; or*
 - (b) *council members and employees; or*
 - (c) *council members, employees and other persons; or*
 - (d) *council members and other persons; or*
 - (e) *employees and other persons; or*
 - (f) *other persons only.*

Section 5.10 of the *Local Government Act 1995* states:

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

* Absolute majority required.
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*
the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A of the *Local Government Act 1995* states:

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

* Absolute majority required.
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
 - (a) *if the member of the committee is a council member — a council member; or*
 - (b) *if the member of the committee is an employee — an employee; or*
 - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

Section 5.11 of the *Local Government Act 1995* states:

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*

Section 7.1A of the *Local Government Act 1995* states:

- (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.*
- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

Section 7.1B of the *Local Government Act 1995* states:

- (1) *Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*
- * Absolute majority required.*
- (2) *A delegation to an audit committee is not subject to section 5.17.*

Clause 16.1 of the *City of Mandurah Standing Orders Local Law 2016* states:

A Committee is to be established on a motion setting out the proposed purpose and functions of the Committee and either—

- (a) *the names of the Elected Members, officers and other persons to be appointed to the Committee; or*
- (b) *the number of Elected Members, officers and other persons to be appointed to the Committee and a provision that they be appointed by a separate motion.*

Clause 16.2 of the *City of Mandurah Standing Orders Local Law 2016* states:

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a committee member whenever that committee member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.*
- (2) Where a committee member does not attend a meeting thereof a deputy of that committee member, selected according to seniority, is entitled to attend that meeting in place of the committee member and act for the committee member, and while so acting has all the powers of that committee member.*
- (3) If a deputy has commenced to act in place of a committee member at a Committee meeting and the committee member attends the meeting, the committee member will not assume the seat and the deputy will continue to act as the committee member for the duration of that meeting*
- (4) Once a committee meeting has commenced a deputy member cannot assume the seat of a committee member who leaves the meeting.*
- (5) A deputy who is one of two or more deputies of a committee member is not entitled to attend a meeting of the Committee in place of that committee member if the meeting is attended by another deputy of that committee member who has precedence over that deputy in the order of seniority determined under subclause (1).*
- (6) A person who is a committee member is not eligible to be appointed a deputy for another committee member.*

Regulation 16 of the *Local Government (Audit) Regulations 1996* states:

An audit committee has the following functions —

- (a) to guide and assist the local government 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) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) to 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 the council;**
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and*
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);**
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) to oversee the implementation of any action that the local government —
 - (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);**
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.*

Policy Implications

N/A.

Economic Implications

N/A.

Risk Analysis

If Council does not form an Audit and Risk Committee the Council would be in contravention of the Act.

Strategic Implications

Organisational Excellence:

- Deliver excellent governance and financial management.

Conclusion

Council is requested to consider and adopt the powers and duties of the Audit and Risk Committee and Executive Committee, appoint members to these committees for a period of two-years, expiring on 15 October 2021 and set the meeting dates for November and December 2019.

Note

Refer

Attachment 1: Terms of Reference Audit and Risk Committee

Attachment 2: Terms of Reference Executive Committee

Confidential Attachment: External Audit and Risk Committee applicant

RECOMMENDATION

That Council:

1. Approve the powers and duties of Council's Audit and Risk Committee as detailed in Attachment 1, and appoint the following Elected Members until 15 October 2021:

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Deputy Committee Members:

Councillor _____

Councillor _____

2. Appoint _____ (Applicant) to the Audit and Risk Committee as the external committee member and approve the payment of \$3,000 per annum until 15 October 2021.

3. Approve the powers and duties of Council's Executive Committee as detailed in Attachment 2, and appoint the following Elected Members until 15 October 2021:

Mayor Rhys Williams

Deputy Mayor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Deputy Committee Members:

Councillor _____

Councillor _____

4. Approve the following meeting dates and advertise via local public notice:

Meeting	Date and Time
Audit and Risk Committee	11 November 2019 at 5:30pm
Audit and Risk Committee	9 December 2019 at 5:30pm
Executive Committee	11 November 2019 at 4pm
Ordinary Council Meeting	26 November 2019 at 5:30pm
Ordinary Council Meeting	17 December at 2019 5:30pm

****ABSOLUTE MAJORITY REQUIRED****



Audit and Risk Committee Terms of Reference

Document Control

Effective date	Next review due	Amendment Details	Prepared by	Endorsed by	Approved by
October 2019	October 2021	Expanded description of Committee function, purpose, membership and role of City staff, plus recognition of the new role of the Office of the Auditor General	Manager Governance Services	Chief Audit Executive	Council

1. Committee's authority and purpose

Authority

In accordance with section 7.1A of the *Local Government Act 1995* (**the Act**), the Council of the City of Mandurah (**the City**) has established an Audit and Risk Committee (**the Committee**). The Committee will operate in accordance with all relevant provisions of the Act, the *Local Government (Audit) Regulations 1996* and the *Local Government (Administration) Regulations 1996*.

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

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

Purpose

The purpose of the Committee is to:

- Provide advice and assistance to Council as to the carrying out of the function of the City in relation to annual audits of the City's financial statements (**external audit**);
- Monitor and receive reports concerning the development, implementation and on-going management of a City-wide risk management plan;
- Monitor and receive reports concerning the development, implementation and on-going management of the City's internal audit function;
- Review the annual Compliance Audit Return and report to Council the results of that review; and
- Receive, consider and review reports from the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and report to Council the results of its review.

2. Committee's responsibilities

The Committee is to:

- Meet with the City's external auditor at least once in every year and provide a report to Council on the matter discussed and the outcomes of those discussions;
- Support council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability;
- Examine reports of the external auditor after receiving a report from the CEO on the matter, and:

- Determine if any matter raised requires action to be taken by the City;
- Ensure that appropriate action is taken in respect of those matters; and
- Review the report prepared by the CEO in respect of any matters raised in the report of the external auditor and presenting the report to Council for adoption.
- Approve the following:
 - Internal Audit Charter;
 - Internal Audit Manual;
 - Appointment of any internal audit service provider;
 - Strategic and Internal Audit Plans; and
 - Recommendations arising from internal audit services.
- Review the level of resources allocated to internal audit and the scope of the functions authority;
- Receive and review reports of internal audits, review the extent to which management reacts to matters raised by those internal audits, and monitor the implementation of action plans developed in response to those matters;
- Review the City's annual compliance audit return and report the results of that review to Council; and
- Receive and review biennial reports from the CEO regarding the appropriateness and effectiveness of the City's risk management, internal controls and legislative compliance.

3. Committee membership

Composition

The Committee shall comprise of up to six members, consisting of:

- Five Elected Members; and
- One external independent member.

The Council can appoint one or more deputies to the Audit and Risk Committee at any time.

Members of the Committee shall be appointed by Council in accordance with section 7.1A of the Act, which states:

- *The members of the audit committee 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.*
- *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- *An employee is not to be a member of an audit committee.*

The Council shall appoint one of the five Elected Members as Committee Chairperson.

The tenure of members' appointment to the Committee must be compliant with Section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time all Elected Members will be eligible for reappointment.

Committee members who are Elected Members must declare conflicts of interest in accordance with section 11 of the *Local Government (Rules of Conduct) Regulations 2007*, in a written notice given to the CEO before the meeting or at the meeting immediately before the matter is discussed.

Appointment of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council on the basis of the potential member's experience and qualifications in any or all of the following:

- Internal audit;
- Risk management;
- Financial management/reporting;
- Understanding of complexities associated with the City of Mandurah.

An external independent member will be a person with no operating responsibilities with the City of Mandurah, nor will that person provide paid services to the City either directly or indirectly.

Any instance where an external member has a commercial interest, or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the Chief Executive Officer before or at the relevant Committee meeting.

Termination of appointment

Council may terminate the appointment of any member prior to the expiry of their term, if:

- The Committee Chairperson considers that the member is not making a positive contribution to the Committee.
- The member is found to be in breach of the Council's Code of Conduct or a serious contravention of the Act.
- A member's conduct, action or comments bring the City of Mandurah into disrepute.

Committee member entitlements

All Committee members will be provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the City of Mandurah budget for this purpose.

External independent member(s) will receive \$3,000 per annum for reimbursement of expenses.

4. Role of City staff

The following will be issued with a standing invitation to attend Committee meetings, in order to provide advice and guidance to the Committee:

- Chief Executive Officer;
- Executive Leadership Team;
- Chief Audit Executive (or some other person as determined by the CEO to act as the CAE);
- Manager Governance Services; and
- Representative of the Office of the Auditor General.

The Internal Auditor or internal audit service provider will be invited to present reports as and when required by the Committee.

Other staff may be invited to attend meetings to discuss specific issues or reviews as and when required.

Such attendees may take part in the discussions and business of the meetings, but have no voting rights.

A Minute Officer will be appointed by the Chief Executive Officer to assist the Committee as follows:

- Arranging meetings, preparing agendas, preparing minutes;
- Taking action to implement Committee decisions as guided by the City's Governance section in relation to:
 - Obtaining information for the next or future meeting;
 - Preparing a paper for the next or future meeting;
 - Coordinating relevant staff of the City to provide advice at the next or a future meeting;
 - Promulgating decisions e.g. reporting, providing or seeking advice on significant correspondence of all kinds.
- Preparing background notes;
- Providing advice to the Chairperson, committee members and committee users on Committee policy and process matters; and
- Maintaining appropriate committee records in an accessible form.

5. Committee meetings

Quorum

As prescribed by Section 5.19 of the Act, the quorum for Committee meetings shall be at least 50% of the number of offices of the Committee (whether vacant or not).

In the Chairperson's absence, Committee members who are present will select a Chairperson for that particular meeting.

Frequency

Meetings will be scheduled where necessary to allow the Committee to discharge its functions up to ten times per year.

Agenda

An agenda will be distributed at least 72 hours prior to the meeting, along with the minutes of the previous meeting, reports and other attachments or information to be addressed.

Public Attendance at Meetings

The Committee meeting will be open to the public.

In accordance with Section 5.23 of the Act, the Committee may close to members of the public the meeting or part of the meeting, if the meeting or the part of the meeting deals with a number of aspects as defined by Section 5.23 of the Act.

Voting

Voting is in accordance with Section 5.21 of the Act.

Minutes and matters arising

All meetings shall be minuted by the Minute Officer, and minutes shall be approved by the Committee at the next committee meeting.

Reporting

Recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

Confidentiality

All Committee members will be required to adhere to the City's confidentiality requirements. In particular, no confidential information received or generated by the Committee will be disclosed to unauthorised persons.



Executive Committee Terms of Reference

Document Control

Effective date	Next review due	Amendment Details	Prepared by	Endorsed by	Approved by
October 2019	October 2021	Description of Committee function, purpose, membership and role of City staff	Manager Governance Services	Chief Executive Officer	Council

1. Committee's Authority and Purpose

Authority

In accordance with section 5.8 of the *Local Government Act 1995* (**the Act**), the Council of the City of Mandurah (**the City**) has the ability to establish an Executive Committee (**the Committee**) to assist with the delivery of local government functions.

The Committee is to provide guidance and assistance to Council on matters relevant to its terms of reference. This role is designed to facilitate informed decision-making by Council in relation to its legislative functions and duties that have not been delegated to the CEO.

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

Purpose

The purpose of the Committee is to recommend appropriate action to Council on all matters dealing with:

1. The review of the Chief Executive Officer's salary and performance;
2. Employment of the Chief Executive Officer;
3. Approving the Senior Employee Total Remuneration Package Band Range; and
4. Other matters referred by Council.

2. Committee Membership

Composition

The Committee shall comprise of up to six members, consisting of:

- Mayor;
- Deputy Mayor; and
- Four elected members.

The Council can appoint one or more deputies to the Executive Committee at any time .

The Council shall appoint one of the six elected members as Committee Chairperson.

The tenure of members' appointment to the Committee must be compliant with Section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time all Elected Members will be eligible for reappointment.

Committee members who are Elected Members must declare conflict of interest or financial interests in accordance with section 11 of the *Local Government (Rules of Conduct) Regulations 2007*, in a written notice to the Chief Executive Officer before the meeting or at the meeting immediately before the matter is discussed.

Termination of Appointment

Council may terminate the appointment of any member prior to the expiry of their term, if:

- The Committee Chairperson considers that the member is not making a positive contribution to the Committee.
- The member is found to be in breach of the Council's Code of Conduct or a serious contravention of the Act.
- A member's conduct, action or comments bring the City of Mandurah into disrepute.

3. Role of City Staff

The following will be issued with a standing invitation to attend Committee meetings, in order to provide advice and guidance to the Committee:

- Chief Executive Officer; and
- Deputy Chief Executive Officer.

Other staff may be invited to attend meetings to discuss specific issues or reviews as and when required.

Such attendees may take part in the discussions and business of the meetings, but have no voting rights.

The Chief Executive Officer will appoint a staff member to assist the Committee as follows:

- (a) Arranging meetings, preparing agendas, preparing minutes;
- (b) Taking action to implement Committee decisions as guided by the City's Governance section in relation to:
 - Obtaining information for the next or future meeting;
 - Preparing a paper for the next or future meeting;
 - Coordinating relevant staff of the City to provide advice at the next or a future meeting;
 - Preparing correspondence dealing with issues addressed in discussion; or
 - Promulgating decisions e.g. reporting, providing or seeking advice on significant correspondence of all kinds.
- (c) Preparing background notes;
- (d) Providing advice to the Chairperson, committee members and committee users on Committee policy and process matters; and
- (e) Maintaining appropriate committee records in an accessible form.

4. Committee Meetings

Quorum

As prescribed by Section 5.19 of the Act, the quorum for Committee meetings shall be at least 50% of the number of offices of the Committee (whether vacant or not).

In the Chairperson's absence, Committee members who are present will select a Chairperson for that particular meeting.

Frequency

Meetings will be held on an ad-hoc basis with meetings to be scheduled where necessary to allow the Committee to discharge its functions.

Agenda

An agenda will be distributed at least 72 hours prior to the meeting, along with the minutes of the previous meeting, reports and other attachments or information to be addressed.

Public Attendance at Meetings

In accordance with Section 5.23 of the Act, the Council or Committee may close to members of the public the meeting or part of the meeting, if the meeting or the part of the meeting deals with a number of aspects as defined by Section 5.23 of the Act.

Voting

Voting occurs in accordance with Section 5.21 of the Act.

Minutes and matters arising

All meetings shall be minuted and minutes shall be approved by the Committee at the next committee meeting.

Reporting

Recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

Confidentiality

All Committee members will be required to adhere to the City's confidentiality requirements. In particular, no confidential information received or generated by the Committee will be disclosed to unauthorised persons.

2	SUBJECT:	Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels
	CONTACT OFFICER:	Mark Newman
	AUTHOR:	Tahlia Jones

Summary

Appointments to advisory groups established by Council, external agencies, working groups and panels where Council has representation, expired on the Local Government Election Day, Saturday 19 October 2019.

Council is requested to consider the following:

- Appointment of Elected Members to advisory groups established by Council, working groups and panels where representation by Council is required for a term of two months, expiring 31 December 2019;
- Appointment of Elected Members to advisory groups where there is a statutory requirement, for a term of two-years, expiring 15 October 2021;
- Endorse the Mandurah Bush Fire Advisory Committee Terms of Reference;
- Appointment of Elected Members to external organisations where nominations have been requested or representation by Council is required for a term of two-years, expiring 15 October 2021;
- Endorse the Advisory Groups and Committees Terms of Reference; and
- Appointment of Community Members to Advisory Groups and Committees for a term of two-years, expiring 15 October 2021.

Council discussions surrounding Elected Members appointments to advisory groups established by Council, external agencies, working groups and panels where Council has representation are proposed to be completed by November 2019 to enable existing and newly Elected Members an opportunity to review and consider these various groups and the potential establishment of new groups.

A subsequent report will be presented to Council in December 2019 to appoint Elected Members to the remaining groups up until 15 October 2021, where applicable.

For information purposes, and to assist Elected Members in the appointing process, the previous memberships of these bodies has been set out in **Attachment 1** and the community nominations to Advisory Groups and Committees in the **Confidential Attachment**.

Disclosure of Interest

Nil.

Previous Relevant Documentation

- | | | | |
|---|------------|------------|--|
| • | SP.5/10/17 | 31/10/2017 | Appointment of Elected Members to advisory groups and external agencies. |
| • | G.15/2/17 | 14/02/2017 | Development Assessment Panels (JDAP): Local Government |
| • | G.10/11/17 | 28/11/2017 | Appointment of Community Representatives to Advisory Groups |

Background

Appointments to advisory groups, external agencies, working groups and panels expire at the time of an ordinary local government election, the most recent being the 19 October 2019. Following the most recent Election, the appointment of Elected Members to these groups for terms of two-years requires Council consideration and endorsement.

Comment

An overview of the advisory groups, external agencies, working groups and panels that requires Council representative(s) is set out in **Attachment 1**. The attachment includes the Elected Members that were appointed prior to the 2019 Local Government Election and identifies the meetings which are considered critical to have Elected Member representation. The **Attachment 1** is separated into two parts:

1. Advisory groups, internal working groups, selection panel appointments and external agency appointments/nominations for Elected Member nomination; and
2. Advisory groups, internal working groups, selection panel appointments and external agency appointments/nominations where no Elected Member appointment will be made for November and December 2019.

The approach to appoint for an initial term of two months will enable the existing and newly established Council the opportunity to review the Council established advisory groups, working groups and panels and consider Council's representation on external agencies.

It is proposed that Council will finalise discussions by November 2019 in relation to setting the 2020 meeting structure (as detailed in a separate report to Council) as well as providing an overview of the advisory groups, external agencies, working groups and panels where Council is represented. A further report will be presented to Council in December 2019 to appoint Elected Members to the remaining advisory groups, external agencies, working groups and panels up until 15 October 2021, where applicable.

Council are requested to note that all appointments to advisory groups, external agencies, working groups and panels do not bind the Council to any decision that is made by that advisory group, external agency, working group or panel. They are not a committee of Council and do not have any authority to make any Council decision. Elected Members who are representing Council can only vote and provide advice that is consistent with Council policy or position.

A brief overview of the recommendations made to Council is provided below:

Recommendation One: Approve the Elected Member appointments to the following Council advisory groups, external agencies, working groups and panels for a term of two months, expiring 31 December 2019.

City of Mandurah Officers have determined that Elected Members representation for November and December is critical to the following committees:

- Mandurah Matters Steering Group
- Mandurah Environmental Advisory Group
- Australia Day Awards Selection Panel
- Reconciliation Action Plan Steering Group
- Mandurah Liquor Accord
- Access and Inclusion Advisory Group

The remainder of the Council established advisory groups, internal working groups or selection panels (refer **Attachment 1**) either have no meetings scheduled or City of Mandurah Officers have determined that Elected Member attendance is not critical to the operation of these groups for November or December 2019.

Recommendation Two: Approve the Elected Member appointment to Advisory Committees established under legislation for a term of two-years, expiring 15 October 2021.

The following committees are established under other legislation and therefore require Elected Member representation:

- Mandurah Local Emergency Management Advisory Committee (established under the Emergency Management Act 2005)
- Mandurah Bush Fire Advisory Committee (established under the *Bush Fires Act 1954*)

Recommendation Three: Adoption of Mandurah Bush Fire Advisory Committee Terms of Reference

In accordance with Section 67 of the *Bush Fires Act 1954* local governments are required to develop a terms of reference for the Bush Fire Advisory Committees. Council is requested to adopt the City of Mandurah Bush Fire Advisory Committee Terms of Reference (refer **Attachment 2**).

Recommendation Four: Nominate Elected Members for consideration and appointment for a term as specified by the relevant Minister

Appointments to the following external agencies requires an appointment by the relevant Minister:

Development Assessment Panels

Correspondence received on 16 October 2019 from Gail McGowan, Director General, Development Assessment Panels (DAP) requested the nomination of replacement members for appointment by the Minister for Planning (**Attachment 3**).

The DAP is an independent decision-making body comprised of technical experts and elected local government representatives. These panels determine development applications made under local and region planning schemes. DAPs become the decision maker in two circumstances: when a development has an estimated cost of development above two million dollars and where the applicant chooses this option. Where the estimated cost of development is ten million dollars or more, it is mandatory.

The City of Mandurah is a member of the Metro South West DAP which comprises of five members, being three specialist members and two local government members. All current local government DAP members were appointed on 26 July 2018, for a term ending 26 January 2020. Councillor Darren Lee is at present the only Elected Member appointed to the DAP and has Ministerial approval to participate in the DAP process. As such Cr Lee will continue to hold this appointment until 26 January 2020. Once Council has endorsed the nominations the City will contact the DAP Secretariat to request that appointments be made as a priority.

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the City of Mandurah is requested to nominate two Elected Members and two alternates to sit as DAP members by 8 November 2019. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2022.

Elected Members who are selected on the DAP will be remunerated in accordance with the Premier's Circular 2017/18. The following remuneration is in accordance with Schedule 2 — Fees for DAP Members of the *Planning and Development (Development Assessment Panels) Regulations 2011*:

Presiding member per meeting to determine development applications	\$700
Any other member per meeting to determine development applications	\$425
Presiding member to determine applications to amend or cancel determination	\$200
Other member to determine applications to amend or cancel Determination	\$100
Presiding member attending proceeding in State Administrative Tribunal	\$700
Other member attending proceeding in State Administrative Tribunal	\$425
Training for DAP members	\$400
Re-training for DAP members	\$200
Presiding member to determine dispute as to compliance with notice	\$200

Peel Development Commission Board

Correspondence was received from Peel Development Commission (PDC) on 22 October 2019 (refer **Attachment 3**), seeking nominations for one Local Government representative vacancy on its Board due to one member's term expiring on 31 December 2019.

PDC have indicated that local governments in the region are invited to nominate up to two Elected Members. PDC is seeking nominees that have experience in economic development and investment attraction. Elected Members should note that the nomination to the PDC Board is not automatic. The PDC assesses the nominations and provides the shortlisted nominations to the Minister for Regional Development; Agriculture and Food; Ports for recommendation to Cabinet. Mayor Williams currently holds a position on the PDC Board which expires 31 December 2020.

Representatives are appointed pursuant to sections 15(1)(b) and 16(b) of the *Regional Development Commissions Act 1993* and as recommended by the Public Sector Commissioner, current remuneration is by way of sitting fees of \$622 per full day and \$403 per half day meeting. In addition, PDC Board members will be reimbursed for travel expenses incurred during the conduct of their official duties. Nominations must be submitted to PDC by no later than Monday, 2 December 2019.

Recommendation Five: Approve the Elected Member appointments to the following Council external agencies for a term expiring 15 October 2021.

City of Mandurah Officers' have determined that Elected Member representation is required for the following external agencies:

- Rivers Regional Council
- Peron Naturaliste Partnership
- WALGA: Peel Country Zone
- Waste Management Alliance Board
- Mandurah Performing Arts Centre Board

Rivers Regional Council

Elected Members who are selected to the Rivers Regional Council will be remunerated. The Rivers Regional Council current sitting fees are set out below:

Chairman	\$5,150 (per quarter)
Deputy Chairman	\$2,575 (per quarter)
Councillors	\$1,931.25 (per quarter)
Deputy Councillor	\$200 (per meeting)

Mileage paid at 0.76 cents per kilometre and it can be claimed when travelling to and from meetings, or attending to any other Council business.

Western Australian Local Government Association Zones

The City of Mandurah received correspondence from the Western Australian Local Government Association (WALGA) requesting nominations for Elected Member delegates and deputy delegates to the WALGA Zones (refer **Attachment 3**). Western Australian Local Governments are convened together in 17 zones on the basis of population, commonalities of interest and geographical alignment, with the City of Mandurah being part of the WALGA Peel Country Zone.

Further information on becoming a Zone delegate or State Councillor is provided in the Elected Member Prospectus within **Attachment 3**. Nominations must be lodged with WALGA by no later than Friday 8 November 2019.

Attachment 1 provides an overview of the remaining external agencies listed above.

Recommendation Six: Approve the Elected Member nominations for consideration by external agencies for a period of two-years, expiring on 15 October 2021.

Council is requested to put forward Elected Member nominations for consideration by the below external agencies. Elected Members should be aware that nomination to these external agencies is not automatic.

- Peel-Harvey Catchment Council
- Australian Coastal Council Association

Peel-Harvey Catchment Council

Correspondence was received on 20 August 2019 from the Chief Executive Officer of the Peel-Harvey Catchment Council (PHCC) (refer **Attachment 3**) calling for nominations for local government representation (Local Government Coastal) on the PHCC. The nomination form is required to be submitted to PHCC by Thursday, 21 November 2019. The PHCC will assess nominations and make their determination and endorsement at their PHCC December meeting.

Australian Coastal Council Association

The Australian Coastal Council Association (ACCA) contacted the City of Mandurah on 15 October 2019 regarding the election of representatives to the association's committee of management (refer **Attachment 3**). The committee consists of two elected representatives from member councils in each State for a term of two-years.

As a current financial member, the City of Mandurah is permitted to submit one nomination. Under the rules of the organisation only one nomination will be accepted from a member of council for election to the committee, and must be lodged by Friday, 8 November 2019. In the event that more than two nominations are received in any State, a ballot of members in that State will be held.

Recommendation Seven: Approve that where there are Council advisory groups, external agencies, working groups and panels that hold a meeting during November and December 2019 and an Elected Member has not been appointed to that group, the Mayor will attend. Where the Mayor is unavailable, the invitation will be circulated to Elected Members to ensure, where possible, representation of Council is present.

This approach will ensure continued participation by Elected Members to meetings for the remainder of the year.

Recommendation Eight: Notify all Council advisory groups, working groups and panels of the temporary appointments expiring on 31 December 2019. Where there has been no appointment, the City will notify the Council advisory groups, external agencies, working groups and panels in December 2019 following Council's decision in relation to Elected Member appointments for the period expiring 15 October 2021.

Council will finalise discussions by November 2019 in relation to the Council established advisory groups, working groups and panels. A further report will be presented to Council in December 2019 to appoint Elected Members to the remaining advisory groups, external agencies, working groups and panels up until 15 October 2021 where applicable.

Recommendation Nine: Approve the Advisory Group and Committee Terms of Reference as detailed in Attachment 4

Council is requested to consider adopting the amended Advisory Group and Committee Terms of Reference (refer **Attachment 4**). A summary of the Advisory Groups and Committees, key changes to the Terms of Reference and number of nominations received are below:

Advisory Group or Committee	Key amendments to the Terms of Reference	Number of community representative nominations
Access and Inclusion Advisory Group	Reduce Elected Member representation from three to two and reduce the community representation from 13 to 10. Amendments to reflect the disability sector changes and minor updates throughout.	10
Mandurah Environmental Advisory Group	Reduce the community representative from eight to six and the inclusion of two volunteer representatives from the Mandurah Environment Volunteer Alliance. Minor amendments throughout.	6
Mandurah Community Museum Advisory Group	Increase membership from one community representative to two.	2
Mandurah Road Wise Advisory Group	Removal of the community member representing the senior citizens of Mandurah. Reduction in the number of meetings from monthly to quarterly. Includes the ability for the committee to utilise the City's media team and minor updates throughout.	1

Recommendation Ten: Approve the community representations appointments to the following Council advisory groups, working groups and panels for a term expiring 15 October 2021

Council is requested to consider the appointment of community representatives to the Access and Inclusion Advisory Group, Mandurah Environmental Advisory Group, Mandurah Community Museum Advisory Group and Mandurah Road Wise Advisory Group.

The City advertised in the Mandurah Mail (local newspaper) on the 26 September 2019 and via the City's Facebook page, for interested community members to nominate for the Advisory Groups and Committees.

Council is requested to consider the community members nominations outlined in the ***Confidential Attachment***.

Consultation

Interested community members were encouraged to nominate for a position on the Council Advisory Groups and Committees. The information was circulated amongst existing group members, advertised in the Mandurah Mail and on the City of Mandurah's Facebook and website.

Statutory Environment

Local Government Act 1995
Emergency Management Act 2005
Bush Fires Act 1954

Policy Implications

Nil.

Economic Implications

Nil.

Risk Analysis

Council would be in contravention of the *Emergency Management Act 2005* and/or the *Bush Fires Act 1954* without representation of Elected Member(s) on the Local Emergency Management Advisory Committee and the Bush Fire Advisory Committee.

Strategic Implications

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* are relevant to this report:

Organisational Excellence:

- Demonstrate regional leadership and advocacy.
- Listen to and engage with our community.

Conclusion

Appointments to advisory groups, external agencies, working groups and panels where Council has representation, expired on the Local Government Election Day, Saturday 19 October 2019.

Council is requested to consider the following:

- Appointment of Elected Members to advisory groups established by Council, working groups and panels where representation by Council is required for a term of two months, expiring 31 December 2019;
- Appointment of Elected Members to advisory groups where there is a statutory requirement for a term of two-years, expiring 15 October 2021;
- Endorse the Mandurah Bush Fire Advisory Committee Terms of Reference;
- Appointment of Elected Members to external organisations where nominations have been requested or representation by Council is required for a period of two-years, until 15 October 2021;
- Endorse the Advisory Groups and Committees Terms of Reference; and
- Appointment of Community Members to Advisory Groups and Committees for a period of two-years, expiring on 15 October 2021.

A subsequent report will be presented to Council at the December 2019 Ordinary Council Meeting to appoint Elected Members to all remaining advisory groups, external agencies, working groups and panels, with terms expiring up until 15 October 2021.

NOTE:

Refer: ***Attachment 1: Overview of Advisory Groups, External Agencies, Working Groups and Panels***
Attachment 2: City of Mandurah Bushfire Advisory Committee Terms of Reference
Attachment 3: Requests for Local Government Nominations
Attachment 4: Advisory Groups and Committees Terms of Reference
Confidential Attachment: Community Member Appointment to Advisory Groups and Committees

RECOMMENDATION

That Council:

1. **Approve the Elected Member appointments to the following Council advisory groups, external agencies, working groups and panels for a term of two months, expiring 31 December 2019:**

1.1. Mandurah Matters Steering Group

1.2. Mandurah Environmental Advisory Group

1.3. Australia Day Awards Selection Panel

1.4. Reconciliation Action Plan Steering Group

1.5. Mandurah Liquor Accord

1.6. Access and Inclusion Advisory Group

- 2. Approve the Elected Member appointments to Advisory Committees established under legislation for a term of two-years, expiring 15 October 2021:**

2.1 Mandurah Local Emergency Management Advisory Committee

Deputy: _____

2.2 Mandurah Bush Fire Advisory Committee

Deputy: _____

- 3. Adoption of Mandurah Bush Fire Advisory Committee Terms of Reference as detailed in *Attachment 2*.**

- 4. Nominate Elected Members for consideration and appointment for a term as specified by the relevant Minister:**

4.1. Nominate the Elected Members for consideration by the Minister for Planning for the appointment on the Metro South West Joint Development Assessment Panel:

Alternate:

Alternate commencing 26 January 2020

4.2 Nominate the Elected Members for consideration by the Minister for Regional Development; Agriculture and Food; Ports for the appointment on the Peel Development Commission Board:

5. Approve the Elected Member appointments to the following Council external agencies for a term expiring 15 October 2021:

5.1 Rivers Regional Council

Deputy: _____
Deputy: _____

5.2 Peron Naturaliste Partnership

5.3 WALGA: Peel Country Zone

Deputy: _____
Deputy: _____

5.4 Waste Management Alliance Board

5.5 Mandurah Performing Arts Centre Board

6. Approve the Elected Member nominations for consideration by external agencies for a period of two-years, expiring on 15 October 2021:

6.1 Peel-Harvey Catchment Council (local government coastal representatives)

6.2 Australian Coastal Council Association

7. Approve that where there are Council advisory groups, external agencies, working groups and panels that hold a meeting during November and December 2019 and an Elected Member has not been appointed to that group, the Mayor will attend. Where the Mayor is unavailable, the invitation will be circulated to Elected Members to ensure, where possible, representation of Council is present.

8. Notify all Council advisory groups, external agencies, working groups and panels of the temporary appointments expiring on 31 December 2019. Where there has been no appointment, the City will notify the Council advisory groups, external agencies, working groups and panels in December 2019 following Council's decision in relation to Elected Member appointments for the period expiring 15 October 2021.

9. Approve the Advisory Group and Committee Terms of Reference as detailed in Attachment 4.

10. Approve the community representations appointments to the following Council advisory groups, working groups and panels for a term expiring 15 October 2021:

10.1 Access and Inclusion Advisory Group:

Deborah Wiseman

Vicki Pollard

Aaron Hilbrick

Heath Flanagan

Gary Russell-Brown

Joseph Harrall

Maryanne Baker

Andrew Mathewson

Malcolm Anderson

Julyanne Campbell

10.2 Mandurah Community Museum Advisory Group

Jill Burgess

Dr Robert Pearce

10.3 Mandurah Road Wise Advisory group

Joy Cooper

10.4 Mandurah Environmental Advisory Group

Leonie Stubbs

Sarah way

Mel Horton

Murray Love

Amanda Willmott

Kirsten Field

*****ABSOLUTE MAJORITY REQUIRED*****

Advisory groups, internal working groups, selection panel appointments and external agency appointments/nominations for Elected Member nomination:

Advisory Groups	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Mandurah Bushfire Advisory Committee Contact Officer: Myra Giardini	Cr Darcy Deputy Hon Cr Riebeling	Quarterly Mon or Wed Mandurah SES 31 Education Dev Greenfields Duration 2 hours – Mon 6.30pm – 8.30pm, Wed 12.00pm – 2.00pm	1 Elected Member 1 Deputy Member	The Mandurah Bushfire Advisory Committee provides advice to the City on bushfire planning and mitigation. The Committee includes representatives from local volunteer fire stations and State government agencies.	Appointment of Elected Members until 15 October 2021
Mandurah Environmental Advisory Group Contact Officer: Brett Brenchley	Cr Knight	2nd Friday of each month, In-house Duration 2 hours 9.00am – 11.00am	2 Elected Members	Group advises Council on matters relating to environmental management and protection.	Appointment of Elected members until 31 December 2019 Appointment of Community members until 15 October 2021
Access and Inclusion Advisory Group Contact Officer: Tim Hartland	Crs M Rogers & Wortley Deputy Cr Lee	Quarterly on a Wednesday In-house Duration 2 hours 3.00pm – 5.00pm	2 Elected Members	Assist implementation of the City's Access and Inclusion Plan by providing feedback on key projects and advocate for access and inclusion.	Appointment of Elected Members to 31 December 2019 Appointment of Community members until 15 October 2021

ATTACHMENT 1

Internal Working Groups & Selection Panel Appointments	Previous Representation	Frequency	Vacancy (ies)	Objective	Comment
Local Emergency Management Advisory Committee Contact Officer: M Giardini	Cr Darcy Deputy Cr Wortley	Quarterly Wednesdays 12.00pm – 2.00pm Duration 2 hours Mandurah State Emergency Service Facility, 31 Education Drive, Greenfields	1 Elected Member 1 Deputy Member	Planning body responsible for developing and maintaining local emergency management plans. Group has representatives from emergency, welfare and essential services.	Appointment of Elected Members until 15 October 2021
Mandurah Matters Steering Group Contact Officer: Craig Johnson	New Group	Monthly for 12 months then bi-monthly In-house	4 Elected Members	Establish a framework, identify potential members for a working group and assist in identifying key priorities and resources to assist in delivery of vision.	Appointment of Elected Members until 31 December 2019
Australia Day Awards Selection Panel Contact Officer: Tim Hartland	Crs Jackson, Lee, Lynn Rodgers & Schumacher	Annually, early November In-house Duration 2 hours	4 Elected Members (minimum)	Group meets to discuss the nominations received for the Australian Citizen of the Year Awards and select winners for each category, being Citizen of the Year under 25, Citizen of the Year, Senior Citizen of the Year and Community Group / Event.	Appointment of Elected Members until 31 December 2019
Reconciliation Action Plan Steering Group Contact Officer: Tim Hartland	Mayor Williams, Crs Lynn Rodgers, Peter Rogers & Hon Cr Riebeling	Strategic: 3 x 2 hour meetings per annum Operational: 3 x 2 hour meetings per annum	4 Elected Members	Oversee the development, monitoring & delivery of the Reconciliation Action Plan. Strategic Meetings - Include all RAP Steering Group Members. Designed primarily to oversee the delivery of the RAP from a strategic perspective. Key directional & strategic discussions, decisions made in these meetings. Operational Meetings - Include all Aboriginal representatives, senior management & operational staff from the City. Elected Members, the Mayor and CEO are not required to attend.	Appointment of Elected Members until 31 December 2019
Mandurah Liquor Accord Contact Officer: Tim Hartland	Cr Jackson and Mayor Williams	Bi-monthly on a Thursday In-house Duration 1.5 hours 2:30pm - 4.00pm	2 Elected Members	Facilitate and administer the Accord under direction of members. Promote well managed licensed premises to provide environments preventing drunkenness & anti-social behaviour. Also evaluate the effectiveness of the accord.	Appointment of Elected Members until 31 December 2019

ATTACHMENT 1

External Agency Appointments / Nominations	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Peron Naturaliste Partnership Contact Officer: Brett Brenchley	Cr Knight	2 x quarterly meetings (Exec & Board) Often held in Bunbury, during office hours Duration can be up to 3 hours	1 Elected Member	The vision of the Peron Naturaliste Partnership is to empower a resilient regional community to reduce risks & optimise opportunities presented by climate change.	Membership of Elected Member until 15 October 2021
Rivers Regional Council Contact Officer: Allan Claydon	Hon Cr Riebeling Deputy Cr Darcy Cr Jones Deputy Cr Peter Rogers	Bi Monthly, time & date TBA Venue rotates between member Councils. Duration 2-3 hrs (incl dinner) Sitting Fees Applicable	2 Elected Members 2 Deputy Members	Provide sustainable waste minimisation, recycling and alternative waste treatment services for member councils in a way which will move communities substantially towards zero-waste environment.	Membership of Elected Members until 15 October 2021
WALGA : Peel Country Zone Contact Officer: Mark Newman	Mayor Williams & Cr Knight Deputy Hon Cr Riebeling and CEO	Wednesday, Feb, Apr, Jun, Aug & Nov Venue rotates between member Councils. Commences at 2.00pm Duration: 2 – 3 hours	2 Elected Members 2 Deputy Members	To provide input into policy formulation and providing advice on various matters.	Membership of Elected Members until 15 October 2021
Waste Management Alliance Board Contact Officer: Allan Claydon	Mayor Williams	Quarterly In house Duration 2 hours	1 Elected Member <i>By tradition Mayoral appointment</i>	Achieve joint strategic goals in the delivery of waste management services for the Mandurah community.	Membership of Elected Members until 15 October 2021
Peel-Harvey Catchment Council (local government coastal representatives) Contact Officer: Mark Newman	Cr Knight	Usually 3 rd Thursday, bi-monthly (Minimum of six times per year) 2 year term expires Nov 2019	1 nomination sought		Nomination put forward for consideration and appointment to 15 October 2021
Australian Coastal Council Association	Cr Knight	Annual General Meeting Nov Annual conference March 2yr term expires 22 Nov 2019	Nominations sought from 2 members for each state	Represents Australia's coastal councils and communities	Nomination put forward for consideration and appointment to 15 October 2021

ATTACHMENT 1

External Agency Appointments / Nominations	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Development Assessment Panel	Cr Knight Cr Lee Hon Cr Riebeling Vacant	Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2022	2 Elected Members 2 Deputy Members	DAPs determine development applications made under local and region planning schemes decision maker. The City of Mandurah is a member of the Metro South West DAP which comprises of five members, being three specialist members and two local government members.	Nomination put forward for consideration of appointment
Peel Development Commission Board	Previously only Mayor was a member	Once nominations are received, PDC assesses and provides shortlisted nominations to the Minister for Regional Development; Agriculture and Food; Ports for recommendation to Cabinet.	2 Elected Members	The objectives of the PDC Board is to maximise job creation and economic diversification within the region; develop and broaden the economic base of the region; identify infrastructure services to promote economic and social development within the region; and provide information and advice to promote business development within the region.	Nomination put forward for consideration of appointment
Mandurah Performing Arts Inc Board Contact Officer: Mark Newman	Cr Peter Rogers	Monthly, Thursdays MPAC 5.30pm – 7.00pm Duration 1.5 hours	1 Elected Member	The Board manages the Mandurah Performing Arts Centre through the management of the Manager. It is responsible for the establishment of the strategic direction for the organisation.	Membership of Elected Members until 15 October 2021

Advisory groups, internal working groups, selection panel appointments and external agency appointments/nominations where no Elected Member appointment will be made for November and December 2019:

Advisory Groups	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Eastport Canal Waterways Advisory Group Contact Officer: Neil Carroll	Hon Cr Riebeling Deputy Cr Darcy	Quarterly Marina Meeting Room Duration 1 hour	1 Elected Member 1 Deputy Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19
Mandurah Community Museum Advisory Group Contact Officer: Tim Hartland	Cr Matt Rogers Deputy Cr Wortley	Quarterly, Jul, Oct, Jan & Apr Last Thursday of each month Duration 1 hour 5.00pm -6.00pm	2 Elected Members	The purpose of the group is to provide advice to Council on issues relating to the Museum, primarily to increase its usage through promotion.	Appointment of Community members until 15 October 2021 No meetings are currently scheduled for Nov and Dec 19
Mandurah Quay Waterways Advisory Group Contact Officer: Neil Carroll	Hon Cr Riebeling & Cr Darcy	Quarterly Marina Meeting Room Duration 1 hour	1 Elected Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19
Mandurah Roadwise Advisory Group Contact Officer: Troy Davis	Mayor Williams & Cr Wortley	Monthly on a Monday Works & Services Meeting Rm 1 Duration 1.5 hours 12.00pm – 1.30pm	2 Elected Members	The Roadwise Program works with Local Governments, Police, community groups, private businesses and individuals to support the implementation of the State/Local Government safety initiatives.	Appointment of Community members until 15 October 2021
Mariner's Cove Canal Waterways Advisory Group Contact Officer: Neil Carroll	Cr Lee Deputy Cr Jones	Quarterly Marina Meeting Room Duration 1 hour	1 Elected Member 1 Deputy Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19

Advisory Groups	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Port Bouvard Canal Waterways Advisory Group Contact Officer: Neil Carroll	Hon Cr Riebeling & Cr Darcy	Quarterly Marina Meeting Room Duration 1 hour	1 or 2 Elected Members 1 Deputy Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19
Port Mandurah Canal Waterways Advisory Group Contact Officer: Neil Carroll	Mayor Williams Deputy Cr Schumacher	Quarterly Marina Meeting Room Duration 1 hour	1 Elected Member 1 Deputy Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19
Waterside Canal Waterways Advisory Group Contact Officer: Neil Carroll	Cr Lee Deputy Cr Jones	Quarterly Marina Meeting Room Duration 1 hour	1 Elected Member 1 Deputy Member	Waterways Advisory Groups have the responsibility for setting the canal maintenance requirements which are paid for via the specified area rate. They operate under the provisions of the <i>Local Government Act 1995</i> .	No meetings are currently scheduled for Nov and Dec 19

Internal Working Groups & Selection Panel Appointments	Previous Representation	Frequency	Vacancy (ies)	Objective	Comment
City of Mandurah Convention Scholarship Assessment Panel Contact Officer: Adam Denniss	Crs Knight & Lee, Mayor Williams	Annually in April In-house during work hours Duration 2 hours	2 Elected Members & the Mayor	The Panel, comprising a representative from the City of Mandurah & PCB undertake judging of a shortlisted City of Mandurah ASPIRE Scholarship entries / applicants.	Meeting in April 2020
City of Mandurah Sports Awards Contact Officer: Craig Johnson	Crs Jones, Lee & Schumacher	Annually in October In-house Duration 1.5 hours	2 Elected Members	The group assesses nominations for each category of the Sports Awards. A list of finalists and winners of each category is generated.	Next meeting in October 2020

Internal Working Groups & Selection Panel Appointments	Previous Representation	Frequency	Vacancy (ies)	Objective	Comment
Community Assistance Grants Scheme Contact Officer: Tim Hartland	Crs Jackson, Jones, Lee & Lynn Rodgers	Wednesday, March & August 4.00pm–6.00pm Duration 2 hours	4 Elected Members	Responsible for evaluating grant applications for two Community Grant streams, Partnership Fund & Community Association fund. Opportunities exist for Elected Members to attend community programs and events that the panel approve.	Next meeting in March 2020
Crab Fest Working Group Contact Officer: Craig Johnson	Crs Wortley and Darcy	Twice per year (Sep & Jan) In-house Duration 1.5 hours	2 Elected Members	Group advises on the event programme, local business and community opportunities	Next meeting in January 2020
Kids Teaching Kids: School Selection Panel – Interstate Conference Contact Officer: Brett Brenchley	Crs Lee & Knight	Annually In-house Duration 2-3 hours	2 Elected Members	Judge entries for the Kids Teaching Kids scholarship. The City awards \$5,000 to assist students to attend the national Kids Teaching Kids conference.	
Murdoch University Undergraduate Nursing Scholarship Selection Panel Contact Officer: Tim Hartland	Crs Knight & Lee	Annually in February	2 Elected Members	To assess applications for the City sponsored scholarships at Murdoch University.	Next meeting in February 2020
Peel Mosquito Management Group Contact Officer: Brendan Ingle	Hon Cr Riebeling Deputy Cr Darcy	Quarterly meetings Duration 2 hours	1 Elected Member 1 Deputy Member	To discuss the management of mosquitos within the Peel Region with participating Local Governments and Stakeholders.	Quarterly meeting

External Agency Appointments / Nominations	Previous Representation	Frequency	Vacancy(ies)	Objective	Comment
Strategic Street Present & Homeless Working Group	Mayor Williams, Crs Knight, Lynn Rodgers & Jones	As required	3 Elected Members	Guide the City strategically in approaches to homeless and street present meetings. Supported by Community Homeless and Street Present network and focus groups.	Meetings scheduled as required
Visit Mandurah Contact Officer: Adam Denniss	Mayor Williams	Bi-Monthly, Thursday Mandurah Performing Art Centre Duration 2 hours	1 Elected Member	To activate tourism in the Mandurah through increasing the visitation, length of stay and increase in visitor spend	
Peel Chamber of Commerce & Industry Board Contact Officer: Adam Denniss	Cr Jackson Deputy Hon Cr Riebeling	Monthly, 3 rd Wednesday PCCI Office 3.00pm – 6.00pm Duration 3 hours	1 Elected Member 1 Deputy Member	The Board drives the strategic direction of the Peel Chamber of Commerce & Industry.	
Peel Harvey Biosecurity Group Contact Officer: Brett Brenchley	New Group	Monthly, 4 th Wed evening Duration 2 hours	1 Elected Member	To provide guidance and direction with regard to the governance and strategic initiatives of this regional biosecurity group.	
South West Regional Road Group Contact Officer: Allan Claydon	Mayor Williams Deputy Cr Shane Jones	Held 3 to 4 times a year Venue - Dardanup. Duration 3 hours.	1 Elected Member 1 Deputy Member	Recommend Local Government road funding priorities to the State Road Funds to local government advisory committee and monitor the implementation of the local roads program for the South West region.	



City of Mandurah

Bush Fires Advisory Committee

TERMS OF REFERENCE

Originating Section: Emergency Management	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>s67 Bush Fires Act 1954</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Emergency Management , September 2019	Delegated Authority: DA-EMS 02 – <i>Bush Fires Act 1954.</i>
Approved: <ul style="list-style-type: none"> • G.13/11/17 Appointment of Community Representatives to Advisory Groups • G.72/11/15: Council adopted updated Terms of Reference 	Other References: <ul style="list-style-type: none"> • Policy POL-GVN 04 – Elected Member Support and Development •

CITY OF MANDURAH BUSH FIRES ADVISORY COMMITTEE

The City of Mandurah Bush Fires Advisory Committee and will hereinafter be referred to as the Advisory Committee. The Advisory Committee is established by Council under Section 67 of the *Bush Fires Act 1954*.

Purpose

The Advisory Committee may advise Council regarding all matters relating to preventing, controlling and extinguishing bush fires in Mandurah.

Objective

To cooperatively and collaboratively progress bush fire education, prevention, preparedness, response and recovery.

Responsibilities

The Advisory Committee has the following responsibilities:

- a) To have a broad understanding of bushfire legislation operating in WA
- b) To advise policy and guidelines for the effective control and prevention of bushfire
- c) To contribute ideas and knowledge toward the development of fire prevention programs and promotional activities

Membership

The membership of this Advisory Committee is as follows:

- a) One Elected Member
- b) One Deputy Elected Member
- c) Captain & FCO (or their representative) from the following fire brigades:
 - Mandurah Southern Districts Volunteer Bush Fire Brigade
 - Mandurah Volunteer Fire & Rescue Service
 - Falcon Volunteer Fire & Rescue Service
- d) Chief Bush Fire Control Officer or his Deputy
- e) Supporting Officers or representative:
 - Coordinator Ranger Services
 - Coordinator Emergency Management
 - Dept of Fire & Emergency Services District Officer
 - Department of Biodiversity, Conservation and Attractions - Parks & Wildlife Officer
 - Administration/minute taker (no voting rights)

A local government may at any time appoint such persons as it thinks fit to the Advisory Committee (Section 67 of the *Bushfires Act 1954*). The CEO may appoint members of the Advisory Committee in accordance with Delegated Authority DA-EMS 02 – *Bush Fires Act 1954*.

Meetings

Unless otherwise resolved by the Advisory Committee meetings shall be held quarterly.

Quorum

The Quorum for meetings shall be one more than half the total number of members of the Advisory Committee.

Voting

At all meetings of the Advisory Committee, each member including the Chairperson, shall have one vote only and in the case of an equality of votes, the question shall be determined in the negative.



Government of Western Australia
Development Assessment Panels

CITY OF MANDURAH	
REC 3978	
15 OCT 2019	
Doc #	
Officer	

Our Ref: DP/12/00609
Enquiries: DAP Secretariat
Telephone: 6551 9919

Mr Mark Newman
Chief Executive Officer
City of Mandurah
PO Box 210
MANDURAH WA 6210

Dear Mr ^{Mark}Newman,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Following the upcoming local government elections to be held on 19 October 2019, there may be a change in your local government DAP membership if the composition of your council changes. In this instance, your local government will need to nominate replacement DAP members for appointment by the Minister for Planning.

Each DAP comprises of five members, being three specialist members and two local government members. All current local government DAP members were appointed on the 26 July 2018, for a term ending 26 January 2020.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at daps@dplh.wa.gov.au.

All local government councils are requested to provide nominations for local government DAP members by Friday 8 November 2019, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. If there is no change to your local government DAP representation following the local government elections, confirmation of this should be provided to the DAPs Secretariat as soon as possible. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2022.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed to 50 per cent by 2019.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The Action Plan for Planning Reform has been released to ensure the Western Australian planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system have been identified as part of the reform initiatives to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Gail McGowan PSM
Director General

16 October 2019



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au.

Local Government	
DAP Name	

	Member 1	Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

	Alternate Member 1	Alternate Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2017/18](#).

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

10 October 2019

Our Ref: 02-002-05-0001 NS:CO

Attention: Chief Executive Officer

Election of Zone Delegates and State Councillors

The Local Government elections, to be held on Saturday 19 October 2019, will affect Council appointments to external committees including the WALGA Zone.

As a consequence, Councils are requested to elect / appoint Elected Member delegates and deputy delegates to the Zone and notify WALGA by no later than Friday 8 November 2019.

WALGA's Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair.

A Chronological overview of the process is detailed below:

- Local Government elections occur on 19 October 2019.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9am, Friday 8 November 2019.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, Zones are required to hold these elections at their November 2019 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2019 November Zone meeting.
- State Councillor Induction Session – morning of 4 December 2019.
- New State Council will take office at the Ordinary Meeting of State Council on 4 December 2019.
- The position of President and Deputy President of WALGA, will be elected at the March 2020 State Council Meeting.

Further information regarding the nomination and election process to State Council will be provided before the November Zone meeting.

Please find attached WALGA's Elected Member Prospectus. This document will assist in providing further information on becoming a Zone Delegate or State Councillor. If you can please distribute to your Elected Members for their information that would be much appreciated.

For further information and to provide details of your Zone Delegates by Friday 8 November 2019, please contact Chantelle O'Brien on (08) 9213 2013 or cobrien@walga.asn.au.

Yours sincerely



Nick Sloan
Chief Executive Officer



Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

About WALGA

WALGA is the Western Australian Local Government Association, formed in 2001 with the merging of the WA Municipal Association, Local Government Association of WA, Country Urban Councils Association, and Country Shire Councils Association.

WALGA is not a government department or agency; WALGA exists to advocate and negotiate on behalf of the WA Local Government sector in the best interests of its Member Councils.

What Does WALGA Do

WALGA aims to provide value to Member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services;
- Building a positive profile for Local Government;
- Providing effective advocacy and leadership on behalf of the sector; and,
- Ensuring representation in the interests of Local Government in WA.

How Does WALGA Work

WALGA employs approximately 100 staff across the areas of:

- Policy portfolios including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and,
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA Funded

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Councils. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through: charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and,
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting Local Government;
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and,
- Contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy agenda in two critical ways: by passing resolutions on items contained in the State Council agenda, and by generating new agenda items for consideration by State Council.

Zone Motions

To generate new agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council; however, as Zones are self-governing and autonomous, individual Zone delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council, or has been submitted by an individual Zone delegate.

Role of Zone Delegates

Zone delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's delegate, the Zone delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24 member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 12 metropolitan zones and 12 regional zones. All 139 WA Local Governments are invited to be Members of WALGA and a zone.

Elected Members are able to nominate to represent their Local Government on their zone and in turn, through the zone election process, to represent the zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- i. Strategy formulation and policy making;
- ii. Development, evaluation and succession of the Chief Executive Officer;
- iii. Monitoring financial management and performance, including the annual budget;
- iv. Monitoring and controlling compliance and organisational performance;
- v. Ensuring effective identification, assessment and management of risk;
- vi. Promoting ethical and responsible decision making;

- vii. Ensuring effective communication and liaison with members and stakeholders; and;
- viii. Ensuring an effective governance framework and culture.

Role of State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- Policy positions and issues;
- The strategic direction of WALGA;
- Financial operations and solvency; and,
- All matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be ‘champions’ for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are six per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are also expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid a sitting fee of \$3,500 per annum and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance and Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the Local Government sector in WA. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

There is also the potential for State Councillors, as Local Government leaders in WA, to play a role in supporting and mentoring other Elected Members, either informally or through WALGA's Member Advisor Program.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and you play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

For more information contact:

Chantelle O'Brien, Governance Support Officer – (Zones)
(08) 9213 2013 cobrien@walga.asn.au

Margaret Degebrodt, Executive Officer Governance – (State Council)
(08) 9213 2036 mdegebrodt@walga.asn.au

Tim Lane, Manager Strategy and Association Governance
(08) 9213 2029 tlane@walga.asn.au

Tony Brown, Executive Manager, Governance and Organisational Services
(08) 9213 2051 tbrown@walga.asn.au

Enquiries: Jane O'Malley
 Our Ref: 088_2019_0820
 File No: BO_M_100

20 August 2019

Mr Mark Newman
 Chief Executive Officer
 City of Mandurah
 PO Box 210
 MANDURAH WA 6210



Dear Mark

Call for Nomination for Local Government Representation (Coastal) on the Peel Harvey Catchment Council – closes 10am Thursday 21 November 2019.

Councillor Caroline Knight has been the Coastal Local Government Representative for the Peel-Harvey Catchment Council since her appointment in 2013 and Chairman since October 2018. Caroline's contribution has been invaluable and we thank her for her time and commitment to date.

As Caroline's two year term expires in December 2019 we again invite you to nominate one of your Elected Members to the PHCC, as a Member or Deputy Member, after the October Local Government elections. You may choose to renominate Caroline. As you know, applications are considered by an Independent Panel who make a recommendation to the PHCC. The PHCC would make their determination and endorsement at their December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all coastal local governments within the Peel-Harvey Catchment.

I have attached a copy of our Strategic Directions, Annual Report, Constitution and a map of the Catchment, to assist you to select a nominee who has the capacity and ability to help to meet our vision for the Peel-Harvey Catchment.

The PHCC hold formal meetings a minimum of six times a year, usually on the third Thursday of every second month, with travel costs for these meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all coastal Councils. The successful applicant would be provided clarity as to these expectations via an induction process and mentoring.

If you choose to nominate an Elected Member and they are successful, your nominee will be joining a dedicated group with representation from community, industry and government. Selection will be made via a recommendation from an independent panel to the December 12 meeting of the PHCC.

Applications are requested in writing (form attached), with endorsement from Council, outlining the applicant's reasons for nominating and their knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

58 Sutton Street, Mandurah
 Western Australia 6210

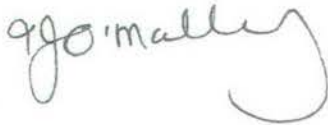
T: +61 8 6369 8800

Report 2 Page 50
www.peel-harvey.org.au

We would appreciate receiving your nomination by 10am Thursday 21 November 2019. Please don't hesitate to contact me on 6369 8800 or email jane.omalley@peel-harvey.org.au if you would like any further information.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'jane.omalley', with a large, stylized flourish at the end.

Jane O'Malley
Chief Executive Officer

cc: Cr Caroline Knight

Enc.

1. Nomination Form
2. Strategic Directions
3. Annual Report
4. Constitution
5. Map of Peel-Harvey Catchment



Nomination

Join a Team that Really Makes a Difference!

Nomination for Local Government
Representative

The Peel-Harvey Catchment Council (PHCC) is seeking suitably qualified councilors to nominate for the position of Local Government Representative on the PHCC Board.

If you tick any, or many of the following boxes, you may be just what we are looking for:

- ☐ Knowledge, interest and understanding of the ecological principles of natural resource management
- ☐ Experience and expertise in sustainable natural resource management practice
- ☐ Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey Catchment
- ☐ Experience in coordinating and managing projects or businesses
- ☐ Experience in legislative programs or environmental policy framing
- ☐ Ability to communicate and use community networks effectively
- ☐ Ability to analyse and work strategically across a wide range of complex integrated issues
- ☐ Knowledge and experience in financial management

The term of your tenure will be two years, plenty of time to make a significant impact for the local environment.

If successful, you will be one two local government members, ten community members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission. Meetings are held on the third Thursday of every second month. Some recompense is made for the cost of travel to meetings.

As part of the nomination process, we ask that you provide a letter addressing the selection criteria and complete the 'Self-Assessment' over the page using the assessment levels below:

- VERY HIGH** Supported with demonstrated, significant professional experience or extensive, practical experience in the area and/or relevant qualification/s
- HIGH** Supported with demonstrated, professional experience or significant, practical experience in the area and/or relevant qualification/s
- MEDIUM** Supported with demonstrated practical experience in the area
- LOW** Some practical experience in the area
- NONE** Awareness/Interest only with no practical experience. Little or no knowledge or skill in the area

Refer to the 'Self-Assessment Guide' below for more information about the requirements of each level as it applies.

VERY HIGH	HIGH as for MEDIUM but also	MEDIUM	LOW
A Post Graduate Degree or higher qualification in a related discipline and at least 8 years of professional experience.	A Degree or Diploma / Certificate in a related discipline and / or at least 5 year's experience.	At least 3 years practical experience the Natural Resource Management Sector.	Some practical experience (including volunteering) in the Natural Resource Management Sector.

Self-Assessment

The self-assessment requires you to reflect on your level of knowledge, experience and skill in the following key areas:

Knowledge/Skill Area	VERY HIGH	HIGH	MED	LOW	NONE
Knowledge, interest and understanding of the ecological principles of natural resource					
Experience and expertise in sustainable natural resource management practice					
Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey					
Experience in Indigenous engagement, participation and/or capacity building					
Experience in coordinating and managing projects or businesses					
Experience in legislative programs or environmental policy					
Ability to communicate and use community networks effectively					
Ability to analyse and work strategically across a wide range of complex integrated issues					
Financial Management/Audit					
Risk Management					

These criteria are guidelines only and, if you believe you can demonstrate high level skills, knowledge or experience outside of these areas, we encourage you to inform us within your supporting documentation.

Name

Address

Phone Mobile

Email

Checklist to complete and return to PHCC:

- ☐ I have completed the self-assessment table above
- ☐ I have attached a letter detailing the skills and knowledge I would bring to the PHCC as a Local Govt Representative
- ☐ I have completed the Association Liability Insurance Questions for Members/Proposed Members (Attachment 1)

Signed: Date:

Written nominations must be received by **10am, Thursday 21 November 2019** and addressed to:

Peel-Harvey Catchment Council (Inc)

58 Sutton Street

MANDURAH WA 6210

For further information, contact Patricia Sutton at patricia.sutton@peel-harvey.org.au or phone 08 6369 8800

Refer also www.peel-harvey.org.au,  and Constitution (http://www.peel-harvey.org.au/?page_id=33)

Association Liability Insurance & ACNC Questions for Members/Proposed Members

Name:

Signature:

Residential address:

Bus hrs phone:

Date:

In order to comply with the PHCC Association Liability Insurance Policy and our membership of the Australian Charities and Not for profits Commission (ACNC), you are required to answer the following questions. (**See bottom of page for definition of "Insured Person"). Please note that all responses will be treated with the utmost confidentiality.

Q 1 – Insured Person's details – circle YES or NO

- a. Has any former or current **Insured Person** of the Association (PHCC) ever been declared bankrupt? **YES / NO**
- b. Has any former or current **Insured Person** of the Association (PHCC) ever been an **Insured Person** of an organisation placed in receivership, liquidation or provisional liquidation? **YES / NO**
- c. Has any former or current **Insured Person** of the Association (PHCC) ever had a conviction for crimes involving dishonesty? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q11 – Claims History – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

- a. Has any claim ever been made or civil, criminal or regulatory proceedings brought against the Association or any **Insured Person** (whether as **Insured Persons** of the Association or any other entity), in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- b. Has any **Insured Person** ever received a notice to attend an official investigation, examination, inquiry or other proceedings ordered or commissioned by an official body or institution, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- c. During the past 5 years has the Association suffered any loss as a result of any dishonest or fraudulent act of any **Insured Person**, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- d. During the past 5 years has the Association or any **Insured Person** had any fine or penalty or infringement notice (other than for traffic offences) imposed by any Federal, State, Territory or local government or other regulatory authority, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q 12 – Known Circumstances – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

After enquiry, are any of the **Insured Persons** aware of any act, omission, conduct, fact, event, circumstance or matter which might reasonably be expected to:

- a. Give rise to a claim or lead to civil or criminal proceedings against the Association or any **Insured Person**. **YES / NO**
- b. Result in the Association or any **Insured Person** being required to attend an official investigation, examination, inquiry or other proceedings? **YES / NO**
- c. Give rise to a fine or penalty being imposed on the Association or any **Insured Person** (other than for traffic offences) by a Federal, State, Territory or local government or other regulatory authority? **YES / NO**

1. Is this person of Aboriginal origin? circle YES or NO
2. Is this person of Torres Strait Island origin? circle YES or NO
3. What language does this person generally speak at home? _____

If you answered YES to any of the above questions, please provide full details using a separate sheet.

**** Insured Person** means any natural person who was **prior to the Policy Period**, or is **during or after the Policy Period**;

(a) a director, secretary, officer, trustee, committee member, employee (whether salaried or not) or volunteer of the **Association**; or

(b) a person acting on behalf of the **Association** at the direction of an officer or board or committee of management of the **Association**, but only in his or her capacity as such.

From: [Alan Stokes](#)
To: [ACCA](#)
Subject: Call for Nominations - ACCA Committee
Date: Tuesday, 15 October 2019 12:23:25 PM
Attachments: [Nomination form - Association Committee of Management 2019-21.pdf](#)

To Members, Australian Coastal Councils Association Inc.

Call for Nominations to ACCA Committee of Management

The election of representatives to the Association's Committee of Management for the period 2019 to 2021 will be held at the conclusion of the 2019 Association Annual General Meeting, at 12 noon, Friday 22 November. Please note that for the first time the AGM will be held entirely by teleconference for the convenience of members and to minimise costs. More information on how to dial-in to the AGM will be provided closer to the date.

The Committee consists of two elected representatives from member councils in each State for a period of two years.

A nomination form for the election of representatives of each State to the Committee is attached. Nominations will only be accepted from representatives of Association member councils that are financial members of the Association for 2019-20.

Under the Rules of the organization, only one nomination will be accepted from a member council for election to the committee.

Please note that nominations must be lodged by email at the Association's office (as indicated on the nomination form) by close of business on **Friday 8 November 2019**.

In the event that more than two nominations are received in any state a ballot of members in that state will be held.

Please let me know if you have any questions.

Regards,

Alan Stokes

Australian Coastal Councils Association Inc

T: 03 9399 8558

M: 0411 592 269

PO Box 550 Williamstown VIC 3016



45 Mandurah Terrace
 PO Box 543
 Mandurah WA 6210
 P (08) 9535 4140
 F (08) 9535 2119
 E peel@peel.wa.gov.au
www.peel.wa.gov.au

Mr Mark Newman
 Chief Executive Officer
 City of Mandurah
 PO Box 210
 MANDURAH WA 6210

Dear Mark

PEEL DEVELOPMENT COMMISSION BOARD NOMINATIONS

The Peel Development Commission is seeking nominations for one Local Government representative vacancy on its Board due to one member's term expiring on 31/12/19. In accordance with the *Regional Development Commission's Act 1993*, nominees for the vacancy must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Peel region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment. The Commission is seeking nominees that have experience in economic development and investment attraction.

Nominations are to be submitted either by post or e-mail to the Executive officer at eo@peel.wa.gov.au at this office, no later than 4.30pm on Monday, 2 December 2019.

Nomination/application form is attached. Please complete a separate nomination form for each nominee.

Any further information can be obtained by contacting Kylie Wilson at the Commission on 9535 4140.

We look forward to receiving your nominations.

Yours sincerely

A handwritten signature in black ink, appearing to read "Andrew Ward".

Andrew Ward
CHIEF EXECUTIVE OFFICER

22 October 2019

enc. Nomination Form

LOCAL GOVERNMENT VACANCY INFORMATION

PEEL DEVELOPMENT COMMISSION

ATTACHMENT 3

Contact at Peel Development Commission	Kylie Wilson Executive Officer Peel Development Commission 45 Mandurah Terrace Mandurah Telephone 9535 4140 Email eo@peel.wa.gov.au
Name of Minister for the Peel Development Commission	Hon Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade
Description of Position	The Peel Development Commission requires one Elected Member/LGA representative experienced in economic development and investment attraction. Other qualities should include decision making abilities, business acumen, an ability to work cooperatively within a team environment and interests relevant to the Peel community.
Length of term	Maximum of three years
Current representative and reason for vacancy	1 x LGA vacancy has arisen as a result of a LGA representative's board term expiring as at 31 December 2019.
Commencement date	To be advised
Meeting schedule	Approximately 5 meetings per year
Location of meetings	Various locations within the Peel region
Day/time of meeting	2020 Board meeting dates to be advised
Duration of meeting	4-7 hours
Meeting fee	\$622 per day \$403 per half day
Travelling allowances	As per public sector standards
Objectives of Peel Development Commission	<p>The objectives of the Commission are to:</p> <ul style="list-style-type: none"> • Maximise job creation and economic diversification within the region; • Develop and broaden the economic base of the region; • Identify infrastructure services to promote economic and social development within the region; • Provide information and advice to promote business development within the region; • Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and • Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

NOMINATION FORM

LOCAL GOVERNMENT REPRESENTATIVE PEEL DEVELOPMENT COMMISSION Nominations close Monday, 2 December 2019

Nominee Title (eg Mayor/President/Cr)		
Last Name		
Given Names		
Date of Birth		
Council		
Home address		
Email address		
Contact Details	Home:	
	Work:	
	Council:	
	Mobile:	
Occupation		
Qualifications		
Resume	Please attach a copy of your Resume/CV	

I hereby submit my nomination, made in accordance with my Council's policy on representation, for the position of Local Government representative on the Peel Development Commission. Should my nomination be successful I will make every endeavour to commit the time and effort necessary to undertake this position. I will adhere to the eligibility criteria which specifies that should I no longer be a serving Elected Member, I will resign from the Development Commission as the Local Government representative.

Nominee: _____ Date: _____
(Signature)



City of Mandurah

Advisory Groups

TERMS OF REFERENCE

Originating Section: Governance Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>s67 Bush Fires Act 1954</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Governance Services, September 2019	Delegated Authority: DA-EMS 02 – <i>Bush Fires Act 1954</i> .
Approved: <ul style="list-style-type: none"> • G.17/4/18 Dissolution of Mandurah Coastcare Co-ordinating Advisory Group • G.13/11/17 Appointment of Community Representatives to Advisory Groups • G.72/11/15: Council adopted updated Terms of Reference 	Other References: <ul style="list-style-type: none"> • Policy POL-GVN 04 – Elected Member Support and Development • City of Mandurah Access and Inclusion Plan 2015 - 2020 • Office of Road Safety, Towards Zero, Road Safety Strategy 2008-2020

TERMS OF REFERENCE

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ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.

2.2 Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Committee or Advisory Group may only be made by Council.

3. Operation

3.1 A review of these Terms of Reference will be undertaken biennially.

3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

1 ACCESS AND INCLUSION ADVISORY GROUP

Membership

The current membership of the Advisory Group is as follows:

- a) Two Elected Members
- b) Ten community member representatives of the following sectors:
 - People with lived experience and their support networks
 - Disability and community service organisations
 - Disability Employment Service (DES) providers
 - Education and training sector
- c) Three representatives from the following organisations:
 - One representative from Department of Local Government, Sport and Cultural Industries
 - Two representatives from the local partners of the National Disability Insurance Scheme (NDIS)
- d) Supporting Officers (no voting rights):
 - Community Development Officer
 - Administrative representative (Community Development)

Purpose

To provide advice on the implementation of the strategies identified in the City's current Access and Inclusion Plan.

Objectives

- a) To provide advice and information regarding access and inclusion within the City of Mandurah
- b) To be a "go to" group for community members and service providers and other on access and inclusion issues.
- c) To ensure information and feedback received by the Advisory Group is consolidated and passed on to Elected Members and Council.
- d) To support and provide information into the annual reporting to Council on the City's current Access and Inclusion Plan progress and by identifying any new or additional information to be presented in this report.
- e) To support and participate in consultation processes with people with a disability, their families, carers and service providers to update the 2015/2020 Access and Inclusion Plan, gain feedback on progress and its success in overcoming barriers to access and inclusion.
- f) Liaise with City officers responsible for the implementation of the strategies and inform them of the importance of integrating the values access and inclusion into their work with the City. Invite officers from different areas within the City to update members on their achievements in disability access.

Meetings

Meetings are held quarterly.

2 MANDURAH COMMUNITY MUSEUM ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) One Elected Member
- b) Two Community Representatives
- c) Six representatives from the following organisations
 - Two representatives from Mandurah Historical Society
 - Two representatives from Friends of Mandurah Community Museum
 - One representative from Mandurah Business
 - One representative from Peel Education and Training Department
- d) Supporting Officer (no voting rights)
 - Museum Development Officer

Purpose

The purpose of the Advisory Group is to provide advice to the Council on issues relating to the management of the Mandurah Community Museum and its programmes.

Objectives

The objectives of the Advisory Group are as follows:

- a) To increase the usage of the Museum by the local community and visitors to Mandurah through active promotion.
- b) To actively recruit and effectively train a body of volunteers to ensure maximum access to the Museum collection through increased opening hours.
- c) To develop, implement and manage programs for the community and specific groups in order to relate the history of Mandurah and the Peel Region.
- d) To provide effective interpretation and display of the Museum collection and to actively seek to extend the collection appropriately.

Responsibilities

The Advisory Group has the following responsibilities:

- a) To advise policy and guidelines for the efficient management of the Museum.
- b) To provide comment and recommendations on issues associated with the operation and development of museum programs.
- c) To contribute ideas and knowledge for the development of museum programs and promotional activities.
- d) Assess suggestions, information and comments received with the aim of providing improved operation and development of museum activities.

3 MANDURAH ROADWISE ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) Two Elected Members
- b) Five Community Members
- c) Eight representatives from the following organisations:
 - One representative from Main Roads WA
 - One representative from a Mandurah School
 - One representative from WA Police
 - One representative from WALGA Roadwise
 - One representative from RSDEB (Road Safety and Drug Education Branch)
 - One representative from Department of Transport
 - One representative from SES
 - One representative from Mandurah Taxis
- d) Supporting Officers (no voting rights)
 - Manager Technical Services
 - Engineer Traffic and Transport
 - Administration Officer (part-time)

Purpose

To adopt and comply with the safe system approach and the implementation of specific initiatives of the Office of Road Safety's *Towards Zero*, Road Safety Strategy 2008 – 2020.

To encourage community awareness and participation in road safety.

Objectives

The Advisory Group will meet a minimum of four times per year to:

- a) Develop and implement community based road safety programs and action plans consistent with state and federal government strategic road safety plans.
- b) Develop community involvement and support for road safety initiatives including sponsorship from local businesses.
- c) Establish a close liaison between relevant stakeholders and other community groups in the interest of promoting road safety.
- d) Work together with appropriate authorities and agencies to continue improvements in road safety within the District.
- e) Formulate and prioritise recommendations to enhance road safety.
- f) Formulate a Strategic Action Plan.
- g) Promote the committee through applying for relevant competitions/awards, utilising the City's Media team, contacting local newspapers, using social media and by 'campaign sharing' with other local Roadwise groups.

4 MANDURAH ENVIRONMENTAL ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) Two Elected Members
- b) Six community representatives, with an understanding of one or more of the following areas:
 - Energy Consumption/Conservation
 - Flora and Fauna;
 - Wetlands and Groundwater;
 - Bushland and Bushland Management
 - Coastal Management Issues
- c) Two Environmental Volunteer Representatives. For the purposes of this Advisory Group, an environmental volunteer representative is defined as an active volunteer of the City's Mandurah Environment Volunteer Alliance (MEVA). As a guide, an active member is considered to be someone who has attended three MEVA meetings or events in the past 12 months prior to nomination.
- d) Supporting Officers
 - Manager Environmental Services
 - Manager Planning & Land Services
 - Administration Officer (Administration Support)
 -

Invitees

The Advisory Group may invite representatives from relevant government departments, other bodies and City officers with specialist advice, to its meetings as and when required. Such representatives shall not be members.

Purpose

The purpose of the Advisory Group is to advise Council on general environmental issues, consistent with the intent of the City's Community Charter and Strategic Plan.

Objective

The Advisory Group objective is to provide Council with an independent and expert source of advice pertaining to matters related to Mandurah's natural environment.

Responsibilities

Advisory Group members are expected to:

- a) Have a broad understanding of the environmental and planning legislative framework operating in WA.
- b) Be fully conversant with agenda items and display a high level of preparedness for meetings.
- c) Be regularly in attendance at meetings.

- d) Contribute to the sustainability of the City by understanding the relevant environmental issues facing the City.
- e) Present evidence based advice.
- f) Support in decisions related to supporting the City's environmental volunteer network.

Applicability of Local Government Act 1995

The provisions of the *Local Government Act 1995* relating to obligations for declaration of a financial interest and observance of the City's applicable Code of Conduct be incorporated by reference, as if part of the obligations for members of the Advisory Group.

Meetings

Minutes of the Advisory Group meetings shall be circulated to members of the Advisory Group. Agenda items must be received by the Administration Officer on the prescribed proforma 14 days prior to the next scheduled Advisory Group meeting.